



Republic of the Philippines
PANGASINAN STATE UNIVERSITY
COLLEGE OF TECHNOLOGY
Association of Industrial Technology Students
Alvear Street, Lingayen, Pangasinan



2018 Constitution and By-Laws of the
Association of Industrial Technology Students
(AITS)

Preamble

We, the constituents of the **Association of Industrial Technology Students (AITS)** of the PSU Lingayen Campus, with the aid of our Almighty God, in order to unite students with our ideals, aspirations and goals and to promote the welfare of students, to help them develop their intellectual, social and technical skills, do promise to sincerely ordain, promulgate and abide by this Constitution and By-Laws.

ARTICLE I

NAME, NATURE AND DOMICILE

Section 1. The name of this organization shall be known as Association of Industrial Technology Students and shall be referred to as AITS.

Section 2. The Association of Industrial Technology Students is an association whose constituents compose of bona fide PSU Lingayen students taking up degree programs under Laderrized Bachelor of Industrial Technology Program. It is an interest club that upholds and recognizes this constitution and by-laws.

Section 3. It shall adopt its own logo as a symbol of the organization. The association shall also adopt a seal and a banner containing the name of the club, place and year of organization.

Section 4. The domicile of this interest club shall be located within the premises of the Pangasinan State University - Lingayen Campus.





ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The Association of Industrial Technology Students shall have the following principles and objectives:

Section 1.1 Follow principles declared by the University and shall also abide by the rules and regulations set by the Constitution and By-Laws of the Supreme Student Council (SSC) being the sole foundation of this constitution.

Section 1.2 Show outmost and eager support and participation to different programs of the university and its host department that will help promote solidarity and active interactions between students.

Section 1.3 Promote the interest, rights and privileges of its members for their betterment and general welfare.

Section 1.4 Create a strong bond, camaraderie and unity among students to help them pave the way to attain quality education.

Section 1.5 Lead the organization and conduct worthwhile programs and activities that help students to develop their cognitive, cultural and technical capabilities.

ARTICLE III

MEMBERSHIP AND FUNDS

Section 1. Students of Ladderized Bachelor of Industrial Technology program shall compose the members or constituents of the Association of Industrial Technology Students.

Section 2. Any member who graduates, transfers to other school or university or stop schooling shall automatically cease to be a regular member.

Section 3. A membership fee of P50.00 shall be collected to all members and officers and is valid for one academic year and is non-refundable.





Section 4. The organization shall have its own acknowledgement receipt which shall be used for transaction where money matters are dealt such as collection of membership fee and the like. The receipt shall be printed in a printing press duly selected by the organization through proper and selection process.

Section 5. Financial solicitation from properly and legally chosen benefactors is allowed provided that transparency is practiced. Once solicitation has been made, the money shall be handled by the treasurer first and soon be handed down to the adviser after supporting documents have been accomplished.

Section 7. The collected membership fee of AITS shall be deposited in a Bank and the passbook shall be on the care and custody of the duly elected President and the Organization officers. The signatories in the passbook must be the Treasurer, the President and the Auditor.

Section 8. A resignation paper duly signed and approved by the Association of Industrial Technology Students and by its members shall be submitted by an officer who wishes to withdraw from this position. The same shall be done by a member who wishes to get out from his or her membership in the interest club.

Section 9. The utilization of the membership fund of the club shall be subjected to the approval of an AITS resolution and shall be subjected to auditing rules and procedures.

Section 10. After the fund is released and disbursed for a particular project or activity, the officer in charge of the request shall make liquidation report and shall submit the liquidation documents within five (5) days after the event, attaching all vouchers and other requirements, to be noted by the chairperson of the Finance Committee. The AITS President shall also note the liquidation report.

ARTICLE IV

COMMITTEES, EXECUTIVE DEPARTMENT AND THEIR RELATIONSHIP

Section 1. Board of Directors of this Association must include the College Dean, Department Chair, Program Adviser of LBIT Program and one elected Faculty from the Department.





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Section 2. The College Dean shall automatically act as the Chair of this Board.

Section 3. The members of the Board shall act as the consultants and shall guide the Administrative Body of the Association.

Section 4. The Executive Department should direct the operation of the organization by administering and enforcing the policies, principles and guidelines promulgated.

Section 5. The Administrative Body of the Association of Industrial Technology Students shall be composed of the following;

1. President
2. Four (4) Vice Presidents
 - Executive Vice President
 - Vice President for Students' Rights and Welfare
 - Vice President for Student Projects and Activities □ Vice President for Communication
3. Two (2) Business Managers
4. Two (2) Press Relation Officers
5. Auditor
6. Treasurer

Section 5.5 The appointed officials shall be composed of the following:

1. Executive Secretary
2. Deputy Secretary
3. Assistant Treasurer – screen and approved by the Officers.
4. Representatives per major from First Year to Fourth Year.
5. Five (5) Special Committees Head

Section 6. The President and the Vice Presidents shall have the following qualifications:

- a. Must be a bona fide student of the PSU – Lingayen Campus and has at least one year residency prior to the election;





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- b. Must have a general point average (GPA) of not lower than 2.5 in the last semester prior to the election;
 - c. Must be a junior or a senior student on the day of election;
 - d. Has a normal load of at least 30 units prescribed throughout the curricular year except for the students who are having their On-The-Job Training;
 - e. Must not be found guilty of any act incurring disciplinary action;
 - f. Has no failed, incomplete or dropped subject/s in the last semester prior to the election; and
 - g. Must not hold any major position such as President, Vice-President and Treasurer from other organizations such as the school paper, academic and non-academic organization.

Section 7. The other members of the Executive Department shall have the following qualifications:

- a. Must be a bona fide student of the PSU – Lingayen Campus;
- b. Must have a general point average (GPA) of not lower than 2.5 in the last semester prior to the election;
- c. Has a normal load of at least 30 units prescribed throughout the curricular year except for the students who are having their On-The-Job Training;
- d. Must not be found guilty of any act incurring disciplinary action; and
- e. Has no failed, incomplete or dropped subject/s in the last semester prior to the election.

Section 8. The officers of the Executive Department shall serve the day they assumed office to the day their successors have been inducted.

ARTICLE V

DUTIES AND FUNCTIONS

Section 1. The Executive Department:

- a. The President, as the Chief Executive of the organization, shall:
 - 1. Stand for the right and welfare of the student body at all times;
 - 2. Preside over all meetings of the Executive Department and the general assembly;





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3. Implement all the policies and guidelines promulgated by the Supreme Student Council
 4. Sign resolutions, communications, written obligations, instruments or cheques for the organization and all papers within the premises of his/her office;
 5. Create special committees and appoint a chairperson to facilitate the implementation of the different programs/activities of the organization;
 6. Designate or appoint representatives of the organization in the external affairs;
 7. See to it that the provision of the Constitution and By – Laws of the organization are enforced;
 8. Have an extensive report to be presented to the General Assembly before the academic semester ends;
 9. Have control on all the members of the Executive Department and ensures the laws to be executed;
 10. Maintain peace and order of all meetings of the organization;
 11. Uphold the rules and regulations promulgated by the Constitution and By – Laws of AITS;
 12. Have a voice in the administrative assembly provided that such assembly generally affects the interest of the students; and
 13. The right to investigate and decide on all matters concerning students provided that a complaint should be raised in his/her attention.
- b. The Executive Vice President shall:
1. Take over the functions of the President when the latter cannot discharge his/her duties on account of incapacitating sickness or any cause;
 2. Assist the President and other Vice-Presidents in the development and implementation of the organization strategic plans and project and activity proposals;
 3. Perform all other functions and duties as may be assigned to him/her from time to time by the President; and





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4. Uphold the Constitution and By – Laws of AITS.
- c. The Vice President for Communications shall:
1. Supervise the drafting of communications and correspondences of the organization;
 2. Prepare and develop a communications flowchart for the organization that will encompass the processes in the planning and execution of projects and activities;
 3. Regularly communicate to the student body the projects, activities, and initiatives of the organization with the assistance of the Vice President for Student Projects and Activities and Public Relations Officers;
 4. Compile properly the communications and correspondences made and received by the organization;
 5. Act as the main spokesperson of the council aside from the President in all internal/external affiliations of the organization;
 6. Act as the keeper of the organization’s records including resolutions, documentations, communications, correspondences, request letters, feedback forms, activity and project proposals and the like.
 7. Uphold the Constitution and By – Laws of AITS.
- d. The Vice President for Students’ Rights and Welfare shall:
1. Collaborate with the other officers of the council to develop the annual strategic plan;
 2. Develop and supervise, together with the President, the implementation of the organization Student Leadership Development Programs as well as the Gender Awareness and Development Programs ;
 3. Act on student sentiments, complaints, and suggestions in accordance with existing policies;
 4. Promote the welfare of the students;
 5. Submit a monthly report to the President regarding student issues, complaints and opinions ;
 6. Submit a monthly report on physical facilities used by the students and present it to the organization for action;





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7. Inform and coordinate with the Supreme Student Council the sentiments and feedbacks received from the students;
 8. Uphold the Constitution and By – Laws of AITS.
- e. The Vice President for Projects and Activities shall:
1. Collaborate with the other officers of the organization to develop the annual strategic plan;
 2. Supervise the development of project and activity proposals;
 3. Regularly follow up the progress of the projects of the organization;
 4. Act as the main spokesperson of the organization on its projects and activities;
 5. Regularly communicate to the student body the projects, activities, and initiatives of the organization with the assistance of the Vice President for Communications and Public Relations Officers;
 6. Prepare and develop, together with all the officers, a calendar of activities of the organization;
 7. Establish security and contingency plans for all student activities;
 8. Regularly checks on student feedbacks on projects and activities and submit reports on these to be presented to the council.
 9. Uphold the Constitution and By – Laws of AITS.
- f. The Executive Secretary shall:
1. Prepare all necessary communications and correspondences of the organization with the supervision of the Vice President for Communication and the President;
 2. Keep and secure official records of the proceedings of the Executive Department meetings;
 3. Prepare an authentic quarterly report of all activities and accomplishments of the Executive Department;
 4. Furnish the minutes of the meetings and other pertinent information and notices to all concerned; and
 5. Perform other functions and duties as may be assigned to him/her from time to time by the President.
 6. Uphold the Constitution and By – Laws of AITS.



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- g. The Deputy Secretary shall:
1. Assist the Executive Secretary in the filing of all the official records of the proceedings of the Executive Department meetings;
 2. Assist the Executive Secretary in the preparations of the quarterly report of the Executive Department from time to time; and
 3. Perform other functions and duties as may be assigned to him/her from time to time by the President.
 4. Uphold the Constitution and By – Laws of AITS.
- h. The Treasurer shall:
1. Keep and compile the financial records of the organization;
 2. Receive and disburse the funds of the organization in accordance with accepted auditing and accounting procedures as authorized by the President;
 3. Prepare and present financial statement of the organization at every end of the month or any time upon authorized request;
 4. Shall have the authority together with the AITS adviser to obtain finances coming from the accounting office and other sources;
 5. Uphold the rules and regulations promulgated by the Constitution and By – Laws of the AITS;
 6. Perform other functions and duties as may be assigned to him/her from time to time by President.
- i. The Assistant Treasurer shall:
1. Take over the functions of the Treasurer when the latter cannot discharge his duties on account of incapacitating sickness or any cause;
 2. Assist the Treasurer in keeping and compiling the financial records of the organization.
 3. Perform other functions and duties as may be assigned to him/her from time to time by the President.
 4. Uphold the Constitution and By – Laws of AITS.
- j. The Auditor shall:
1. Audit from time to time the official books and records of the Treasurer;





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2. Audit the accountability of all construction works and projects services contracts financed from the funds of the organization;
 3. Have certified copies of all the audited reports and official receipts (O.R.) submitted by the committees;
 4. Report to the council of any irregularities he/she may find therein;
 5. Uphold the Constitution and By – Laws of the AITS;
 6. Perform other functions and duties as may be assigned to him/her from time to time by the President.
- k. The Business Managers shall:
1. Have the mandate on raising activities of the organization as authorized by the Executive Department;
 2. Supervise all the official businesses and fund raising activities of the organization;
 3. Prepare and keep monthly inventory reports of all properties of the organization purchased or acquired in its name;
 4. Assist the Vice President for Projects and Activities in the conduct of the campus businesses;
 5. Uphold the Constitution and By – Laws of the AITS; and
 6. Perform other functions and duties as may be assigned to him/her from time to time by the President.
- l. The Press Relation Officers shall:
1. Release the news and updates regarding the official activities of the organization to all parties;
 2. Disseminate firsthand information(s) regarding the activities, projects, memos, resolutions, and the like;
 3. Build and develop good relationship with other accredited/mandated organizations, media and the public along with the Vice President for Communications;
 4. Uphold the Constitution and By – Laws of the AITS; and
 5. Perform other functions and duties as may be assigned to him/her from time to time by the President.



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- m. The Representatives from First Year to Fourth Year shall:
1. Assist the Press Relations Officers in releasing the news and updates to the technology students regarding the official activities of the organization to all parties;
 2. Uphold the Constitution and By – Laws of the AITS; and
 3. Perform other functions and duties as may be assigned to him/her from time to time by the President.
- n. Special committees shall be formed for specific purposes and shall be dissolved after its functions have already been performed.

ARTICLE VI

MEETINGS AND QUORUM

Section 1. Regular meetings shall be conducted every first Monday of the month.

Section 2. The AITS President has the power to call for any emergency, special or urgent meeting for the interest club.

Section 3. The club can have a meeting with or without the AITS Advisers provided that a copy of the minutes of the meeting shall be furnished to his or her office as soon as possible time.

Section 4. Any member of the club who fails to attend an official meeting/activity without any valid reason shall be charged with a fine of P250.00 and P50.00 fine for failure of attending special, urgent or emergency meetings.

Section 5. If any member fails to attend the meeting he/she shall provide evidence for his/her excuse.

ARTICLE VII

GROUND FOR DISQUALIFICATION AND IMPEACHMENT OF OFFICERS

Section 1. Any officer who commits three (3) consecutive absences during regular meetings and other official activities without any valid reason or excuse shall be kicked out from the organization.





Section 2. The grounds for impeachment of officers shall include the following:

Section 2.1 Failure to perform their sworn duties without any valid reason

Section 2.2 Practice of graft and corruption

Section 2.3 Practice of activities or actions that tend to degrade or destroy the credibility of the interest club.

Section 2.4 Violation of this Constitution and By-Laws

Section 2.5 Failure to obey instruction given by its superior without any valid reason

Section 3. Impeachment complaint may be filed by the following:

Section 3.1 An AITS officer;

Section 3.2 A bona fide student of Pangasinan State University - Lingayen Campus who witnessed or has been injured or affected by any offense concerting the officers of this organization.

Section 4. The steps in the impeachment procedure shall be as follow.

Section 4.1 An impeachment shall be filed in writing, enumerating in detail all the acts which constitute the impeachment offenses. It must be signed by the complainant.

Section 4.2 The complaint must be submitted to the Ethics and Discipline Committee;

Section 4.3 After receiving the complaint, the Ethics and Discipline Committee, within three days, shall immediately proceed with a hearing and shall call all the parties involved.

Section 4.4 Thereafter, the committee shall render its findings, whether or not the accused officer is guilty

Section 4.5 If the report recommends that the impeachment of the officer and the assembly rejects it, the case is dismissed but the officer may suffer for lighter sanctions, but if the recommendation of the committee is to dismiss the case but the assembly rejects it, the case is re-heard following the preceding steps.





ARTICLE VIII

SUCCESSION PROCESS

Section 1. In case the AITS President is removed from the office based on the grounds; the Executive Vice President shall automatically act and later become the President.

ARTICLE IX APPOINTMENT OF ADVISER

Section 1. The Adviser shall:

Section 1.1 Be elected by the club officials.

Section 1.2 Among the nominees, the one who garnered the highest vote shall be the Adviser and the one who garnered the second highest vote shall be the Co-adviser.

ARTICLE X DUTIES OF ADVISER

Section 1. The Adviser shall:

Section 1.1 Act as a general consultant to all the activities being planned by the organization.

Section 1.2 Help to explore areas that can contribute to the development of the officers especially with their leadership skills.

ARTICLE XI AMMENDMENTS AND REVISIONS

Section 1. A proposed to amend or revise this Constitution and By-Laws may be done by any member of the Association of Industrial Technology Students in a General Assembly with the presence of the Adviser.

Section 2. Amendment of this Constitution shall be done in consonance with parliamentary procedure.

Section 3. All amendments shall be ratified at the end of the assembly so as to carry out motions that were raised and carried during the process of amendment.





ARTICLE XII

ELECTION OF THE OFFICERS

Section 1. There shall be a yearly election of Classroom officers and AITS officers.

Section 2. Election of classroom officers shall be held in any day of the first two weeks after the opening of the regular semestral classes under the direct supervision of their respective advisers.

Section 3. Election of AITS officers shall be on any day of the fourth week after the opening of the school year.

Section 4. Election processes of the AITS shall be facilitated and supervised by the Electoral Tribunal.

Section 5. Officers can run into office through filing of candidacy. Unmarked ballots shall be used to preserve the secrecy and integrity of votes.

Section 6. In case of a protest, it shall be submitted to the Electoral Tribunal three (3) days after the conduct of election. The Electoral Tribunal shall review the protest for the basis of sufficient ground of fraud from the side of the elected officer within two (2) working days.

Section 7. Candidate/s who failed to win in the AITS election should neither be appointed nor elected in any vacant position in the AITS.

Section 8. Members of the Electoral Tribunal should neither be appointed nor elected in any position in the AITS.





ARTICLE XIII

ELECTORAL TRIBUNAL

Section 1. This shall be a non-partisan Electoral Board and shall be called Electoral Tribunal.

Section 2. The Electoral Tribunal shall be composed of the following:

1. Executive Chairperson
2. Vice-Chairperson
3. Secretary
4. Ten (10) Representatives from different courses
5. Two (2) Representatives from the SSC

Section 3. The Office of the AITS Advisers shall choose Electoral Tribunal members with the following requirements:

- Must be a bona fide student of the Pangasinan State University – Lingayen Campus;
- Must have a general point average (GPA) of not lower than 2.5 in the last semester prior to the election;
- Preferably a junior or a senior student on the day of election;
- Has a normal load of at least 15 units prescribed throughout the curricular year;
- Must not found guilty of any act incurring disciplinary action; and
- Has no failure, incomplete and dropped subjects in the last semester prior to the election.

Section 4. Any member of the Electoral Tribunal shall serve upon the discretion of the Office of the Technology Chairman.

Section 5. The Electoral Tribunal shall occupy the AITS Office one month before the election period. One week after the election, the Electoral Tribunal shall turnover the said office to the newly elected AITS Officers.

Section 6. The Electoral Tribunal shall exercise the following powers and function:





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- Enforce and administer all rules and regulations relative to the conduct of an election, plebiscite, initiative, referendum and recall;
 - Exercise exclusive original jurisdiction over all contents involving elective officers decided by the body itself.
 - Decide, except these involving the right to vote, all questions affecting elections, including determination of the number and location of polling places; appointment of election officers and inspectors;
 - Deputize, with the concurrence of the President, the Legislative Department and other instrumentalities of the organization for exclusive purpose of ensuring a free, orderly honest, peaceful and credible election; and
 - Register, after sufficient political parties, organization, or coalition that in addition to other requirements must present their platform of program of governance and accredit student arms of the Electoral Tribunal. However, those who seek to achieve their goals through violence or unlawful means, or refuse to uphold or adhere to this constitution shall likewise be refused for registration.

Section 7. The Electoral Tribunal with the Advisers Office and Department Chairman Office shall sit in banc and promulgate its rules or procedures in order to expedite disposition of election cases shall be heard and decided upon in divisions provided that motions for reconsideration of decisions shall be decided by the commission en banc.

Section 8. A free and open party system shall be allowed according to the free choices of the students, subject to the provision of this article.

Section 9. Independent candidates should likewise follow the requirements set by the Electoral Tribunal in the selection of the elective officers.

Section 10. Fund certified by the Electoral Tribunal as necessary to defray the expenses for holding regular and special election, plebiscite, initiatives and referenda. The Chairperson of the Electoral Tribunal shall provide recall in the regular or special appropriations upon certification.

Section 11. In case of a tie in terms of the positions in the council, the Electoral Tribunal shall decide on this matter by means of tossing coins or by any means as may be decided by both parties and the Electoral Tribunal.



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Signed:

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