



F.2 SAMPLE CONSTITUTION AND BY-LAWS OF THE STUDENT ORGANIZATION

Venerable Knight Veterinarians Fraternity
Venerable Lady Veterinarians Sorority
OMICRON – XI CHAPTER
University of Southern Mindanao

Constitution and By-Laws

P R E A M B L E

We, the members of the Venerable Knight Veterinarians Fraternity & Venerable Lady Veterinarian Sorority, aspiring to excel in the field of Veterinary Medicine, to foster brotherhood/sisterhood, discipline and unity, to promote and protect the rights and welfare of its member and the student in general to enhance awareness of the social, moral, cultural and political situation of our times, to develop intellectual potentials, to foster enlighten leadership and active involvement in the relevant issues and events confronting us and to commit ourselves to these ends, do ordain and promulgate this constitution.

ARTICLE I: NAME AND DOMICILE

- Section 1. This organization shall be known as the VENERABLE KNIGHT VETERINARIANS FRATERNITY & VENERABLE LADY VETERINARIAN SORORITY or VKV-VLV, hereinafter referred to as the UNION.
- Section 2. The Union shall be domiciled at University of Southern Mindanao, Kabacan, Cotabato.

ARTICLE II: DECLARATION OF OBJECTIVES

The UNION commits itself to the pursuit of the following objectives:

- Section 1. We believe in the principle of democracy, equality, brotherhood and sisterhood.
- Section 2. We believe in the principle of collective leadership.
- Section 3. We believe in the principle of the minority abiding by the decision of the majority.



ARTICLE III: NAME OF EMPLOYER AND PLACE OF OPERATION

- Section 1. There shall be a fraternity/sorority that shall be known as the VENERABLE KNIGHT VETERINARIANS FRATERNITY & VENERABLE LADY VETERINARIAN SORORITY or VKV-VLV.
- Section 2: Place of Operation: The sorority operates within the University of Southern Mindanao, Kabacan, Cotabato.

ARTICLE IV: MEMBERSHIP

- Section 1. Qualifications
- a.) Membership shall be open to male/female bonafide Veterinary Medicine Students who shall undergo and passed the required procedure set by the membership committee that will not in any way be detrimental to their physical state and mental disposition.
 - b.) Applicant must be physically, morally and mentally sound;
 - c.) He/She must be of good scholastic standing prior to application; and
 - d.) He/She must not be a member of any veterinary organization, club and/or fraternity/sorority.
- Section 2. Requirements
- a.) Applicant must be physically, morally, and mentally sound.
 - b.) He/She must not be found guilty any disciplinary action and/or unlawful acts.
- Section 3. Unless otherwise provided for in the condition, each member shall have the following rights and privileges:
- a.) To participate in any undertakings of the fraternity/sorority without undue limitations;
 - b.) To vote and be voted upon any election proceedings;
 - c.) To solicit whatever help can be extended such as books, financial assistance and the like from the fraternity/sorority;



- d.) To enjoy other privileges the fraternity/sorority may provide from time to time to each member;
- e.) To be given protection in matters pertaining to the fraternity/sorority upon the approval of the body;
- f.) To request copy or copies of any official document about any of the fraternity/sorority affairs and undertakings;
- g.) To avail of any information on all fraternity/sorority undertakings unless otherwise agreed upon by the Executive Council;
- h.) To openly discuss criticize and suggest ideas, proposals, resolutions and goals without fear of suppressions, interference and humiliation; and
- i.) Any member shifting to other colleges and/or course shall be entitled to all the rights and privileges unless she resigns from the fraternity/sorority.

Section 4. All members of the fraternity/sorority shall have the following duties and responsibilities:

- a.) To uphold the integrity and dignity of the name VKV-VLV at all times;
- b.) To exercise responsibly her rights and privileges without infringing upon the rights of other members;
- c.) To maintain harmonious relationship with all other members;
- d.) To pay back loans and dues obtained from the fraternity/sorority within the period agreed upon;
- e.) To participate/cooperate with any of the activities of the fraternity/sorority;
- f.) To work for the increase/expansion of the membership.;
- g.) To keep aware of all fraternity/sorority undertakings;
- h.) To support without reservations, all the fraternity/sorority decisions and actions;
- i.) To attend meetings except for those who have classes at that period; and
- j.) To safeguard the principle of the Constitution and By-Laws.



ARTICLE V: PRINCIPAL OFFICERS

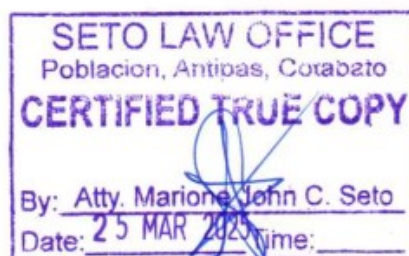
Section I. OFFICERS

1. The sorority shall have the following set of officers:
 1. Grand Lady
 2. Vice Grand Lady-Internal affairs
 3. Vice Grand Lady-External affairs
 4. Lady Recorder
 5. Lady Exchequer
 6. Lady Entrepreneur
 7. Lady Comptroller
 8. Lady Chronicler
 9. Lady Seneschal
 10. Vice Lady seneschal
2. The fraternity shall have the following set of officers:
 1. Grand Knight
 2. Vice Grand Knight-Internal affairs
 3. Vice Grand Knight-External affairs
 4. Knight Recorder
 5. Knight Exchequer
 6. Knight Entrepreneur
 7. Knight Comptroller
 8. Knight Chronicler
 9. Knight Seneschal
 10. Vice Knight seneschal

ARTICLE VI: DUTIES AND POWERS

RESPONSIBILITIES

- Section 1. The Grand Knight/Lady shall have the following duties and responsibilities:
- a) He/She shall be the chief executive of the fraternity/sorority and shall preside overall meetings unless he/she assigns the Vice-Grand Knight/Lady or other officers to take charge in his/her absence;



- b) He/She shall see to it that the constitution of the fraternity/sorority is honored and followed; that all resolutions, amendments, decisions made at general meetings, conferences and convention received proper attention and action;
- c) He/She shall represent the sorority on occasions when representation is needed unless he/she assigns any member as provided for in this constitution;
- d) He/She may call special and/or emergency meetings;
- e) He/She may issue memoranda circulars whenever a need of such arises;
- f) He/She shall have final decision in the case of a tie in the Executive Council;
- g) He/She shall have power to hand down emergency decision necessary for the welfare of the sorority;
- h) He/She shall authenticate all communications and papers; and
- i) He/She shall decide all questions of orders that are appealable to the body.

Section 2. The Vice Grand Knight/Lady for Internal Affairs shall have the following duties:

- a) He/She shall preside the overall meetings in the absence of the Grand Knight/Lady;
- b) He/She shall take over the position of the Grand Knight/Lady in the case of the latter incapacity according to the order of the hierarchy;
- c) He/She shall assist the Grand Knight/Lady with regard to internal affairs in the dispatch of his/her duties; and
- d) He/She shall constantly check the development of the internal affairs and report them to the Grand Knight/Lady.

Section 3. The Vice Grand Knight/Lady for External Affairs shall have the following responsibilities:

- a) He/She shall assume the function of one of the highest positions, in the absence of both according to the order of the hierarchy;

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- b) He/She shall take charge of all external activities and affair of the fraternity/sorority; and
- c) He/She shall assist the Grand Knight/Lady with regards to internal affairs in the dispatch of his/her duties.

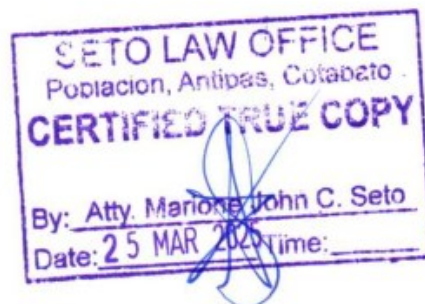
Section 4. The Knight/Lady Recorder shall have the following duties:

- a) He/She shall record all the minutes of the meetings, conferences and conventions;
- b) He/She shall prepare and read the minutes of the previous meetings;
- c) He/She shall attend to official correspondence;
- d) He/She shall safeguard the VKV-VLV Constitution and By-Laws and other important documents necessary for the VKV-VLV fraternity/sorority;
- e) He/She shall see to it that the fraternity/sorority record is kept in proper order;
- f) He/She shall prepare memoranda, notices and announcements regarding the official fraternity/sorority affairs approved by the Grand Knight/Lady;
- g) To do other duties assigned by the Grand Knight/Lady; and
- h) He/She shall chair the Academic Committee.

Section 5. The Knight/Lady Exchequer shall have the following duties:

- a) He/She shall have received and act as custodian of the fraternity/sorority funds;
- b) He/She shall collect monetary funds and all other dues necessary for the existence of the fraternity/sorority;
- c) He/She shall keep a record of finances and disburses the fund of the organization officially, upon the approval of the Grand Knight/Lady;
- d) He/She shall prepare financial statements and render monthly reports audited by the comptroller and approved by the Grand Knight/Lady; and
- e) He/She shall chair the Finance Committee.

Section 6. The Knight/Lady Entrepreneur shall have the following duties:



- a) He/She shall submit appropriate ways and means to improve financial status of the fraternity/sorority;
- b) He/She shall take charge of the following business transactions upon the approval of the body; and
- c) He/She shall chair the Physical and Maintenance Committee.

Section 7. The Knight/Lady Comptroller shall have the following duties:

- a) He/She shall assist the Lady Exchequer in preparing semestral and annual project receipts and expenditures;
- b) He/She shall audit all the finances of the fraternity/sorority; and
- c) He/She shall act as Vice Chairwoman of the Finance Committee.

Section 8. The Knight/Lady Chronicler shall have the following duties:

- a) He/She shall gather all and classify all s fraternity/orority news;
- b) He/She shall prepare news article and announcement for publication and broadcast;
- c) He/She shall file clippings of all fraternity/sorority activities and submit it to the Knight/Lady Recorder;
- d) He/She shall coordinate with the Knight/Lady Recorder with regards to the duties related to his/her position;
- e) He/She shall be responsible for the official organ of the fraternity/sorority;
- f) He/She shall circulate all memoranda and information;
- g) He/She shall answer all inquiries about the fraternity/sorority;
- h) He/She shall promote good relationship with peers and public; and
- i) He/She shall chair the Publication and Art Committee.

Section 9. The Knight/Lady Seneschal shall have the following duties:

- a) He/She shall impose proper order and discipline in all fraternity/sorority undertakings;
- b) He/She shall plan the security of the fraternity/sorority;
- c) He/She see to it that all applicants of the fraternity/sorority shall have undergone proper screening before they will be admitted to the fraternity/sorority;



- d) He/She shall do the stated duty with tact and without arrogance so as not to jeopardize the fraternity/sorority relationship;
- e) He/She shall work on the Code of Discipline approved by the body;
- f) He/She shall be responsible for membership expansion program of the fraternity/sorority; and
- g) He/She shall chair the membership Committee.

Section 10. The Vice Knight/Lady Seneschal shall have the following duties:

- a) He/She shall assist the Knight/Lady Seneschal at all times; and
- b) He/She shall act as Vice-Chairman/Chairwoman of the Membership Committee.

ARTICLE VII: MEETINGS OF THE UNION

Section 1. In order to maintain an effective and organized environment within our Venerable Knight Veterinarians Fraternity & Venerable Lady Veterinarian Sorority (VKV-VLV), certain guidelines and practices have been established during our regular meetings. These measures aim to foster a conducive atmosphere for meaningful discussions and decision-making. Here is a summary of the key points discussed during the latest meeting:

- a) A regular meeting together with the VKV shall be held once a week.
- b) Regular meetings are scheduled every Monday at 5:30 PM at Aquino's Residence, Sunrise St., Poblacion, Kabacan.
- c) The Grand Lady shall preside the meeting alternate to the Grand Knight every other week.
- d) Separate Meetings for VKV and VLV: To address specific concerns and initiatives of each group, separate meetings of the VKV and VLV may be convened at any time outside the regular schedule.
- e) Emergency Meetings: Acknowledging the need for urgent discussions, emergency meetings may be called on days other than the regular meeting schedule to address time-sensitive matters.
- f) Prohibition of Alcohol and Prohibited Drugs: Members under the influence of alcohol and/or prohibited drugs are strictly prohibited from participating in meetings. Such individuals will be marked absent to maintain a focused and respectful atmosphere.



- g) Smoking/Vaping Prohibition: To ensure a healthy and comfortable environment, smoking or vaping is strictly prohibited during regular meetings.
- h) Mobile Phones and Electronic Devices Policy: Members are required to keep mobile phones and electronic devices in silent mode during regular meetings to prevent unnecessary disruptions. Exceptions may be granted for urgent messages and calls to balance communication needs.
- i) Late Arrivals and Accumulation Policy: Late arrivals can disrupt the flow of the meeting. Members who arrive more than fifteen (15) minutes after the scheduled start time will be considered late. An accumulation of three (3) unexcused late arrivals will be considered equivalent to an unexcused absence, encouraging members to be punctual.
- j) Meeting Absence and Excuse Slips: In cases of meeting absence, an unexcused absence will be recorded unless a formal excuse slip is presented to the Knight/Lady Recorder. The validity of the excuse will be determined by the assembly. Failure to submit an excuse slip within three (3) days following the meeting or providing an excuse solely through text messages/chat will result in an unexcused absence. Members may be excused for meetings held on exam days.
- k) Parliamentary Procedures: To ensure order and efficiency, all meetings will be conducted according to parliamentary procedures, allowing for a structured and fair decision-making process.

ARTICLE VIII: APPLICATION FOR MEMBERSHIP

Section 1. QUALIFICATIONS

The following are qualifications for an applicant who wishes to join the VKV-VLV FRATERNITY/ SORORITY;

- 1. He/she must be a bonafide Doctor of Veterinary Medicine student of the University of Southern Mindanao.
- 2. He/she must be physically, morally, spiritually and mentally sound.

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3. He/she must be a first year to fifth year student and has no other affiliations (e.g., college-based organizations such as SAVER and Rodeo, and other fraternities or sororities).

Section 2. SCREENING OF APPLICANTS

1. An applicant must fill-up the VKV-VLV application form and waiver then submit it to the Membership committee
2. The applicant must submit his/her Biodata, 2x2 ID picture, and must disclose his/her medical issues (if there is) during the interview.
3. The applicant will be accepted upon approval of the 75% (3/4) of the total number of the existing members.

ARTICLE IX: ATTENDANCE

Section 1. ACTIVITIES

1. Attendance is compulsory for all activities. In instances of absence, an excuse slip must be presented to the Knight/Lady Recorder, or conveyed through text messages/chat in emergencies. Failure to provide an excuse slip within three (3) school days after the activity, shall render the absence unexcused.
2. Any member who commits to a particular assignment is obligated to fulfill the task within the self-stated deadline.

Section 2. DRESS CODE

1. Proper adherence to the dress code is mandatory during meetings (except for regular/emergency meetings), activities, and significant segments of the initiation process. The dress code entails closed shoes, pants, and non-sleeveless attire; slippers are not permissible.
2. Pairing of VKV-VLV shirts with shorts and miniskirts is prohibited.
3. Any member observed consuming alcoholic beverages or smoking while attired in VKV-VLV shirts of any kind shall be subject to disciplinary action, which may involve participation in an adopted area clean-up service.

ARTICLE X: ACADEMIC PERFORMANCE

Section 1. EVALUATION OF ACADEMIC PERFORMANCE



1. Grades must be submitted to the Executive/Membership Committee at the conclusion of each semester for evaluation purposes.
2. Disciplinary measures will be instituted for subjects that are not successfully completed.
3. Members engaging in unrighteous and unlawful conduct that could potentially tarnish the reputation of the VKV/VLV FRATERNITY/SORORITY shall be subject to corresponding clean up service in the adopted area.
4. In situations where a member intends to withdraw from a subject or alter his/her degree program, a formal presentation of the reasons must be made to the assembly. Subsequently, a vote shall be conducted to determine the validity of the presented rationale.
5. Recognition shall be bestowed upon members who demonstrate exceptional academic performance within their respective academic year, provided they rank among the top 5 students with the highest GPA in their class.

ARTICLE XI: DISCIPLINARY ACTIONS

Section 1. MEETINGS

1. A singular unexcused absence without valid justification shall incur a penalty of one (1) hour of clean-up service in the adopted area. Accumulation of three (3) unexcused tardiness incidents, lacking valid justification, shall equate to a single unexcused absence.
2. Commission of three (3) instances of disrespect, including unruly behavior, interruptions, or offensive conduct towards the presiding officer or any member, shall result in a mandated participation in an adopted area clean-up service.
3. Members found to be under the influence of alcohol, or engaging in smoking/vaping during forthcoming activities organized by the fraternity/sorority, will be subject to a one (1) hour commitment to a clean-up service in the adopted area.
4. Absence in any form, whether pertaining to a one-hour exam, a long quiz, a midterm, or a final examination, is considered an absence.



Section 2. ACTIVITIES

One (1) unexcused absence or tardiness without any valid reason during the following activities will be penalized as such:

a.) Major activities:

- i. One (1) late: One (1) hour clean-up service in the adopted area.
- ii. One (1) absence: Two (2) hours clean-up service in the adopted area.

b.) Minor activities (Regular meetings, Reporting):

- i. Three (3) late: One (1) absent.
 - ii. One (1) absence: One (1) hour clean-up service in the adopted area.
1. The absentee must present his/her valid reasons to the Knight/Lady Recorder or GK/GL and should be approved by at least 2/3 of the total number of the resident members.
 2. Should a member choose to spearhead a major activity, one (1) hour of clean-up service in the adopted area (in-campus) and five (5) hours (out-campus) will be deducted from the accumulated disciplinary action.

Section 3. ACADEMIC PERFORMANCE

- a) One (1) instance of unrighteous conduct shall result in a two-hour commitment to a clean-up service within the adopted area.
- b) Subjects yielding a failing grade ('5') will incur a penalty of one (1) hour of clean-up service for each respective unit of the particular subject (e.g., Comparative Anatomy: 4 units = 4 hours of service). This standard for assigning the number and intensity of obligations applies uniformly to both VK and VL.
- c) In the event that a member chooses to modify their degree program, the entire batch to which the member belongs shall undertake a five (5) hour clean-up service in the adopted area, irrespective of the number of individuals who opt to shift coarse program.



Section IV. DRESS CODE

- a) Members who fail to adhere to the prescribed dress code during the designated events shall be subject to a Disciplinary Action (DA) involving one (1) hour of clean-up service in the adopted area.
- b) Any member apprehended consuming alcoholic beverages or engaging in smoking/vaping while attired in VKV-VLV shirts of any variety will be imposed a one (1) hour clean-up service in the adopted area, excepting instances related to the Founding Anniversary.

Section V. MISCELLANEOUS

- a) Members who find themselves in an inactive status and are unable to provide valid justifications for their inactivity shall be subject to Disciplinary Action (DA) in the form of a one (1) hour commitment to a clean-up service.
- b) Any member intentionally failing to adhere to the established protocols and principles of the VKV/VLV, without legitimate justification, shall be liable to a one (1) hour commitment to a clean-up service within the designated adopted area.

ARTICLE XII: SUSPENSION AND EXPULSION OF MEMBERS

Section 1. EXPULSION AND DELIBERATION

- a) Any member who proposes to resign membership must submit a formal written resignation to the membership committee.
- b) The body will determine the suspension and expulsion of a member. Their decision will depend on the evaluation of the degree of delinquency and offense committed by the member.
- c) Inactivity or voluntary failure to attend all the required events/activities of the Fraternity/Sorority.

ARTICLE XIII: FISCAL YEAR

- Section 1. The fiscal year of the Venerable Knight Veterinarians Fraternity & Venerable Lady Veterinarian Sorority (VKV VLV) shall commence on the first day of the first semester of every school year and conclude on the last day of the second semester of the same school year.

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ARTICLE XIV: GUIDELINES FOR CONDUCT

Section 1. PARTICIPATION

With the aim fostering a harmonious and respectful environment, the subsequent guidelines are hereby established to ensure the welfare of all members:

a.) Attendance:

In instances of unforeseen absence, members are respectfully urged to provide valid justification. An isolate unexcused absence, lacking valid justification, shall necessitate the completion of one hour of community service within the college premises. The accumulation of three unexcused tardiness incidents, devoid of valid justification, shall be deemed equivalent to a singular unexcused absence.

b.) Respectful Demeanor:

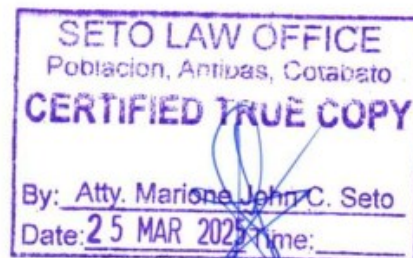
The fraternity/sorority holds mutual respect amongst all members in high regard. Instances involving disrespect, disruptive behavior, interruptions, or offensive actions directed towards the presiding officer or any fellow member shall incur a requirement of two hours of community service within the college precincts. Furthermore, active participation in an adopted area clean-up endeavor shall be obligatory, aimed at fostering personal accountability and community well-being.

c.) Positive Engagement:

Members are strongly encouraged to partake in activities in a manner that enriches the collective experience. Engaging in activities while under the influence of alcohol or resorting to smoking/vaping during forthcoming fraternity/sorority events is discouraged. In such occurrences, the member shall be anticipated to contribute on hour of community service within the college confines, thereby promoting a more health-conscious and all-inclusive environment.

d.) Academic Commitment:

The value of academic responsibilities is duly acknowledged, and members are expected to accord these obligations due priority. It is to be noted that any form of absence, regardless of whether it pertains to a brief one-hour



examination, a comprehensive quiz, a mid-term evaluation, or a conclusive examination, shall be considered tantamount to an absence.

In the event of recurrent infractions:

- 1) 1st Offense: One-hour community service within the college premises.
- 2) 2nd Offense: Two hours of community service within the college premises.
- 3) 3rd Offense: Mandatory resident behavioral evaluation and counseling, aimed at addressing behavioral concerns and ensuring compliance with organization's standards, is required as part of the disciplinary action process.

ARTICLE XV: ANTI-HAZING PROVISION

Section 1. Commitment to Anti-Hazing Policy

This organization strictly adheres to the provisions of Republic Act No. 11053, also known as the **Anti-Hazing Act of 2018**, which prohibits all forms of hazing and any initiation rites that inflict physical or psychological harm to individuals seeking membership in the organization.

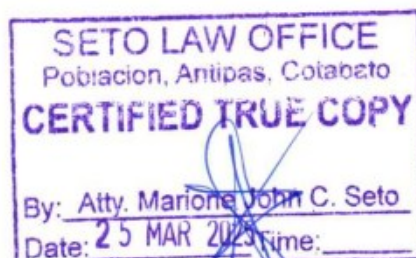
Section 2. Definition of Hazing

Hazing is defined as any act that subjects an applicant or a member to any form of physical or psychological suffering, harassment, abuse, or humiliation as a requirement for membership or as part of any initiation process. This includes, but is not limited to, acts of physical violence, forced consumption of alcohol or harmful substances, and any form of public humiliation or demeaning tasks.

Section 3. Zero Tolerance for Hazing

This organization upholds a **zero-tolerance policy** for any form of hazing. No member, officer, or alumni shall participate, condone, or be involved in any hazing activities. Any member found to be in violation of this policy shall face disciplinary actions, which may include suspension or expulsion from the organization, and referral to the appropriate authorities for legal action.

Section 4. Procedures for Recruitment and Initiation



The following collections are strictly prohibited:

1. **Unapproved Fees** – Any fees that have not been formally approved by the Executive Committee or the general membership.
2. **Coercive Contributions** – Any form of forced or coerced contributions, donations, or payments from members, applicants, or participants.
3. **Hidden Charges** – Any undisclosed fees or charges related to membership, events, or activities.

Section 5. Penalties for Unauthorized Collections

Any officer or member found guilty of engaging in unauthorized collections or violating this policy will face disciplinary actions, which may include:

1. **Warning or Suspension** – Depending on the severity of the violation, the member may receive a formal warning or suspension from activities.
2. **Expulsion** – Severe or repeated violations may result in permanent expulsion from the organization.
3. **Refund of Collected Funds** – Any funds collected in violation of this policy must be refunded to the affected individuals within a reasonable timeframe.

Section 6. Reporting and Complaint Process

Any member or applicant who believes they have been subjected to unauthorized collections may report the incident to the Executive Committee or the faculty adviser. All reports will be treated confidentially, and an investigation will be conducted to address the issue.

Section 7. Education and Awareness

The organization shall ensure that all members, especially officers, are regularly informed about this Anti-Collection Policy. A copy of this policy will be made available to all members and discussed during orientation and at the beginning of each academic year.

ARTICLE XVII: DONATION POLICY

Section 1. Acceptance of Donations

The organization may accept donations, in cash or in kind, from individuals, groups, or external entities, provided that:



1. Alignment with Objectives – The donation aligns with the organization’s mission, vision, and objectives, and does not conflict with the values or policies of the university or organization.
2. No Obligations – Donations shall be offered voluntarily and without any obligation, expectation of return, or influence over the decisions, activities, or policies of the organization.
3. Approval of Donations – All donations above a specified value (e.g., [P10,000 or other threshold]) must be reviewed and approved by the Executive Committee, in consultation with the faculty adviser.

Section 2. Types of Acceptable Donations

The organization may accept the following types of donations:

1. Monetary Donations – Cash donations for general purposes or specific projects, provided the donor’s intent is clearly stated.
2. In-Kind Donations – Donations of goods, services, or materials, provided they are useful to the organization’s objectives and activities.
3. Sponsorships – Sponsorships for events or projects may be accepted, provided that all terms and conditions of the sponsorship are clearly outlined, approved, and made transparent to the organization’s members.

Section 3. Documentation and Transparency

All donations received by the organization must be documented and reported to ensure transparency and proper use of funds or resources:

1. Acknowledgment of Donations – All donations must be acknowledged in writing, and a formal receipt must be issued to the donor, specifying the amount or nature of the donation.
2. Record Keeping – The Treasurer shall record all monetary and in-kind donations in the organization's financial records, including the donor’s name (if not anonymous), the value of the donation, and any specific conditions or restrictions attached to the donation.
3. Donor Confidentiality – Donors may request to remain anonymous, and their identity shall be kept confidential unless they expressly agree to public acknowledgment.



4. Financial Reports – A report detailing the donations received and their use must be presented to the general membership during regular meetings and included in the annual financial report.

Section 4. Use of Donations

Donations shall be used exclusively for purposes that support the organization's mission and activities:

1. General Donations – Unrestricted donations may be used at the discretion of the Executive Committee to support the organization's programs, activities, and operations.
2. Restricted Donations – Donations made for a specific purpose (e.g., for a particular event, project, or scholarship) must be used in accordance with the donor's wishes. Any deviation from this must be approved by the donor in writing.

Section 5. Declining Donations

The organization reserves the right to decline any donation if:

1. The donation is from a source that could compromise the integrity or reputation of the organization.
2. The donation comes with conditions that are not aligned with the organization's values, mission, or policies.
3. The donation could create a conflict of interest for the organization, its officers, or its members.

Section 6. Fundraising Activities

The organization may solicit donations from members, alumni, and external entities through approved fundraising activities. All fundraising efforts must be pre-approved by the Executive Committee and faculty adviser, and conducted in compliance with university regulations.

Section 7. Reporting and Accountability

Any misuse of donated funds or resources is a serious violation of this policy. Any officer or member found guilty of misusing donations will face disciplinary actions, which may include:



1. Suspension or Expulsion – Depending on the severity of the violation, the individual may be suspended or expelled from the organization.
2. Legal Action – If applicable, legal action may be taken to recover misused funds or resources.

Section 8. Annual Review of Donations

The organization’s Executive Committee, in coordination with the Treasurer and faculty adviser, shall conduct an annual review of all donations received to ensure proper use and compliance with this policy. The results of the review shall be shared with the general membership.

ARTICLE XVIII: AMENDMENTS OF RULES AND REGULATION

Section 1. Amendments to this Constitution may be formally proposed by any individual member seeking improvements and enhanced effectiveness within the organization.

Section 2. In an official capacity, any member may initiate amendments through a formal petition, necessitating approval by at least a 2/3 majority vote from the total membership.

ARTICLE XIX: EFFECTIVITY

Section 1. This Constitution shall take effect on the day following its ratification.

Adopted and ratified this 8th day of March 2025 at University of Southern Mindanao with the list of members, together with their signatures, who ratified the same appearing in Annex “A” hereof.

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CERTIFIED TRUE COPY
By: Atty. Marione John C. Seto
Date: 25 MAR 2025 Time: _____
ATTESTED

CERTIFIED CORRECT:

AMERIE G. JAMASALI
VKV-VLV Grand Lady

SUBSCRIBED AND SWORN TO before me this
25 MAR 2025 in Antipas, Cotabato, Philippines

JONALD L. PIMENTEL, PhD
President

BY AUTHORITY OF THE PRESIDENT

EIMER M. ESTILLOSO, EdD
VP for Administration and Finance

3-25-2025

MARIONE JOHN C. SETO

Roll of Attorney's No. 14110
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IBP NO. 494151101-02-25, North Cotabato Chapter
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Series of _____



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
ols@usm.edu.ph

OFFICE OF LEGAL SERVICES

March 24, 2025

JONALD L. PIMENTEL, PhD
President
University of Southern Mindanao
Kabacan, Cotabato

RE: Approval of the Constitution and By-Laws (CBL) of the Venerable Knight Veterinarians Fraternity and Venerable Lady Veterinarians Sorority

Recommended Action: For the signing of the Constitution and By-Laws (CBL)

Sir:

I formally endorse the proposed Constitution and By-Laws (CBL) of the Venerable Knight Veterinarians Fraternity and Venerable Lady Veterinarians Sorority of the University of Southern Mindanao - Kabacan, Main Campus. As esteemed organizations that have long upheld the values of academic excellence, leadership, service, and camaraderie, the Venerable Knight Veterinarians Fraternity and Venerable Lady Veterinarians Sorority have demonstrated an unwavering commitment to the professional and personal growth of their members. Their initiatives, activities, and contributions to the university community and the field of veterinary medicine exemplify their dedication to fostering ethical standards and professional responsibility.

The proposed Constitution and By-Laws have been thoroughly reviewed and serve as a robust framework that strengthens their mission and vision, ensuring that their members uphold integrity, discipline, and service to both the veterinary profession and society. By establishing clear guidelines and principles, the CBL guarantees that the organizations will continue to function effectively and harmoniously while promoting the highest ideals of the veterinary community.

This proposed Constitution and By-Laws has been duly ratified by the members of the association, as officially documented in the minutes of their meeting on March 08, 2025. Additionally, after a comprehensive review of its provisions we have determined that the provisions and stipulations contained in the CBL do not contravene any university policies or existing laws. The document is consistent with the principles of governance, organizational integrity, and student engagement as espoused by the university's mission and vision.

Very truly yours,


ATTY. SUNNY RYE M. NOGALO
Attorney IV

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**





UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato, Philippines
La Liga Diplomatica Organization (LLD)



General Assembly Meeting No. 1

**EXCERPTS FROM THE MINUTES OF THE FIRST READING OF THE LA LIGA
 DIPLOMATICA ACADEMIC ORGANIZATION'S CONSTITUION AND BY-LAWS**

Minutes of the Meeting

PRESIDENT IANA L. GARCIANO
 Presiding Officer

Date: January 12, 2024

Location: Institute of Middle East and Asian Studies

Time Started: 1:00 PM

Meeting Secretary: Angelica Mari T. Adolfo

Attendance: 21

NAME	POSITION	SIGNATURE
Iana L. Garciano	Secretary General	<i>Iana L. Garciano</i>
Mark Ronald M. Sandimas	Internal Vice Secretary General	<i>Mark Ronald M. Sandimas</i>
Jason B. Padrillan	External Vice Secretary General	<i>Jason B. Padrillan</i>
Angelica Mari T. Adolfo	Secretary	<i>Angelica Mari T. Adolfo</i>
Heris M. Bandaia	Finance Attaché	<i>Heris M. Bandaia</i>
Hamad M. Mokalem	Auditor Attaché	<i>Hamad M. Mokalem</i>
Airish Mae P. Ramas	Plan and Budget Attaché	<i>Airish Mae P. Ramas</i>
Norseda K. Danggo	Peace and Order Attaché	<i>Norseda K. Danggo</i>
Alexis Jewel L. Bermudez	Project Attaché	<i>Alexis Jewel L. Bermudez</i>
Neil Adrian R. Naig	Record and Communication Attaché	<i>Neil Adrian R. Naig</i>
Abe Jude E. Lesondato	Information Officer Attaché	<i>Abe Jude E. Lesondato</i>
Argie A. Acutan	Socio Cultural Head	<i>Argie A. Acutan</i>
Majaieish A. Yusoph	Socio Cultural Head	<i>Majaieish A. Yusoph</i>
Triaha C. Calansingin	Spokesperson	<i>Triaha C. Calansingin</i>
Charlie C. Cutzon	General Assembly President	<i>Charlie C. Cutzon</i>
Marisel P. Medayag	1-A Chargé D'Affaires	<i>Marisel P. Medayag</i>
Fahad B. Tagal	1-B Chargé D'Affaires	<i>Fahad B. Tagal</i>
Danniella Hannah P. Baldonado	2-A Chargé D'Affaires	<i>Danniella Hannah P. Baldonado</i>
Datu Hamm P. Mastura	2-B Chargé D'Affaires	<i>Datu Hamm P. Mastura</i>
Arbaya K. Diade	3-A Chargé D'Affaires	<i>Arbaya K. Diade</i>
Ksa A. Demandante	4-A Chargé D'Affaires	<i>Ksa A. Demandante</i>

CERTIFIED TRUE COPY:

MARGIE N. BUTUAN-GALANG

Chief Administrative Officer

University of Southern Mindanao

Date: _____

U/UC: _____

Republic of the Philippines
**University of Southern
Mindanao** Kabacan, Cotabato

**LA LIGA
DIPLOMATICA
CONSTITUTION
PREAMBLE**

We, the members of La Liga Diplomatica of the University of Southern Mindanao, upon the vest of All-knowing God, determined:

To pursue the quality of life and the value of education towards the competitive world, and believing that the very essence of humanity would contribute to the development of friendly relations among members of the organization irrespective of their differing cultural and social systems; and

To unite our strength and ability to maintain peace, security, quality and value of truth, justice, freedom and, love for fostering the dynamic relationship not only among the members but also among other organizations; and

To practice tolerance for the purpose of obtaining competitive and self-initiative products of the society; and

Realizing that the purpose of such power and position is not to imply prerogatives among officers but to ensure the efficient performance of the functions of positions as vested upon them; and

To establish conditions under which justice and respect for the obligations arising from among members can be maintained.

Have resolved to combine our efforts to accomplish these aims;

Accordingly, our respective different bodies through Charges D' Affaires ad Interim or their representatives assembled in the conference table who exhibited their full powers found to be in good and due form, have agreed to the present constitution and to hereby establish an academic organization to be known as "La Liga Diplomatica".

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MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date: _____

ARTICLE I NAME AND DOMICILE

Section 1. This organization shall be known as the "La Liga Diplomatica", hereinafter referred to as the UNION.

Section 2. The La Liga Diplomatica shall be domiciled at the Department of International Relations, Institute of Middle East and Asian Studies, University of Southern Mindanao.

ARTICLE II DECLARATION OF OBJECTIVES

The La Liga Diplomatica commits itself to the pursuit of the following objectives:

Section 1. La Liga Diplomatica recognizes and upholds the Philippine Constitution as the expression of the sovereign will of the Filipino people and as the supreme law of the land.

Section 2. La Liga Diplomatica believes in the following:

- a. That education shall be for everyone and should develop man's physical, mental, cultural, socio-political, moral, and spiritual capabilities in order to realize a humane existence for all;
- b. That education should enhance critical thoughts and the ability to make and form Judgment, free of dogmas and myths;
- c. That good leadership should bring out peace and harmony to every member of the society;
- d. That social progress and better standards of life should be promoted;
- e. That peace, equality, social justice, and unity should prevail;

Section 3. La Liga Diplomatica at all times shall strive to;

- a. Defend and promote the rights of every member;
- b. Serve as an active forum for the international relations students' ideas and sentiments;

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Chief Administrative Officer
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Date: _____

- c. Abolish racism and discrimination thereby promoting a sense of oneness among the members of the society;
- d. Uphold the ideas of the University geared towards ensuring a well- rounded individual in the aspects of a person's social, cultural, moral, spiritual, and physical development;
- e. Uphold the ideas of the University geared towards ensuring a well- rounded individual in the aspects of a person's social, cultural, moral, spiritual, and physical development;
- f. Develop the spirit of nationalism and socio-political awareness;
- g. Develop sense of service and responsibility among individuals for the welfare of the society;
- h. Seek and create educational reform through nationalistic, humanistic, and scientific means for the development of human potentials;
- i. Initiate an activity inside the campus for the exposure of the International Relations students such as Model United Nations Academy Consultancy (MUNAC), Freshmen Day, Kaliline Festival, and Pasiklaban Festival;
- j. Organize the members of the society to join activities outside the campus such as Mindanao International Studies Society (MISS) Convention, Diplomatic League Global Summit (DLGS), and Model United Nations (MUN); and
- k. Organize an annual community extension through the "Live, Love, Volunteer" program.

ARTICLE III MEMBERSHIP

Section 1. Enrollees of the Bachelor of Science in International Relations at the University of Southern Mindanao are formally invited to join the La Liga Diplomatica. Those who consent to membership are afforded the privileges associated with La Liga Diplomatica.

Section 2. A member of La Liga Diplomatica which preventive or enforcement action has been taken by the Security Council or the Secretariat may be suspended from the exercise of rights and privileges. The exercise of these rights and privileges may be restored upon 2/3 vote

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ARTICLE IV ORGANIZATIONAL STRUCTURE

Section 1. La Liga Diplomatica shall adopt the organizational structure system and the terminologies used by the United Nations' organization.

Section 2. All officers of the organization shall hold office for one academic year and until their succession are duly elected and qualified.

Section 3. La Liga Diplomatica shall be organized into three specific departments: Security Council, the Secretariat, and General Assembly.

Section 4. The Security Council shall be composed of the College Dean, Department Chairperson, and Adviser.

Section 5. The Secretariat shall be composed of the Secretary-General, Vice Secretary-General, Secretary, Spokesperson, Records and Communication Attaché, Finance Attaché, Audit Attaché, Peace and Order Attaché, Plan and Budget Attaché, Project Attaché, Socio-Cultural Attach, Information Attaché, and Charges D Affaires.

Section 6. The General Assembly shall be composed of the General Assembly President, Secretary and the members of the society.

Section 7. The organization shall follow a PARLIAMENTARY procedure in the general assemblies and meetings except for emergency and abrupt meetings".

- a. It shall be required to have 50%+1 attendance to call it quorum and formal. If not, it shall be considered as informal.
- b. Decisions shall be required of a majority vote or 2/3 of the attendance.
- c. Votes can be done through raising of the right hands but shall prefer to use "AYE" for yes and "NEY" for no votes. The presiding officer shall recognize the vote of the loudest. Queries shall be recognized during the debate and open forum.
- d. The presiding officer shall use the mallet as a symbol of authority.
- e. The presiding officer shall be bestowed to call for a recess and/or adjourn the meeting of deemed out of order. Meetings shall presume after the presiding officer sets the time and/or another date of the recess and/or adjournment.
- f. A proper decorum shall be observed at all times.
- g. Speaking without recognition from the presiding officer shall not be allowed. Any arguments, questions, and speeches without recognition shall be considered as nonsensical.

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Chief Administrative Officer
University of Southern Mindanao

Date: _____

of the Secretariat.

Section 3. A member shall have the following rights:

- a. To exercise the right to vote on all matters relating to the affairs of the organization;
- b. To be eligible to any elective or appointive office of the organization;
- c. To participate in all deliberations, meetings, and activities of the organization;
- d. To avail all the facilities and programs of the organization; and
- e. To examine all the records and books of the organization;
- f. To participate in all deliberations, meetings, and activities of the organization;
- g. To avail all the facilities and programs of the organization; and
- h. To examine all the records and books of the organization;

Section 4. Members shall be individually or collectively be entitled to have grievances complains be heard and promptly redressed.

Section 5. Every member shall be entitled to represent his views or opinions to the appropriate bodies before any policy or decision shall be adopted affecting their rights, interest, and welfare.

Section 6. No member shall be subjected to disciplinary action without due process of law.

Section 7. Every member shall have the right to be free from any contributions, except those which are agreed or imposed by the organization upon consultation from its members.

Section 8. Participation in school activities is open to La Liga Diplomatica alumni who have opted to become members, but formal recognition will not be extended to their involvement.

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University of Southern Mindanao
Date: _____

- b. Perform duties that may be assigned by the Secretary-General;
- c. Represent the organization at official external functions; and
- d. Remain fair and unbiased in all his decisions for the organization.

(4) The Spokesperson shall:

- a. Have the authority to speak in behalf of the organization to the public by delivering official statements prepared and accorded by the body in the meetings;
- b. Maintain good relations in the public and defend the organization's name in the midst controversies and may happen to the body's downfall;
- c. By all means, promote the society's positive image; and
- d. Be transparent to the community about all the actions of the organization.

(5) The Records and Communication Attaché shall:

- a. Give all the notices required by the by-laws;
- b. Keep and distribute minutes of each meetings of the organization;
- c. Have custody of the correspondence and all other papers that are to be kept by the treasurer; and
- d. Shall perform all such other duties and work as the Secretary-General may from time to time as assigned to him.

(6) The Finance Attaché shall:

- a. Have charge of the funds, receipt and disbursements of the organization;
- b. Be held responsible in keeping funds and other valuables of the organization;

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- b. Act in that capacity in all meetings of the organization;
- c. Execute all resolutions and/or decisions of the officers;
- d. Be charged with directing and overseeing the activities of the organization
- e. Appoint necessary officials to a certain position held equipped and may be permanently assigned for his whole term if considered appropriate;
- f. Together with the Finance Attaché, under proper audit, shall present to the officers and members a semestral budget and from time to time as may be necessary, a financial report of all due expenses;
- g. Submit a complete report of the activities and operation of the organization for the fiscal year under his term to the officers and members as soon as possible after the close of each fiscal year;
- h. Represent the organization in official functions;
- i. Maintain contact with the Security Council and shall not implement any decision without the consent of this body; and
- j. Remain fair and unbiased in all his decisions for the organization.

(2) The Internal Vice Secretary-General shall:

- a. Assume the powers and perform all duties of the Secretary-General during the absence or incapacity of the latter;
- b. Perform duties that may be assigned by the Secretary-General;
- c. Represent the organization at official internal functions; and
- d. Remain fair and unbiased in all his decisions for the organization.

(3) The External Vice Secretary-General shall:

- a. Assume the powers and perform all duties of the Secretary-General during the absence or incapacity of the latter;

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Chief Administrative Officer

University of Southern Mindanao

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ARTICLE V DUTIES AND RESPONSIBILITIES OF THE MEMBERS

Section 1. A member shall have the following duties and responsibilities:

- a. To obey and comply with the constitution and by-laws promulgated by La Liga Diplomatica;
- b. To attend in all General Assembly meetings;
- c. To pay society fees, fines, weekly dues, and contributions approved by the officers of La Liga Diplomatica;
- d. To actively participate in all activities that will be organized by La Liga Diplomatica;
- e. To take initiative in the preservation of the integrity and dignity of La Liga Diplomatica;
- f. To promote peace, equality, cooperation and unity, and social justice; and
- g. To defend by all means the rights and welfare of every individual.

ARTICLE VI RESPONSIBILITIES AND FUNCTIONS OF THE OFFICERS

Section 1. The duties and responsibilities of the Security Council:

- a. The members of the Security Council shall be capable of advising the body and will as consultants of the organization.
- b. Shall approve all consents of the body before passing or implementing any action or that is bound for commendation.

Section 2. The duties and responsibilities of the members of the Secretariat:

(1) The Secretary-General shall:

- a. Be the Chief Executive Officer of the organization;

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a. Take charge of the directory of the organization and contact the officers and members as the meetings arises;

b. Be responsible in communicating to other organization that are linkages, may it be inside or outside the university grounds, that would help the organization in its activities; and

c. Perform such duties and functions as may be assigned by the Secretary- General.

(11) The Peace and Order Attaché shall:

a. Be responsible in keeping peace and order within the organization and perform such duties and functions may be assigned to him by the Secretary-General.

(12) The Socio-Cultural Attaché shall:

a. Be composed of the elected Prince and Muse of the society and shall take charge in the body's participation in pageants, contests and any other socio-cultural affairs.

Section 3. The duties and responsibilities of the members of the General Assembly

(1) The General Assembly President shall:

a. Initiate in the program of General Assembly meetings and be held responsible in the attendance of the members.

(2) The Secretary shall:

a. Put to record the attendance and minutes of the General Assembly meeting.

b. He/she shall be empowered to enforce rules of the procedure, such as opening debate, setting the agendas, limiting speaking times for representatives and suspending or adjourning of debate.

Section 4. The Charge d' Affaires shall be the representative of the Secretary General to their respective years and sections; thus, the representative of the students during officers' meetings and assemblies.

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c. Keep and held charge of the book of accounts which shall be opened to any inquiries by any member of the organization whenever required, an account of financial condition of the organization and all of transactions made by him as Finance Attaché;

d. Perform such other duties and functions as may be assigned to him from time to time by the Secretary-General; and

e. Present to the officers and members of the body a semestral budget and from time to time as may be necessary, a financial report of all due expenses.

(7) The Audit Attaché shall:

a. Examine financial records and audited money;

b. Control the financial and situation statement;

c. Be exact and truthful upon auditing all financial reports; and

d. Perform other functions as may be provided by the Secretary-General.

(8) The Plan and Budget Attaché shall:

a. Provide outlines of action plan with budget proposals as to what the organization advocates and wills to happen on a particular period.

(9) The Project Attaché shall:

a. Work hand in hand with the Plan and Budget Attaché in making plans for the different projects prepared by the organization;

b. Specifically, be in-charge of the venue, schedule and attendants of the activity or project; and

c. Be responsible in purchasing any materials needed by the organization.

(10) The Information Attaché shall:

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ARTICLE VII

Election

Section 1. The election shall be conducted a month before the end of the second semester or the end of the academic year. The election shall start at 8am until 5pm in the afternoon. Late votes shall not be accepted.

Section 2. The outgoing officers shall stand as the Commission on Elections to ensure just and fair election.

- a. The outgoing Secretary General shall be the Chairman of the COMELEC and shall appoint his/her own members to supervise the election except for the security of the activity.
- b. The Peace and Order Attaché shall supervise the overall order and safety of the activity and will serve as guards during and after the elections. He/she can appoint his/her members of the security force.

Section 3. Qualifications for La Liga Diplomatica positions are as follows:

- a. Must be a bona fide student of BS in International Relations in the University of Southern Mindanao;
- b. The Secretary-General position shall come from the Third or Fourth Year level;
- c. The Vice Secretary-General position shall come from the Third or Fourth Year level;
- d. The rest of the positions shall come from All Year Level; and
- e. Shall not have failing grades and bad records in the University.

Section 4. All members of the La Liga Diplomatica shall exercise their right to vote and run for the positions they aspire.

Section 5. There should be a campaign period for the aspiring set of officers. The campaign shall be of five schooldays and should be done a week before the elections. The candidates shall seek authorization from the dean to conduct a room-to-room campaign. Room-to-room campaign shall be done once each party or independent candidate but with the approval of the instructor conducting a class.

Section 6. Expenses of the campaign shall be checked by the Audit Attache. Monetary expenses shall not exceed to 500 pesos per party. Independent candidates shall not exceed 100 pesos. Statement of expenses shall be submitted after the election.

Section 7. List of Candidates shall be announced a week prior to the campaign.

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- a. The classroom Mayors shall automatically appointed as the Charge d' Affaires but if elected or appointed to any Secretariat positions, the Vice Mayor shall be the latter. If the Vice Mayor shall as well be elected or appointed as a Secretariat, the Classroom Secretary shall be the latter and the process will go on.
- b. The Charge d' Affaires shall be tasked to collect suggestions, reactions, and questions of the students before the General Assembly and meetings which shall be reported on and during the General Assembly and meetings but shall not overlap the freedom of expression of the students, thus, on the queries shall be recognized.
- c. Excuse letters shall be addressed and signed by the Charge d' Affaires and he/she shall be the one to submit the letter/s to the Internal Vice-Secretary General.
- d. The Charge d' Affaires shall be allowed to head a special committee as long as they are qualified to hold such position.

Section 5. Provisions on the Functions and responsibilities of the officers.

- a. Officers shall not be allowed to hold two or more positions at the same time except for the chairmanship of the special committees.
- b. USG officers, LSG officers, and classroom Mayors shall still be allowed to hold a position to the organization as long as they are not the President, Vice-President, Governor, and Vice Governor. If they were, they shall not be allowed to hold positions higher to the spokesperson.
- c. The Secretary General shall be allowed to reshuffle the chairmanship of the special committees.
- d. Officer/s incapable of doing his/her duties for a period of one month without proper excuse shall be relinquished nor given another chance through a referendum. Thus, officer/s shall be given a freedom to resign or surrender their position/s through a letter addressed to the Internal Vice-Secretary General and to be approved by the Secretary General. Vacant position/s shall be appointed new officers to fill the vacancy.

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ARTICLE X

Langua

Section 1. The official languages of the La Liga Diplomatica are English, Filipino, Bahasa Malay, Spanish, and Arabic.

Section 2. The officers of La Liga Diplomatica may lay down sanctions and penalties for not using the languages stated above as approved by the officers.

ARTICLE XI

Sanctions

Section 1. Using any vernacular language is prohibited and is ground for 1 peso as penalty with every phrase. (See Article XIL Sec.1)

Section 2. A member or an officer who failed to attend the General Assembly meeting will be fined 50 pesos.

Section 3. Exemptions shall be granted for those who can present valid reasons with supporting documents respectively.

Article XII

SPECIAL COMMITTEES AND THEIR FUNCTIONS

Section 1. The creation of the special committees are based on the topic and subjects under the curriculum of the International Relations.

- a. Special Committee for Foreign Languages
- b. Special Committee for Environment and Climate
- c. Special Committee for Human Rights
- d. Special Committee for Global/International Security
- e. Special Committee for Politics (Political Science and International Relations)
- f. Special Committee for Science and Technology
- g. Special Committee for Debate (Debaters)
- h. Special Committee for Constitution and By Laws

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- d. Report of the Secretary-General;
- e. Report of the Finance Attaché; and
- f. Other matters

Any members at any meeting may raise their concerns and observations regarding the fulfillment of duties.

Section 11. Members shall be entitled to one-vote only.

Section 12. The lingua franca of every meeting shall be the English language.

ARTICLE IX

Funds

Section 1. La Liga Diplomatica shall have the power to produce its sources of revenues subject to the intended activities of the organization.

Section 2. The general fund of La Liga Diplomatica shall be consists of weekly dues, fines and society fee. The amount collected shall be deposited to the Finance Attache.

Section 3. Sources of funds:

- a. The society fee of the La Liga Diplomatica shall be based on the agreed amount of the members;
- b. The La Liga Diplomatica shall impose as an enforcing act for the attendance of the members;
- c. Contributions may procure upon the approval of the officers; and
- d. Weekly dues shall be collected by the Treasurer of every year level and shall be remitted to the Finance Attaché every Thursday of the week at 12 noon and be deposited to the society's bank account.

Section 4. Funds shall be allocated for the projects and permitted activities of the society.

Section 5. Deficit shall not be tolerated.

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ARTICLE VIII

Meetings

Section 1. General Assembly and meeting shall be conducted at the Institute of Middle East and Asian Studies. Online Meetings shall be allowed and the

Parliamentary procedure still should be followed except for emergency and abrupt meetings.

- a. Every first Tuesday of the opening of the class to introduce the new set of officers and to welcome the freshmen.
- b. Opening session for the academic year shall be done on the last week of August.
- c. Closing of the session shall be done on the third week of the last month of second semester.
- d. Before and after important activities such as the Kaliline, Pasiklaban, UN Week, etc. for evaluation and financial reports.

Section 2. The President of the General Assembly shall initiate the proper de quorum of the meeting.

Section 3. Presiding the General Assembly meeting shall be routinely conducted by the officers.

Section 4. Officers and emergency meetings may be called by the Secretary General as the need arises.

Section 5. Notices of the time and place of monthly and emergency meetings shall be informed personally or the notices will be posted on the bulletin board of the organization. The notice of every special meeting shall be stated briefly the purpose/s of the meeting. No other business shall be considered at such meeting except with the consent of the entire member' s present thereat.

Section 6. Notice of meeting may be waived verbally by any member attending it.

Section 7. The quorum of any meeting shall consist half plus one of the members so that in any result of the discussion will be considered legal.

Section 8. The order of business on monthly meetings shall be as follows:

- a. Proof of the presence of a quorum;
- b. Reading and approval of the minutes of the previous meeting, except when such reading is dispensed with by a majority vote for those present;
- c. Unfinished business;

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Managing Editor

The managing editor creates content strategies and oversees the publication's implementation processes. His/her main duties include managing a team of writers, editors and graphic designers, monitoring the results of various campaigns, and editing content pieces to ensure that the staffers follow tone and style guides.

News Editor

News editor assigns, reviews, edits and rewrites all copies in a newspaper. News editor sometimes writes stories or editorials that offer no opinions on issues. He/she reviews the editorial page and copy written by staff or syndicated columnists.

Feature Editor

Feature editor's duties include assigning articles to writers, reading pitches from freelancers to find suitable pieces, and ensuring the features your publication runs are on topic, well-written, and informative.

Literary Editor

A literary editor is an editor in a newspaper, magazine, or similar publication who deals with aspects concerning literature and books, especially reviews. A literary editor may also help with editing books themselves, by providing services such as proofreading, copy-editing, and literary criticism.

Art Editor

Art editor works in the design or art teams of printed and digital magazines. His/her main job is to ensure a consistent look and feel to the pages across the publication, by bringing together the right images and copy for the audience.

Staff Writer

The staff writer's responsibilities include research topics, interviewing relevant individuals, creating content, and editing your own or other writer's work.

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Chief Administrative Officer
University of Southern Mindanao
Date: _____

Section 2. Functions of the Special Committees

- a. The special committees shall be tasked to promote the topics under their committees which includes campaigns, trivia and facts, posters, infographics, etc. that shall be posted in the La Liga Diplomatica Facebook Page except for the Constitution and By Laws Committee which shall review and oversee the execution of it as well as to recommend for revision and changes. The promotions shall have a neutral stand and shall not contain false information, biased content and anything that will tarnish the reputation of the organization.
- b. The special committees shall be under the supervision of the Secretary General, Adviser and the Security Council.
- c. The special committees shall work along with the Public Information Attache for the promotions.

Section 3. Appointments of the chairmanship and members of the special committees

- a. The Secretariats can be a chairman of the special committee except for the executive body. The Secretary General, Internal Vice-Secretary General, and External Vice-Secretary General.
- b. Appointment of the chairmanships of the special committee shall be done by the Secretary General.
- c. The chairmen/chairwomen of the special committees shall appoint their special members of two or three members.
- d. The special committee/s can be dissolved if deemed ineffective.
- e. The chairmanship and members of the special committees shall be open to all years.

Whereas, the organization shall have Editorial Board to enhance social media engagements and recognition of the organization. The Editorial Board is responsible for the organization's publication materials.

The Editorial Board is composed of the following:

Editor-in-Chief

The Editor-in-Chief is the highest-ranking member of the editorial team at a publication. He/she manages the team of writers and editors, determines the look and feel of the publication, decides what to publish, and oversees the publication's operations and policies.

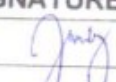
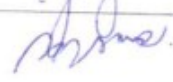



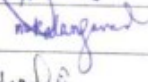





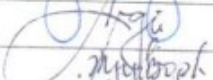
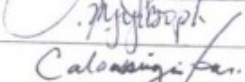
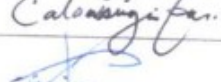


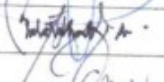
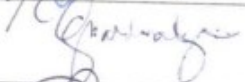



Associate Editor

The primary role of an associate editor is to ensure that subordinates submit high- quality content. He/she reviews and edits copies, sets deadlines, and supervises the production details of the magazines.

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IN FAITH WHEREOF the officers and representatives of every year level of the La Liga Diplomatica have signed the present constitution and by-laws.

DONE at the Institute of Middle East and Asian Studies on the twelfth day of January, two thousand and twenty four.

NAME	POSITION	SIGNATURE
Iana L. Garciano	Secretary General	
Mark Ronald M. Sandimas	Internal Vice Secretary General	
Jason B. Padrillan	External Vice Secretary General	
Angelica Mari T. Adolfo	Secretary	
Haris M. Bandala	Finance Attaché	
Hamad M. Mokalam	Auditor Attaché	
Airish Mae P. Ramas	Plan and Budget Attaché	
Norseda K. Danggo	Peace and Order Attaché	
Alexis Jewel L. Bermudez	Project Attaché	
Neil Adrian R. Naig	Record and Communication Attaché	
Abe Jude E. Lesondato	Information Officer Attaché	
Argie A. Acutan	Socio Cultural Head	
Majaleiah A. Yusoph	Socio Cultural Head	
Trisha C. Calansingin	Spokesperson	
Charlie C. Cuizon	General Assembly President	
Mariel P. Madayag	1-A Chargé D'Affaires	
Fahad B. Tagal	1-B Chargé D'Affaires	
Danniella Hannah P. Baldonado	2-A Chargé D'Affaires	
Datu Hamm P. Mastura	2-B Chargé D'Affaires	
Arbaya K. Diade	3-A Chargé D'Affaires	
Kea A. Demandante	4-A Chargé D'Affaires	

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Layout Artist

A layout artist collects and assembles type styles and images, such as illustrations, photographs, and drawings, to create a visual design on a computer or paper. The layout artist is one of several types of commercial artists known as graphic designers who deliver ideas and information through visual communications.

Photojournalists

A photojournalist is someone who photographs, edits, and displays images to tell a visual story. He/she may cover news and events, as well as capture photos for a feature and literary pieces.

Cartoonist

A cartoonist is an artist who draws still pictures to amuse, entertain, educate, and persuade people.

Article XII Supervision of the Organization

Section 1. Article 211, Section 2 of the University Student Code states that "Every student organization shall have one or more faculty members chosen by them and approved by the President of the University on the recommendation of the Director of the Student Affairs."

Section 2. The newly elected and appointed set of officers along with the outgoing officers and adviser/s to discuss whether to change or retain the incumbent adviser/s. If the decision, through a majority vote is to change the adviser, suggestions will for the next adviser shall be opened. The incumbent adviser shall have the chance to recommend and suggest. The decision shall be disseminated through a resolution.

Section 3. The decision shall be of the majority vote or 2/3 of the attendees.

Section 4. The outgoing Secretary General shall preside the meeting.

Section 5. The meeting shall be held on the first Monday after the announcement of the newly elected/appointed set of officers.

Section 6. The proper announcement regarding the change or retaining of the adviser/s shall be done after the accreditation.

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date: _____

Adopted and ratified on the twelfth day of January, two thousand and twenty four at Institute of Middle East and Asian Studies with the list of members, together with their signatures, who ratified the same appearing in Annex "A" hereof.

CERTIFIED CORRECT:


Angelica Mari T. Adolfo

ATTESTED:


Francisco Gil N. Garcia, RPAE, PhD
President

AUG 27 2024

SUBSCRIBED AND SWORN TO BEFORE ME this ___ day of _____
at Kabacan, Cotabato Community Tax Certificate No. _____
issued at _____ on _____.

NOTARY PUBLIC

Until _____ PTR No. _____
Issued at _____ On _____

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Doc. No. 182
Page No. 57
Book No. 11
Series No. 21



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