



Republic of the Philippines
PANGASINAN STATE UNIVERSITY
Lingayen, Pangasinan



**CONSTITUTION AND BY-LAWS OF THE
ASSOCIATION OF FUTURE ENGLISH TEACHERS
(AFET)**

Preamble

We, the Bachelor of Secondary Education major in English students of Pangasinan State University – Lingayen Campus (PSU-LC) , imploring the aid of the Almighty God desirous of establishing an organization that shall unite the whole BSEd English students, stand and protect students' ideals, rights and welfare, build a strong close social, moral, political, and educational relationship, foster excellence and high achievements, promote the use of English language among its members, enhance the vital role of an ethical language and literature teacher, and contribute to the mandated mission of the university to become an ASEAN premier state university in 2020, do hereby constitute ourselves the Association of Future English Teachers (AFET) and enact this Constitution and By-Laws as our governing law.

ARTICLE I

NAME, NATURE AND ADDRESS OF THE ORGANIZATION

Section 1. This organization shall be known as Association of Future English Teachers otherwise be referred as (AFET)

Section 2. The organization shall be recognized by the campus and university upon submission of the requirements for accreditation.

Section 3. The office of the organization shall be located within the campus.

**ARTICLE II
PURPOSE**

Section 1. The Association of Future English Teachers (AFET) is an organization of Bachelor of Secondary Education Major in English with the following purposes:

- a. to unite the whole Bachelor of Secondary Education Major in English students;
- b. to stand and protect students' ideals, rights, and welfare;
- c. to build a strong and close social, moral, political, and educational relationship;
- d. to foster excellence and high academic achievements;
- e. to develop the capabilities of all its member to use English language is the teaching-learning process;
- f. to provide its member the opportunities to enhance the vital roles of an ethical language and literature teacher; and
- g. to contribute to the mandated mission of the university to be an ASEAN Premier State University in 2020.

Section 2. The Association of Future English Teachers (AFET) will work towards its purposes through:

- a. conducting a school-based training, seminars, workshops, for a, and symposia;
- b. conducting community services, extensions and outreach programs;
- c. conducting and joining different student-related programs and activities;
- d. conducting studies and researches in the field of literature, linguistics, stylistics, and other fields related to English;
- e. procuring tangible projects and;
- f. performing other functions that are related to the language arts and education.

ARTICLE III MEMBERSHIP

Section 1. *Membership Eligibility.* All bona fide Bachelor of Secondary Education major in English students enrolled in Pangasinan State University-Lingayen Campus are eligible for membership.

Section 2. *Regular Members.* Bachelor of Secondary Education major in English students that are registered for formal credits with standard load for given semester in the program. All regular members have the right to run for all positions during the election.

Section 3. *Member with Irregular Load.* Bachelor of Secondary Education major in English students that are registered for formal credits for a given semester in the program, but are part-time, transferee, foreign, fully loaded because of failing grades from the preceding semester or shifter. All aforementioned have a set of limitations to run for any position during elections as further explained in Article IV.

Section 4. *Membership Fee.* Every member shall pay a total of **Php. 35.00 pesos every semester as a membership fee** to provide funds for programs and projects of the organization.

Section 5. *Calendar of Membership Fee Collection.* Collection of membership fees is scheduled on the week after the conduct of general assembly and elections of new set of officers.

Section 6. *Authority for Membership Fee Collection.* Membership fee must be collected by the Class treasurer and the collection must be remitted by the organization treasurer not later than two weeks as the deadline.

Section 7. *Additional Contributions.* Additional contributions for official and specific purposes may be collected by the Treasurer upon the discretion of the President with the approval of the Adviser at such amount as the body will decide. Any fee or due collected by this organization shall be minimal.

Section 8. *Rights and Privileges of Members.* All members of the organization have the following rights and privileges:

- a. the right to vote and to be voted in any position during the election;
- b. the right to utilize tangible projects of the organization;
- c. the right to attend regular and special meetings opened by the organization;
- d. the right to be informed concerning of all the agenda of the organization;
- e. the right to give remarks and suggestions to different programs and activities of the organization;
- f. the right to exercise academic freedom responsibly;
- g. the right to participate in decision-making on the matters concerning student welfare;
- h. the right to publish a free and autonomous AFET publication in accordance with the law;
- i. no member shall be subjected to undue pressure, exploitation, or harassment of any form and;
- j. other generally accepted and universal in nature.

Section 9. *Responsibilities of a Member.* All members of the organization have the following responsibilities:

- a. to attend the annual general meeting;
- b. to attend regular and special meeting if necessary upon the discretion of the organization officers;
- c. to observe all provision, rules and regulation embodied in this Constitution and By-Laws;
- d. to uphold the purposes of this organization;
- e. to support the projects and activities of the AFET within the framework of democratic processes;
- f. to respect the ideals and rights of his fellow members and;

- g. to pay membership fees and dues regularly. Failure to pay regularly will forfeit the entitlement of all the benefits.

ARTICLE VI OFFICERS

Section 1. *Organizational Structure.* The officers of AFET shall be the (1) President, (1) Executive Vice President (EVP), (1) Vice President for Communication (VP for Comm.), (1) Vice President for Finance (VP for Finance), (1) Vice President for Projects and Extension (VP for PaE), (1) Executive Secretary, (1) Deputy Secretary, (1) Treasurer, (1) Sub-Treasurer, (2) Auditors, (2) Press Relation Officer (PRO), (2) Business Manager, (1) Representative per Year Level and (12) Supporting Official all whom will be elected, except the Supporting Officials who will be appointed by the Presidents, for a term of one academic year.

Section 2. *Creation and Abolition of Position.* The creation or abolition of positions must be approved by a two-thirds vote of the members at any regular meeting.

Section 3. *Qualification for Presidents.* The qualification for President will include:

- a. a bona fide third year or fourth year BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. with experience as a homeroom and/or organization officer and;
- d. elected by the most of the members.

Section 4. *Duties of the President.* The duties of the President will include:

- a. acts as the Chief Executive Officer of the Organization;
- b. has the prerogative to decide on behalf of the body on all matters as long as it for the betterment of the majority;
- c. presides over the meeting and supervises all affairs of the organization;
- d. be responsible for the initiation and implementation of activities and policies promulgated by the organization in accordance with its policies, goals, and objectives;
- e. calls special meeting;
- f. enforces the observance of this Constitution and By-Laws;
- g. sign all official documents of the organization;
- h. represents the organization when necessary;
- i. appoints committee chairs which needs to be establish aside from the official committees of the organization and appoints the supporting officials of the organization;
- j. performs other duties proper to the office;
- k. have an extensive report to be presented to the general assembly before the academic semester ends and;
- l. serves as the Chairperson of Committee on Election during AFET Elections.

Section 5. *President's Delegation of Function.* The President may delegate these functions to any officer of the organization except to sign all official documents of the organization.

Section 6. *Qualifications for Executive Vice President, Vice President for Communication, Vice President for Finance, and Vice President for Projects and Extension.* The qualifications of the Qualifications for Executive Vice President, Vice President for Communication, Vice President for Finance, and Vice President for Projects and Extension will include;

- a. a bona fide third year or fourth year BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. with experience as a homeroom and/or organization officer and;
- d. elected by the most of the members.

Section 7. *Duties of Executive Vice Presidents.* The duties of the Executive Vice President will include:

- a. takes over the function of the President when the latter cannot discharge his duties on account on incapacitating sickness or any cause;
- b. presides meeting in case of the absence of the president;
- c. assists the President in all matters when and where his assistance is needed;
- d. assists the Presidents and other Vice Presidents in the development and implementation of the organization's plan and project;
- e. co-conducts new meetings in the absence of the President;
- f. orients new members and officers of the organization;
- g. represents the organization in case of the absence of the President and;
- h. exercise such other power and perform other duties as may be assigned by the organization.

Section 8. *Duties of Executive Vice President for Communication.* The duties of the Executive Vice President for Communication will include:

- a. supervises the drafting of communication and correspondence of the organization;
- b. prepare and develop a communication flow chart for the organization that will encompasses the process in the planning and execution of projects and activities;
- c. regularly communicate the members the projects, activities, and initiatives of the organization with the assistance of the vice president for projects and extension and public relation officers;
- d. acts as the editor-in-chief of the official news letter of the organization;
- e. act as the keeper of the organizations record including the documentations, communications, correspondences, request letters, feedback forms, activity and project proposals and;
- f. exercise such other powers and performs other duties as may be assigned by the organization.

Section 9. *Duties of Executive Vice President for Finance.* The duties of the Executive Vice President for Finance will include:

- a. keep and compile the financial records of the organization;
- b. keep record of all the financial transactions;
- c. prepare and present financial statement of the organization at every end of the month or anytime upon authorized request and;
- d. exercise such other powers and performs other duties as may be assigned by the organization.

Section 10. *Duties of Executive Vice President for Projects and Extensions.* The duties of the Executive Vice President for Projects and Extensions will include:

- a. collaborate with the other officers of the organization to develop the annual strategic plan;
- b. supervise the development of project and activity proposal;
- c. regularly follow up the progress of the projects of the organization;
- d. acts as the main spokesperson of the organization on its projects and activities;
- e. prepare and develop together with all the officers the calendar of activities of the organization;
- f. establish security and contingency plans for all organization activities and;
- g. exercise such other powers and performs other duties as may be assigned by the organization.

Section 11. *Qualifications for Executive Secretary and Deputy Secretary.* The qualification for the Executive Secretary and Deputy Secretary will include:

- a. a bona fide third BSED English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 12. *Duties of the Executive Secretary.* The duties of the Executive Secretary will include:

- a. prepares all the necessary communications and correspondences of the organization with the supervision of the Vice President for Communication and the President;
- b. furnishes the minutes of the meetings and other pertinent information and notices to all concern;
- c. be the custodian of all records, documents, minutes of the meetings, policies, and all papers, except those pertaining to finances and properties of the organization;
- d. keep on accurate roster of member, their contact numbers and addresses;
- e. notes to all amendments/revision to the Constitution and By-Laws;
- f. compile a log to be displayed at meetings;
- g. serves as the chairperson of the log and;
- h. exercise such other powers and performs other duties as may be assigned by the organization.

Section 13. *Duties of the Deputy Secretary.* The duties of the Deputy Secretary will include:

- a. assists the Executive Secretary in the filing of all the official records of the proceedings of the organization and;
- b. exercise such other powers and performs other duties as may be assigned by the organization.

Section 14. *Qualifications for Treasurer.* The Qualifications for Treasure will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 15. *Duties of Treasurer.* The duties of Treasure will include:

- a. heads the Committee on Finance with the Vice President for Finance;
- b. receive and disburse the funds of the organization in accordance with the acceptance auditing and accounting procedures as authorized by the president and Vice President for finance;
- c. maintains a detailed membership record, including the number of dues collected from each member;
- d. keeps record of all financial transaction;
- e. receives all receipts for all the money paid by the organization and;
- f. exercise such other powers and performs other duties as may be assigned by the organization.

Section 16. *Qualifications for Sub-Treasurer.* The Qualifications for Sub-Treasure will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 17. *Duties of Sub-Treasure.* The duties of Sub-Treasure will include:

- a. takes over the function of the Treasurer when the latter cannot discharge his duties on account on capacitating sickness or any cause;
- b. assist the treasurer in keeping and compiling the financial records of the organization and;
- c. exercise such other powers and performs other duties as may be assigned by the organization.

Section 18. *Qualifications for Auditor.* The Qualifications for Auditor will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 19. *Duties of Auditor.* The duties of Auditor will include:

- a. heads the Committee on Audit;
- b. reviews all balances and transactions;
- c. ensures proper disbursements of funds;
- d. ensures the proper safekeeping of organization fund which is under the custody of the treasurer;
- e. have certified true copies of all audited reports and official receipts (OR) submitted by the treasure;
- f. reports to the body of any irregularities he/she may find therein and;
- g. exercise such other powers and performs other duties as may be assigned by the organization.

Section 20. *Qualifications for Press Relation Officer.* The Qualifications for Press Relation Officer will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 21. *Duties of Press Relation Officer.* The duties of Press Relation Officer will include:

- a. head the Committee on Organization Publication and maintains updates for the bulletin board;
- b. give proper and due publicity to all activities of the organization;
- c. make reports to the organization;
- d. circulate communication letters;
- e. disseminate important information and;
- f. exercise such other powers and performs other duties as may be assigned by the organization.

Section 22. *Qualifications for Business Manager.* The Qualifications for Business Manager will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 23. *Duties of Business Manager.* The duties of Business Manager will include:

- a. reserve room for meetings in advance;
- b. take charge in providing necessary equipment;
- c. assist the Vice President for Projects and Extension in the conduct of the organizations businesses and;
- d. exercise such other powers and performs other duties as may be assigned by the organization.

Section 24. *Qualifications for Class Representative.* The Qualifications for Class Representative will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 25. *Duties of Class Representative.* The duties of Class Representative will include:

- a. represent and report their constituents' need to the organization officers;
- b. abreast their constituents with matters within the organization;
- c. propose revision of CBL and;
- d. exercise such other powers and performs other duties as may be assigned by the organization.

Section 26. *Qualifications for Supporting Officials.* The Qualifications for Supporting Officials will include:

- a. a bona fide third BSEd English student regular member;
- b. with a GPA of at least 2.5 from the preceding semester with no failing grades;
- c. elected by the most of the members.

Section 27. *Duties of Supporting Officials.* The duties of Supporting Officials will include:

- a. arrange rooms and equipment for each meeting;
- b. maintain organization equipment and materials;
- c. maintain safety, peace and order within the organization;
- d. fulfill special assignments together with the business managers and;
- e. exercise such other powers and performs other duties as may be assigned by the organization.

Section 28. *Turn-over of Organization Documents.* At the expiration or the officer's term, incumbent officers will turn over all items or documents belonging to the organization to his/her successor.

ARTICLE V COMMITTEES

Section 1. *Committee on Election.*

- a. Headed by the incumbent president;
- b. composed of five (5) interested members who will not run for any position during election;
- c. take-charge of the conduct of election and;
- d. submit proposals and pertinent reports to the organization Adviser.

Section 2. *Committee on Extension Programs and Student Activities.*

- a. Headed by the Vice President for Projects and Extension;
- b. composed of the organization officers and selected members by the Adviser;
- c. take charge for the conduct of extension programs and student activities and;
- d. submit proposals and pertinent reports to the organization.

Section 3. *Committee on Finance Budgeting.*

- a. Headed by the Vice President for Finance and the Treasurer;
- b. composed of Homeroom Treasurers and Business Managers;
- c. plan and prepare budgeting for disbursements and;
- d. submit proposals and pertinent reports to the organization President.

Section 4. *Committee on Audit.*

- a. Headed by the organization Auditor;
- b. composed of Homeroom Auditors;
- c. review all the disbursements undertaken by the organization and;
- d. submit pertinent reports to the organization.

Section 5. *Committee on Organization Publication.*

- a. Headed by the Vice President of Communication and serves as the Editor-in-Chief;
- b. composed of (1) Consulting Editor, (2) Layout Artist, (10) Writers, (2) Photojournalists, and (1) Graphic Artist which will be selected with the Vice President for Communication and Adviser through screening;
- c. produce at least one newsletter in any kind or form every year and;
- d. submit proposals and pertinent reports to the organization.

Section 6. *Establishment of other Committee.* All other committees will be established upon the discretion of the officers.

Section 7. *Heads for Other Committees.* All other committees to be established will be headed by any other officer and member appointed by the President.

ARTICLE VI ADVISER AND CO-ADVISERS

Section 1. *Appointment.* The organization shall have (1) adviser and (2) co-advisers that must be appointed by the Program Adviser/Coordinator.

Section 2. *Term of Office.* The adviser shall assume office right after the accreditation of the organization and shall hold such position for one academic year.

Section 3. *Power.* The adviser will have the veto power over decisions of the organization which directly violates university policy.

Section 4. *Limitation.* The adviser and co-adviser shall not have voting rights.

Section 5. *Duties of Adviser.* The Duties of the organization adviser are as follows:

- a. stand as the consultant and the moral guide in the affairs of the organization;
- b. maintains an awareness of the activities and programs sponsored by the organization;
- c. attends regular meetings as often as schedule follows;
- d. assists the officers in monitoring expenditures, fun-raising activities and corporate sponsorship to maintain an accurate and up-to-date account ledger;
- e. oversees all impeachment processes and;
- f. be responsible on the turnover of the organization properties at the end of his/her advisee's term of office to the next AFET officers.

Section 6. *Duties of Co-Adviser.* The Duties of the organization co-adviser are as follows:

- a. Takes over the function of the AFET Adviser when the latter cannot discharge his duties on account on incapacitating sickness or any cause;
- b. Assists the AFET Adviser and the officers in the development of the organization.

ARTICLE VII MEETINGS

Section 1. *General Assembly.* The annual general assembly coincided with the elections of the new set of officers will held depends upon the discretion of the incumbent AFET officers and adviser.

Section 2. *Regular Meeting.* The regular meeting will be held upon the President's discretion, as such time and as such other place, as may be decided by the organization. There shall be at least ten (10) meetings during an academic year.

Section 3. *Special Meeting.* The Special meeting may be called upon the provision of the president 24-hour notice is given to the officers and members if any. Moreover, special meetings of the different committees shall be held as needed to conduct necessary business of the organization headed by the chairpersons.

Section 4. *Quorum.* One-half of all the officers will constitute a quorum at any regular and special meeting. Any discussion or decision that has been agreed upon will be automatically null and void in the absence of quorum.

Section 5. *Penalty.* Any officer who fail to perform the assigned task assigned to him/her and attend three consecutive meetings without valid excuse letter presented will face the punishment

as follows: For first offense, he/she will clean the designated area of AFET for the whole week. Second offense, he/she will be disciplinary action. Third offense, the officer will be subjected to impeachment trial.

ARTICLE VIII ELECTION

Section 1. *Voting Eligibility.* All members of AFET have the right to vote.

Section 2. *Election Calendar.* The officers will be elected every general assembly of the organization.

Section 3. *Election Process.*

- a. Any set of party is allowed during elections same with the independent candidate.
- b. List of the party members or independent members must be submitted to the Committee on Elections of the issuance of Certificate of Candidacy.
- c. Certificates of Candidacy of part members or independent members must be submitted one week before the general assembly.
- d. Committee on Elections set to conduct screening to declare the official parties and candidates.
- e. Campaigning of the parties or candidates will be held during the general assembly.
- f. Election process will be through secret balloting prepared by the Committee on Elections.
- g. Result of election will be posted to the organization bulletin the day after the election.

Section 4. *Run-off Election.* In the event that there is a tie, a run-off election shall be held between the two candidates.

Section 5. If ever there will be no opposing candidates for each position, manual voting will be just an option and it will be decided by the majority.

Section 6. Questions or Concerns regarding the outcome of the election must be submitted in writing to the President within 24 hours.

Section 7. No officer shall be allowed to hold the same position in succession.

Section 8. *Oath of Office.* Newly elected officers will assume the office after the acquaintance and induction ball initiated by the Supreme Student Council (SSC). The time between the election and induction shall serve as the transition period for the new set of officers.

Section 9. *Succession.* The succession will take place in case of vacancy of any position for the reason of incapability from office of an officer with the discretion of remaining officers and adviser.

ARTICLE IX FUNDS

Section 1. *Sources of Funds.* The funds of the organization will be coming from the membership fees and incoming generated projects.

Section 2. *Allocation of Fund.* The allocation of fund for programs, projects, and other activities of the organization may depend on the proposal of every committee with the approval of the President and Adviser.

Section 3. *Revolving Fund Percentage.* Thirty Percent (30%) of the organization fund will serve as reimbursement fund.

Section 4. *Reimbursement.* Reimbursement for expenditures will only be accepted if the member, officer, or the adviser have retained an itemize receipt and a description of the expense incurred. Reimbursement exceeding Php. 100.00 must be approved majority of the officers.

ARTICLE X AMENDMENTS OR REVISION

Section 1. Revision(s)/ Amendment(s) shall be made to this constitution at any regular meeting by three-fourths vote of quorum.

Section 2. Proposal for every revision(s) shall be submitted by the Class Representatives to the organization President not later than five school days before the next regular meeting in which the revision or amendments shall be voted upon.

Section 3. All members should be notified of the proposed revision or amendment by posting notices not later than two days before the next regular meeting where proposed revision or amendment will be debated upon.

ARTICLE XI STANDING RULES

Section 1. No one, except a member, shall address this organization except upon invitation of the organization itself.

Section 2. All resolutions must be presented in writing.

Section 3. All members must abide with the rules and regulations of the University.

ARTICLE XII OTHER PROVISIONS

All the agenda of the organization must be within the framework of its Constitution and By-Laws. It must not violate existing rules and regulation of the campus, of the University, and of the Government.

ARTICLE XIII SEPARABILITY

If any part of this Constitution and By-Laws is declared unconstitutional, rest of the provision will remain in force and effect.

ARTICLE XIV EFFECTIVITY

This newly revised Constitution and By-Laws of AFET will take effect on academic year 2019-2020.

ARTICLE XV REACCREDITATION

This organization will apply to the Student Services Office for renewal to operate every year.

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