

Republic of the Philippines
PANGASINAN STATE UNIVERSITY
Lingayen, Pangasinan
COLLEGE OF EDUCATION
KAPISANAN NG MGA MAG-AARAL NG ARALING PANLIPUNAN

CONSTITUTION AND BY LAWS

PREAMBLE

We the students of Bachelor of Secondary Education Major in Social Studies of Pangasinan State University, Lingayen Campus, in order to nurture students welfare; to promote higher educational standards; to foster growth and development; to inculcate unity and stability; to realize student duties and responsibilities; and to protect our right as students, do hereby ordain and establish this constitution.

**ARTICLE I
NAME OF THE ORGANIZATION**

Sec 1: The Organization shall be known as the Kapisanan ng mga Mag-aaral ng Araling Panlipunan (KMAP)

**ARTICLE II
PURPOSE**

Sec1: The Kapisanan ng mga Mag-aaral ng Araling Panlipunan is an organization of students taking up Bachelor of Secondary Education Major in Social Studies , who associate themselves in order for the attainment of the following:

- (a) To foster Kapisanan ng mga Mag-aaral ng Araling Panlipunan and its application in the broadest matter;
- (b) To change the mind from social, cultural, political and intellectual bankruptcy and delay;
- (c) To encourage and foster the development of acquaintance as an opportunity to serve the community;
- (d) To embark on project and programs for growth and development of the members and the community where the organization is located;
- (e) To poster unity, cooperation among the members through active participation and common undertaking that aim to promote their total development.

**ARTICLE III
MEMBERSHIP**

Sec 1: All bona fide student of Pangasinan State University, Lingayen Campus taking up the Bachelor of Secondary Education Major in Social Studies degree will be automatically a member of the organization provides as he or she must meet the requirements for membership as prescribed in the constitution and by-laws and by the degree.

Sec 2: Membership Dues

- (a) Every member shall have a forty five pesos (Php 45.00) membership fee for the first Semester of the school year and an additional forty five pesos (Php 45.00) membership fee for the second Semester of the school year, to be paid on or before the regular general assembly of the Kapisanan ng mga Mag-aaral ng Araling Panlipunan.
- (b) There shall be additional ten pesos (Php 10.00) to be given before the end of every semester
- (c) Any members who failed to pay the dues could be rejected in signing his or her clearance.
- (d) As may be resolve the dues may be further increased as may be amended the officers and the advisers.
- (e) There shall be no reimbursement of dues once the member has been disqualified or terminated.

Sec3: Renewal of membership shall be on an annual basis.

Sec4: Disqualification/Termination of Membership

Members in the organization shall be disqualified or terminated by the following circumstances:

- (a) When the member is part of other degree or program within the university;
- (b) When the member drop-out from the program during the school year;
- (c) When the member transfer to other school/college university;
- (d) When the member was been remove to the program or degree due to his academic standings;
- (e) When the member was already finished with the program or the degree; and
- (f) When the member's act or omission is injurious or prejudicial to the interest or welfare of the organization.

Sec5: Rights of the Members

All members shall be entitled for the following rights;

- (a) Rights and Privileges to the tangible and intangible projects of the organization;
- (b) Right to make inquiries or inspections of any books of records of the organizations which are open for public scrutiny;
- (c) Right to make statement, proposal and comments towards the different activities of the organization;
- (d) Right to vote and to be vote in any of the position in the organization during the election; and
- (e) Such other rights which are generally accepted and universal in nature.

Sec6: Benefits of the Members

All members shall be entitled with the following benefits:

- (a) Be part of the organization;
- (b) Be part of any activities conducted by the organization;
- (c) To acquire information through training, seminars and workshop to be provided by the organization within the school year;
- (d) To receive an amount of two hundred pesos (Php250.00) coming from the organizational fund in case of immediate family death (mother, father, siblings);
- (e) To receive an amount of four hundred pesos (Php400.00) in case of accident that could result to disability; and
- (f) To receive an amount of five hundred pesos (Php500.00) in case of death of the member.

Sec7: Duties and Responsibilities of the Members

All members shall have the following responsibilities:

- (a) All members shall attend all meetings as may be called by the organization;
- (b) All members should faithfully observed all the provisions of the constitutions and by-laws and all pertinent rules and regulations governing the conduct and behavior of the organization;
- (c) Get involve and promote the advancement of the organizations, its activities and workshops; and
- (d) Commit to fulfillment of the objectives, purposes and causes of the existence of the organizations.

Sec8: Suspension and Expulsion of Members

- (a) Any members may be expelled for cause upon the written recommendation of ten members of the organization and approval of such recommendation by two-thirds (2/3) votes of the Kapisanan ng mga Mag-aaral ng Araling Palipunan officers, organization adviser and the program adviser. Provided, the member concerned shall have been notified of his or her proposed expulsion. He or she shall be allowed a personal hearing before the Kapisanan ng mga Mag-aaral ng Araling Panlipunan officers with the organization adviser, and program adviser.
- (b) Offenses committed by the members shall be subjected to disciplinary measure by the organization.

Sec9: Offenses Subject to the Termination.

The following are offences subject to termination:

- (a) Deliberate violation of any of the provision of the constitution or its by-laws or habitual disregard of existing rules and regulations;
- (b) Attending or Participation in any of the activities in state of intoxication;
- (c) Committing theft or causing destruction to the property of the University or of the organization.
- (d) Involvement to brawls or fights inside the campus premises.
- (e) Misinterpreting one or furnishing the organization with erroneous information, tampering with, falsifying of any of the organization pertinent books and records.

Article IV OFFICERS

Sec1: The organization shall be governed by the following: President (1), Vice President (1), Secretary (1), Treasurer (1), Sub. Treasurer (1), Chairman – Community Outreach and Extension Program (1), Chairman – Academic Achievement (1), Chairman – Membership (1), Chairman – Public Affairs (1), Chairman – Income Generation Projects (1), Historian (2), Webmasters (2), Property Custodians (2), Muse(1), Adonis (1) and Three Representatives every year level (12).

ARTICLE V QUALIFICATIONS, DUTIES AND FUNCTIONS OF THE OFFICERS

Sec1: Qualifications of the President

- (a) Had residence of three semesters to the program prior to the election;
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended.
- (c) With good moral character; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec2: Duties and functions of the President

- (a) The President is primarily responsible for the growth and success of the organization;
- (b) Presides every meeting of the organization;
- (c) Responsible on signing official correspondence and disbursement;
- (d) To serve as primary representative of the organization;
- (e) Responsible for the leadership and effective execution of the policies determined by the organization;
- (f) To serve as the primary representative for University Administration, Student Government Association, Student Affairs Office, Student Activities Office and/or Campus Organization;
- (g) Meets with the Organizational Adviser as needed, and maintain continual contact with other officers through leadership team meetings;
- (h) Appoint and oversee organizational functions;
- (i) Be sure other officers fulfill their commitments;
- (j) Answer members questions and queries;
- (k) Responsible for heading the next organizational election and training the officers who will win the said election; and
- (l) Responsible for overseeing proper officer transition at the end of his or her term.

Sec3: Qualifications for the Vice President

- (a) Had the residence of one semester to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended.
- (c) With good moral character; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec4: Duties and Functions of the Vice President

- (a) Assist the President with his or her duties;
- (b) Preside over the organization in the absence of the President;
- (c) Be the secondary officer responsible for the growth and success of the organization;
- (d) Becomes the President when the president was remove due to impeachment, resignation and incapability
- (e) Responsible for creating the annual accomplishment report at the end of the school year;
- (f) Provide assistance with other officers and committee chairs;
- (g) Keeps regular communication with the president and the adviser;
- (h) Make it priority to attend all meetings and chapter events.

Sec5: Qualifications of the Secretary

- (a) Had residence of three semesters to the program prior to the election;

- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) With good moral character ; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the elections.

Sec6: Duties and Functions of the Secretary

- (a) Maintain all meeting attendance record;
- (b) Maintain detailed minutes of the meetings and forward it to the organizational historian within the span of 48 hours;
- (c) Record and archive all organizational records, documentation, and materials essential if there is no historian in place;
- (d) Coordinate communication with other students organization;
- (e) Keep officers and advisers contact information up to date;
- (f) Keeps regular communication with the president and adviser of the organization; and
- (g) Make it priority to attend all meetings of the organization.

Sec7: Qualifications of the Treasurer

- (a) Had the residence of one semester to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) With good moral character; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec8: Duties and Functions of the Treasurer

- (a) Join the President for the preparation of the annual budget for the organization;
- (b) Keep a current accounting of the organization's funds;
- (c) Identify, coordinate and oversee all fundraising activities;
- (d) Keeps all receipts of the organization for the final accounting;
- (e) Shall render a financial report to the organization at least once every semester or at the end of each year or anytime upon authorize request;
- (f) Keep of all properties of the organizations, purchase or acquired in name;
- (g) Receive and disburse funds of the organization in accordance with the auditing and accounting procedures as authorize by the body;
- (h) Keep a contact with all class mayors and treasurers;
- (i) Responsible for the annual financial report of the organization at the end of the school year;
- (j) Shall make disbursement thereof signed by the Treasurer and the President of the organization with the note or approval of the adviser;
- (k) Develop a recruiting plan in coordination with the Chairman for Income Generation Project to staff the Treasury and Income Generating Committee; and
- (l) Make it priority to attend all meetings and events

Sec9: Qualifications for the Sub. Treasurer

- (a) Had the residence of one semester to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) With good moral character; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec10: Duties and Functions of the Sub. Treasurer

- (a) Join the President and Treasurer for the preparation of the annual budget for the organization in the absence of the treasurer;
- (b) Assists the treasurer in keeping the current accounting of the organization's funds and preparation of annual financial reports;
- (c) Becomes the Treasurer when the treasurer was remove due to impeachment, resignation and incapability;
- (d) Responsible for the annual financial report of the organization at the end of the school year; and

- (e) Make it priority to attend all meetings and events.

Sec9: Qualifications for the Chairman of the Community Outreach and Extension Program

- (a) Had the residence of minimum of three semesters to the program prior to the election;
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification; prior on the last semester he/she attended;
- (c) With good moral character; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec11: Duties and Responsibilities of the Chairman of the Community Outreach and Extension Program

- (a) Seek out a minimum of one community project every semester and one extension program every year for the organization and oversee is development and execution;
- (b) Work diligently and involve all members in all the community service and extension projects;
- (c) Develop a recruiting plan to staff the Community Outreach and Extension Program Committee;
- (d) Coordinates with the Chairman of Public Affairs to promote organizational events within the organization, university or community;
- (e) Provide Committee Updates every Organizational Meeting; and
- (f) Make it priority to attend all meetings and events.

Sec12: Qualifications of the Chairman of the Academic Achievement

- (a) Had the residence of minimum of two years in the program prior to the election
- (b) With good academic standings; with an average of 2.0 or less every semester;
- (c) With good moral character ; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec13: Duties ad Functions of the Chairman of the Academic Achievement

- (a) Create a comfortable means for the members to seek academic assistance;
- (b) Identify chapter members willing to participate as mentors in specific disciplines of study;
- (c) Arrange study groups in the organization throughout the academic year;
- (d) Connect members with the community-based mentoring program;
- (e) Develop a recruiting plan to staff the Academic Achievement Committee;
- (f) Provide committee updates during meeting; and
- (g) Make a priority to attend all meetings and events.

Sec14: Qualifications for the Chairman on Membership

- (a) Had the residence of minimum of one semester to the program prior to the election;
- (b) With good academic standings; a grade of 2.25 and above in any of his or her subject will be a ground for disqualification;
- (c) With good moral character and pleasing personality; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec15: Duties and Function for the Chairman on Membership

- (a) Greet all members before and after meeting;
- (b) Ensure all members are present every meeting and events will sign the attendance record;
- (c) Create at least one social event within the school year;
- (d) Keeps every contact records of every members and alumni of the program;
- (e) Develop incentives to encourage members to attend meeting and events;
- (f) Develop a recruitment plan to staff the Membership Committee;
- (g) Provide committee updates during meeting; and
- (h) Make it priority to attend all meetings and events.

Sec16: Qualifications for the Chairman of Public Relations

- (a) Had the residence of minimum of three semesters to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) Had a talent in writing and editing;
- (d) with good moral character and pleasing personality; and

- (e) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec17: Duties and Responsibilities of the Chairman of Public Relations

- (a) Responsible for promoting the organization;
- (b) Coordinate with the Chairman for Membership to be sure that the organization is always represented correctly at university events;
- (c) Seek opportunities to promote chapter service projects within the local media outlets such as the university papers and news affiliates;
- (d) Responsible for creating and heading a organizational journal;
- (e) Develop a recruiting plan to staff a Public Relations Committee;
- (f) Provide committee updates during meeting; and
- (g) Make it priority to attend and meetings and events.

Sec18: Qualifications of the Chairman for Income Generation Project

- (a) Had the residence of minimum of three semesters to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) With good moral character and pleasing personality; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec19: Duties and Functions of the Chairman for Income Generation Project

- (a) Keep a current accounting of the organization's funds;
- (b) Identify, coordinate and oversee all fundraising activities;
- (c) Shall render assistance to the treasurer on preparation of financial report of the organization at least once every semester or at the end of each year or anytime upon authorize request;
- (d) Receive and disburse Income Generation Project (IGP) Fees of the organization in accordance with the auditing and accounting procedures as authorize by the body;
- (e) Ensure that IGP Fees are collected and recorded every Friday of the week.
- (f) Keep a contact with all class treasurers;
- (g) Shall make disbursement thereof signed by the Treasurer and the president of the organization with the note or approval of the adviser;
- (h) Develop a recruiting plan in coordination with the Treasurer to staff the Treasury and Income Generating Committee;
- (i) Provide committee updates during meeting; and
- (j) Make it priority to attend all meetings and events.

Sec20: Qualifications of the Historians

- (a) Had the residence of minimum of one semester to the program prior to the election
- (b) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (c) With good moral character and pleasing personality; and
- (d) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec21: Duties and Function of the Historians

- (a) Responsible for the organizational scrapbook – an organized culmination of activity reports, university information, organizational constitution and by-laws, photos, forms, memorandums, resolutions and other more;
- (b) Print out and keep a copy of chapter activity and reports for future use;
- (c) Make it priority to attend all meetings and events.

Sec22: Qualifications of the Webmaster

- (a) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (b) With good moral character;
- (c) Computer literate;
- (d) Had good knowledge in social media sites and blogging;

- (e) Appointed by the President with the approval of the body and the adviser of the organization.

Sec23: Duties and functions of the Webmaster

- (a) Keep the website/ webpage current;
- (b) Keeps the password of the account used by the organization;
- (c) Promote the organization through the use of social media; and
- (d) Make it priority to attend all meetings and events.

Sec24: Qualifications of the Property Custodians

- (a) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he/she attended;
- (b) With good moral character and pleasing personality; and
- (c) Appointed by the President with the approval of the body and the adviser of the organization.

Sec25: Duties and Functions of the Property Custodians

- (a) Keeps all the properties of the organization;
- (b) Shall prepare monthly inventory of properties of the organization; and
- (c) Make it priority to attend all meetings and events.

Sec26: Qualifications of the Muse

- (a) With beauty and brains
- (b) Had the residence of minimum of one semester to the program prior to the election
- (c) With good academic standings; a grade of 2.25 and above in any of her subject will be a ground for disqualification;
- (d) With good moral character and pleasing personality; and
- (e) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec27: Duties and Functions of the Muse

- (a) The muse shall serve as the official representative of the organization in any beauty pageant inside the university;
- (b) She will be the official representative of the goodwill;
- (c) Make it priority to attend all meetings and events.

Sec28: Qualifications of the Adonis

- (a) With face and brains
- (b) Had the residence of minimum of one semester to the program prior to the election
- (c) With good academic standings; a grade of 2.50 and above in any minor subject and 2.0 and above in any major subject is a ground for disqualification prior on the last semester he attended;
- (d) With good moral character and pleasing personality ; and
- (e) Elected by most of the members of the organization, or he or she gain the highest vote in the election.

Sec29: Duties and Functions of the Adonis

- (a) The Adonis shall serve as the official representative of the organization in any pageant inside the university;
- (b) He will be the official representative of the goodwill;
- (c) Make it priority to attend all meetings and events.

Sec30: Qualities of the Representatives

- (a) Composed of the Mayor, Vice Mayor and secretary of every year level.
- (b) The treasurer, Public Relations Officer and Business Manager of every year level, will come in place if the Mayor, vice mayor and secretary were already elected in other positions in the organization.

Sec29: Duties and Functions of the Congress

- (a) Responsible in laying information regarding meetings, activities and other more things in every year level;
- (b) Automatically be part of every committee in the organization;
- (c) Responsible for becoming the voice of their fellow members every meeting;

- (d) Responsible for voting in every decision making; and
- (e) Make it priority to attend all meetings and events.

ARTICLE VI COMMITTEES

The following Committee will be created in accordance with the organizational chart to be led by the elected chairman, in order to fulfill their duties and functions;

Sec 1: Committee on Community Outreach and Extension Program

- (a) Headed by the Chairman on Committee on Community Outreach and Extension Program;
- (b) Will be composed of the Mayors of every year level;
- (c) Draft at least two proposals for an extension and community service every month;
- (d) Works for at least one extension program every year and one community service every semester; and
- (e) Have a meeting for updates at least once every week.

Sec2: Committee on Academic Achievements

- (a) Headed by the Chairman on Committee on Academic Achievement;
- (b) Composed of the two most outstanding students in every year level;
- (c) Create a comfortable means for the members to seek academic assistance;
- (d) Create a study groups in the organization throughout the academic year;
- (e) Have meetings for at least once a week; and
- (f) Have at least three hours tutoring program for every week.

Sec3: Committee on Membership

- (a) Headed by the Chairman on Committee on Membership;
- (b) Composed of every vice mayors in every year level;
- (c) Ensures the attendance and participation of every member during events;
- (d) Create at least one social event within the school year; and
- (e) Have at least a meeting every once a week

Sec 4: Committee on Public Relations

- (a) Headed by the Chairman on the Committee on Public Affairs;
- (b) Composed of the class secretary of every year level, and the webmasters;
- (c) Responsible for promoting the organization;
- (d) Responsible for the creation of the organizational journal; and
- (e) Have a meeting at least once a week.

The following committees will be created to expand the administrative and technical assistance for the different and effective conduct of the affairs of the organization

Sec 5: Committee on Treasury and Income Generation Project

- (a) Headed by the Chairman for Income Generation Project and the Treasurer;
- (b) Composed of every class treasurer and mayors or every year level;
- (c) Responsible for ways and manners on how the organization may generate funds to finance its functions;
- (d) Submits and discuss proposals for income generations every organizational meeting; and
- (e) Manage the income generating activities.

Sec6: Committee on Audit

- (a) Composed of two (2) auditors appointed by the president and shall approved by the body and the adviser of the organization.
- (b) Work as an independent body ;
- (c) Shall see to it that all disbursement by the treasurer are in order, and in general, see to it that all files funds and properties under the custody of the treasurer are properly kept at all times;
- (d) Responsible in establishing and maintaining review and examination of the accounting the other operations as protective and constructive services to the organization and attest to the result thereof; and
- (e) Responsible in creating a report for misuse of the budget and properties of the organization.

Sec7: Electoral Tribunal

- (a) Headed by the outgoing president;
- (b) Composed of the Congress, prior that they are not candidate for the election;
- (c) The committee shall supervise and govern the election process;
- (d) Responsible for informing members regarding the election; and
- (e) Responsible for proclaiming the winning new set of officers

ARTICLE VII ELECTION

Sec1: Voting Eligibility: Those active members of the Kapisana ng mga Mag-aaral ng Araling Panlipunan will be granted the voting privileges.

Sec2: Election Process:

- (a) Two set of parties will be allowed to compete in the said election, not inclusion with the independent candidate;
- (b) Submission for the list of parties and party members or independent candidates running for the position shall be submitted to the Electoral Tribunal, one week before the election period;
- (c) Parties or candidates shall be allowed and given time to campaign for themselves;
- (d) Election would be held every last Monday of August;
- (e) Election shall be through the process of secret ballot prepared by the Electoral Tribunal;

Sec3: Oath of Office: The elected officer shall take their oath of office in the first week of September to be conducted by the Dean of the College of Education.

Sec4: Succession: In case of vacancy for the reasons of resignation, incapability or removal from office, succession will take place with the approval of the remaining members and organizational adviser.

Sec5: Elected Officers of the organization can be removed by means of vote no confidence.

ARTICLE VIII ADVISER

Sec1: The organization shall have a faculty adviser, who is a core faculty under the College of Education.

Sec2: He will be chosen by the set of officers elected.

Sec2: The adviser of the organization is not currently the Adviser of the Program, Department Chairman, Dean or hold any key position to the University.

Sec3: The adviser shall provide guidance on the policies of the organization.

Sec4: The adviser shall be held responsible in seeing to it that the activities of the organization are not in violation with existing laws and shall confirm to the provision set forth by the University rules and regulations governing organized students activities.

Sec5: To guide the officers in all their activities to give due support mentally, morally, emotionally, spiritually and in whatever capacity in achieving the objectives for it as established.

Sec6: The adviser shall not have the voting power to elect officers of the organization nor disallowed any member of the organization to run in any position in the organization.

Sec7: The adviser will have the capability to disapprove any project, proposals, plans or other things which he/she thinks not beneficial or dangerous to the organization.

Sec8: The adviser could be removed by vote of two thirds of the members of the organization.

ARTICLE IX MEETINGS

Sec1: Annual General Meeting: The annual general meeting of the organization will be held on the fourth week of August of each year at which time the orientation for the members of the Kapisanan ng mga Mag-aaral ng Araling Panlipunan.

Sec2: Regular Meeting: The regular meeting shall be held on every first Monday of the Month at such time or place as the Kapisanan ng mga Mag-aaral ng Araling Panlipunan officer may designate, provided that written notice of regular meeting shall be posed at least one day prior to the meeting, unless change in period is required. Due notice of any changes in or canceling of the regular meeting shall be given to the officers of the organization.

Sec3: Special Meeting: Whenever deemed necessary, a special meeting may be called at any time by the president and adviser or upon the request of majority of the regular members, provided, that a notice of special meeting shall be posed at least one day prior to the meeting.

Sec4: Quorum: Two-Thirds of all the officers of the organization shall constitute a quorum at any regular and special meeting. In the absence of the quorum, any discussion, agreement or decision that has been made will automatically be null and void.

Sec5: Penalty Fee

- (a) Officers of the organization will have the fine amounting to ten pesos (10 Php) for being absent during a special or regular meeting;
- (b) Officers will have the fine amounting to twenty pesos (20Php) for being absent during the Annual General meeting;
- (c) Members of the organization will have the fine amounting to ten pesos (10Php) for being absent during the Annual General meeting; and
- (d) Officers will have the fine amounting to fifteen pesos (15Php) for being absent during any of the oath taking, induction program, or any program the organization is concerned.
- (e) Members will have the fine of ten pesos (10Php) for being absent during the event of which the organization is concern.

ARTICLE X FINANCE

Sec1: All funds accruing to the organization shall be deposited by the President together with the treasurer in a reputable bank in the name of the organization and no disbursement may be made there from unless for an account duly approved by the organization signed by the President, the Treasurer, the Chairman of Income Generation Project and the adviser.

Sec2: On the agreed upon by the organization, the funds will be handled by the treasurer and will turn over to the adviser at the end of each school year.

Sec3: The outgoing officers shall turn over the properties, funds and other assets of the organization together with the audited financial statement showing all receipts and disbursement assets and liabilities duly signed by all concerned

ARTICLE XI LOGO

Sec1: The Organization will have a logo composed of the following

- (a) Tribal Shield – signifies defense against ignorance and poverty (will be the frame of the logo);
- (b) Sword – signifies a weapon for a better future;
- (c) Book – signifies knowledge;
- (d) Two Laurels – signifies pride and humbleness;
- (e) Torch – signifies education;
- (f) KMAP – acronym of Kapisanan ng mga Mag-aaral ng Araling Panlipunan.

**ARTICLE XII
AMENDMENTS**

Sec1: The Constitution is binding to all members of the Kapisanan ng mga Mag-aaral ng Araling Panlipunan.

Sec2: Amendments to the Constitution may be proposed in writing by any voting member of the organization at any meeting at which two thirds of the voting members is present.

Sec3: These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.

Sec4: Proposed amendment will become effective following approval of two-thirds of the members of the organization.

**ARTICLE XIII
OTHER PROVISIONS**

Sec1: All activities of the organization must be within the name work of the organization constitutions and by-laws and must not be in violation of any existing rules and regulations of the university and of the national government.

**ARTICLE XIV
SEPARABILITY**

Sec1: If any cause any part of this constitution and by-laws is declared unconstitutional, the rest of the provision shall remain in force and effect.

**ARTICLE V
EFFECTIVITY**

Sec1: This Constitution and by-laws shall take effect after it has been signed by the Kapisanan ng mga Mag-aaral ng Araling Panlipunan Officers, Adviser, Department Chairman, Student Services Coordinator and approved by the College Dean.

**ARTICLE XVI
RENEWAL**

Sec1: The Kapisanan ng mga Mag-Aaral ng Araling Panlipunan will apply to the Student Services Office for registration on an annual every start of the school year.