



2016 CONSTITUTION AND BY-LAWS  
of the  
**PANGASINAN STATE UNIVERSITY**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
Lingayen Campus  
**JUNIOR BUSINESS MANAGERS' ASSOCIATION**  
**(JBMA)**



**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT/BUSINESS  
ADMINISTRATION**

**KNOW ALL MEN BY THESE PRESENTS:**

We, the bona fide students of Pangasinan State University- Lingayen Campus imploring the aid of Almighty God to establish Junior Business Managers' Association that shall embody our ideals, rights and responsibilities, to promote our general welfare, legitimate interests and aspirations to foster and enhance our vital roles and potentials in nation building, contribute to the mandated mission of the University, do hereby ordain and promulgate this constitution and by-laws.

**ARTICLE I**  
**NAME AND NATURE OF THE ORGANIZATION**

**Section 1. Name of the Organization.** This organization shall be known as Junior Business Managers' Association or otherwise be referred to as JBMA.

**Section 2. Nature of the Organization.** The JBMA is a mandated organization of the University and is recognized as an autonomous organization of the Pangasinan State University- Lingayen Campus. The JBMA shall be recognized as an organization representing the Bachelor of Science in Business Management/ Administration or BSBM/ BSBA students.

**ARTICLE II**  
**STATEMENT OF GENERAL PURPOSE AND OBJECTIVE**

**Section 1. General Purpose.** The JBMA is the representative of the body of BSBM/ BSBA students in PSU Lingayen Campus. This body is responsible for advocating and providing service to its members. The JBMA also serves as the social and academic hub of the program coordinating numerous social and academic events for the students in the program.

**Section 2. Objectives of the Organization.** The objectives of these By-Laws are: to outline a general framework for the actions and structure of the JBMA officers, events, the adviser and budgetary requirements for all activities.

**ARTICLE III**  
**MEMBERSHIP AND FEES**

**Section 1. Qualifications for Membership.** The JBMA consists of all undergraduate students of Business Management/ Business Administration program who are currently enrolled in PSU Lingayen Campus.

**Section 2. Rights of Members.** The member shall have the following rights to:

- a. exercise the right to vote out all matters relating to the affairs of the association;
- b. be eligible to any elective or appointive position of the association;
- c. participate in all deliberations and meetings of the association;

- d. avail all the facilities of the association; and
- e. examine all the records or books of the association.

**Section 3. Duties and Responsibilities of the Members.** A member shall have the following duties and responsibilities:

- a. to obey and comply the by-laws rules and regulations that may be promulgated by the association from time to time; and
- b. to pay membership fees and other assessments of the association.

## ARTICLE IV FINANCES

**Section 1. Membership Fees.** All essential fees amounting to Php 50.00 once a year shall be the membership fee for each member of the organization.

- a. 10% of which shall be allotted to research and extension programs of the organization annually. If in case the said fund will not be used for the purpose specified herein, such fund shall be added to the revolving fund of the succeeding administration.

**Section 2. Handling of Fund.** The fund shall be kept by the Adviser/Program Adviser with the full knowledge and close monitoring of the President of the organization, the Treasurer, and Co-Adviser.

**Section 3. Disbursement of Fund.** The funds of the organization shall be disbursed in accordance with proper accounting and auditing rules. The Organization shall be free to disburse its own money in manners provided for the Constitutions and By-Laws.

**Section 4. Financial Statement.** The book of records or the financial statements of the organization shall always be opened for public scrutiny.

## ARTICLE V OFFICERS

**Section 1. Officers.** The officers of the organization shall be composed of elected and appointed officials:

- a. The elected officers shall be composed of:
  - 1. President
  - 2. Exec. Vice President
  - 3. Vice President for Communication and Events
  - 4. Secretary
  - 5. Treasurer
  - 6. One (1) Auditor
  - 7. Two (2) Business Managers
  - 8. Two (2) Press Relation Officers
  - 9. Two (2) Technical Officers
  - 10. Two (2) Representatives from each year level
- b. The appointed officer/s shall be composed of:
  - 1. Sub- Treasurer

**Section 2. Term of Office.** All officers of the organization shall hold office for one year and until their successors are duly elected and inducted.

## ARTICLE VI ELECTION OF OFFICERS

**Section 1. Election.** There shall be a yearly election of officers.

**Section 2. Qualifications of Candidates.** Officers can run into office through filing of candidacy.

- a. He/ She must be enrolled in the BSBM/BSBA Program;
- b. For the President down to PRO, he/she must be a regular student.
- c. For the President down to Auditor, he/she must have incurred four semesters prior to election.

**Section 3. Election Process.** Election process of the JBMA shall be facilitated and supervised by the outgoing officers and former Adviser. Unmarked ballots shall be used to preserve the secrecy and integrity of votes.

**Section 4. Protest.** In case of a protest, it shall be submitted to the outgoing officers or former Adviser three (3) days after the conduct of election. The outgoing officers shall review the protest for the basis of sufficient ground for fraud from the side of the elected officers within two (2) working days.

**Section 5. Failure of Winning.** Candidate/s who failed to win prior to the election may be appointed in any position in the organization by the elected President.

## ARTICLE VII FUNCTIONS AND POWERS OF THE OFFICERS

**Section 1. The President.** The President shall be the Chief Executive Officer of the organization. He/she shall be from the third year class. He/she will be responsible for the effective execution of the policies determined by the organization. He/she shall preside in all meetings of the members of the organization and the board of trustees. He/she shall also exercise the following functions:

- a. to initiate and develop objectives, policies and plan, social and educational programs essential for student development;
- b. to supervise and manage the social and educational affairs of the organization upon the direction of the Adviser and co-Adviser(s);
- c. sign resolutions, communications, written obligations of the organization and all papers within the premises of the office of the organization;
- d. to implement organizational policies under his/her supervision and control;
- e. to oversee the preparation of the financial statement of the organization;
- f. to represent the organization in all educational functions;
- g. to execute in behalf of the organization all agreements and other instruments affecting the interest of the organization, which require the approval of the Adviser and co-Adviser(s);
- h. see to it that the provision of the Constitution and By-Laws of the organization are enforced; and
- i. to perform such other duties as are incident to his/her office or are entrusted to him/her by the Adviser or co-Adviser(s).

**Section 2. The Executive Vice President.** He/she shall be from the third year class. He/she should have the following specific powers and duties:

- a. he/she shall act as President in the absence of the latter;
- b. coordinate and take charge of all activities and affairs of the organization inside and outside the campus;
- c. he/she shall be in charge for the implementation of the community based projects and programs of the organization for the growth and development of its constituents; and
- d. he/she shall have such other powers and duties as may from time to time be assigned by him/her by the Adviser or by the President of the organization with regards to business arising inside/outside PSU Lingayen Campus.

**Section 3. The Vice President for Communication and Events.** He/she shall be from the third

year class. He/she shall have the following specific powers and duties:

- a. serve as the spokesperson of the President;
- b. act as an overall supervisor and coordinator of all projects and activities of all standing committee;
- c. to initiate and develop affiliation with other school organization, business clubs and the like;
- d. to have such other powers and duties may from time to time be assigned to him/her by the Adviser or by the President of the organization regards to businesses inside/outside PSU Lingayen Campus.

**Section 4. The Secretary.** Secretary shall have the following duties:

- a. he/she shall be from the third year class;
- b. he/she shall prepare and certify the minutes of the meeting conducted by JBMA and keep all records of membership and other documents of the Organization;
- c. he/she shall give all notices required by By-Laws and keep the minutes of the meeting of the members and of the Board of Trustees in a book kept for a purpose;
- d. he/she shall keep the seal of the organization and affixed such seal to any paper or instrument requiring the same;
- e. he/she shall have custody of the member's register and the correspondence files of the organization;
- f. he/she shall prepare the annual report of the organization from time to time; and
- g. he/she shall perform all such duties and work as the Board of Trustees including the President, Executive Vice President, Vice President for Communication and Events, Adviser, and co-Adviser(s) may from time to time assigned to him/her.

**Section 5. The Treasurer.** He/she shall be from the third year class. The Treasurer shall have the following duties:

- a. to keep full and accurate accounts of recipients in the books of the organization;
- b. to have custody of and be responsible for all the funds of the organization;
- c. receive and disburse the funds of the organization in accordance with the accepted auditing and accounting procedures authorized by the President;
- d. to render annual statement showing the financial condition of the organization and such other financial reports as the Adviser, co-Adviser(s), President of the organization from time to time require; and
- e. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

**Section 6. The Sub-Treasurer.** Sub-Treasurer shall have the following duties:

- a. help in the update of the financial records of the organization;
- b. assists the treasurer in the preparation of financial statements of the organization; and
- c. perform all other functions and duties as may be assigned to him/her from time to time as delegated by the President.

**Section 7. The Auditor.** Auditor shall have the following duties:

- a. audit from time to time the official books and records of the Treasurer;
- b. audit the acceptability of all construction work or project and service financed from the funds of the organization;
- c. have certified copies of all audited reports and official receipts (O.R.);
- d. report to the organization any irregularity/ies he/she may find therein;
- e. perform such other duties as are incident to his/her office or as may be assigned to him/her by the Adviser, co-Adviser(s) and the President of the organization; and

- f. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

**Section 8. The Business Managers.** Business Managers shall have the following duties:

- a. have the mandate on the raising activities of the organization as authorized by the President or Adviser;
- b. supervise all the official businesses and fund raising activities of the organization;
- c. keep the inventory of all properties of the organization purchased or acquired in its name; and
- d. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

**Section 9. The Press Relation Officers.** Press Relation Officers shall have the following duties:

- a. release the news and updates regarding the official activities of the organization to all parties;
- b. disseminate first-hand information regarding the activities, projects, memos, resolutions and the like;
- c. promote good relationship with other accredited organizations, its media and the public; and
- d. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

**Section 10. The Technical Officers.** Technical Officers shall have the following duties:

- a. he/she shall be in charge with all the lay-out of programs, tarpaulins and other paper works deemed needed by the organization;
- b. he/she shall be the one supervising all the technical works;
- c. he/she shall report directly to the Vice President for Communication and Events; and
- d. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

**Section 11. The Representatives (1st year to 4th year).** Representatives shall have the following duties:

- a. responsible for the proposition of the projects, programs and activities for the course;
- b. he/she should participate in the deliberation of resolutions, program and project proposals;
- c. stands and decide for the decision of the year level they represent;
- d. he/she should coordinate with the PRO's in designating current information, projects, programs and all activities of the said organization; and
- e. to exercise such powers and perform such duties and functions as may be assigned to him/her by the President, Adviser and co-Adviser(s) of the organization.

## **ARTICLE VIII** **MEETINGS AND QUORUM**

**Section 1. Annual and Regular Meetings.** The annual and regular meetings of the organization shall be held at the assigned room of the Adviser or co-Adviser(s) on any day during the months of June to March each year. The JBMA may conduct meetings with or without the Adviser provided that the secretary shall carry out the copy of the minutes

of the meeting and should be furnished to Adviser's office the soonest possible time.

**Section 2. Special Meetings.** The special meetings of officers, for any purpose/s may at any time be called by the Adviser, the co-Adviser(s) or by the President of the organization.

**Section 3. Quorum.** All regular and special meetings require a majority (one half plus one) to transact business. If no quorum is constituted, the meeting shall be adjourned until the requisite member of the students shall be present.

**Section 4. Penalty.** To impose that there should be a Php 50.00 penalty for those officers who failed to attend annual meeting and other special meetings without any valid reasons, shall be determined by the Adviser.

## **ARTICLE IX RESIGNATION**

**Section 1. Resignation.** Prior to the resignation of the concerned officer, he/she should furnish a letter of resignation to the organization stating his/her purpose. Afterwards, the vacated position shall be determined and filled up by the officers arising from the special election. In case of resignation of the President, the Executive Vice President shall automatically succeed his position and the vacated position shall be occupied by the candidate who ran to that position and got the highest number of votes.

## **ARTICLE X BOARD OF TRUSTEES**

**Section 1. The Board of Trustees.** The member of the Board shall be selected from the alumni students of BSBM by the officers of the organization. The Board has the duties and responsibilities to give advices, assistance and guidance for the betterment of the organization.

**Section 2. Qualifications.** The Trustees to be selected must be voluntarily and must have his/her willingness to participate for the organization.

**Section 3. Term of Office.** The Trustees shall hold office for a time period of two (2) years and can be subject for renewal.

## **ARTICLE XI ADVISER AND CO-ADVISER OF THE ORGANIZATION**

**Section 1. Determination Procedure.** He/she can be anyone who is chosen by the elected officers and program adviser.

**Section 2. Duties of the Adviser.** He/she is responsible for over-all management along with the co-Adviser(s), including the organizational activities and the election and selection of the Board of Trustees and organization officers. He/she shall also act on any matter not covered by these By-Laws.

**Section 3. Duties of the co-Adviser(s).** The co-Adviser(s) shall work hand-in-hand with the Adviser for the development of the organization.

**Section 4. Term of Office.** The Adviser and co-Adviser(s) may serve as consultant of the organization until such time that the next chosen Adviser and co-Adviser(s) assumed its office to the day of the successor has been inducted.

## **ARTICLE XII**

## SEAL

**Section 1. Form and Inscriptions.** The organizational seal shall be determined by the elected officers, Adviser, co-Adviser(s) and Program Adviser.

## ARTICLE XIII AMENDMENT OF THE BY-LAWS

**Section 1. Amendments.** These By-Laws may be amended or repealed by the affirmative vote at least a majority of the members is present. However, the power to amend, modify, repeal or adopt new By-Laws may be delegated to the officers of the organization and the Adviser representing not less than two-thirds of the total member of the officers of the organization.

## ARTICLE XIV ADOPTION CLAUSE

**Section 1. Adoption Clause.** The foregoing By-Laws were adopted by all the officers of the organization on March 5, 2014 at PSU Cast, Lingayen Campus. Upon adoption, amendments shall appear of these By-Laws.

**Section 2. Date of Effectively.** The Constitution and By-Laws shall take effect in the school year 2015-2016; its adoption shall remain enforced until they are amended or repealed.

**IN WITNESS WHEREOF,** We, the undersigned officers have adopted the foregoing By-Laws and hereunto affixed our signatures this 21<sup>st</sup> day of March 2015 at Training Center Building Room 3, Pangasinan State University-Lingayen Campus.

**JAYMART SC. BAUTISTA**  
JBMA President

**JENNIFER C. MUNAR**  
Vice President-Internal

**ANGELICA P. FERRER**  
Vice President for Communication and Events

**JUSTINE MAE M. MATRE**  
Secretary

**ERMELITA DALISAY**  
Sub-Secretary

**JOHN FRANZ C. OINEZA**  
Treasurer

**CHARMAINE LACESTE**  
Sub Treasurer

**JENALYN DL. BAUTISTA**  
Auditor

**BRYAN M. FRIAS**  
Business Manager

**RONALD A. BAUTISTA**  
Business Manager

**MA. PAULA ANGELICA DE LEON**  
P.R.O

**JEFFREYSON LAYUG**  
P.R.O

**CHRISTIAN T. CALORACAN**  
Technical Officer

**REAH ANGELICA MABALOT**  
Technical Officer

**JELLY ANN ABALOS**  
1<sup>ST</sup> Year Representative

**IZIAH KAYE CRUZ**  
2<sup>ND</sup> Year Representative

**ROBERTO SANTIAGO JR.**  
3<sup>RD</sup> Year Representative

**DOLLY ANN DE SOLA**  
4<sup>TH</sup> Year Representative