



Republic of the Philippines
Pangasinan State University
Lingayen Campus
College of Arts, Sciences, and Letters
AB English Language Program



CONSTITUTION AND BY-LAWS

Linguists' Guild

S.Y. 2019 – 2020

Adviser: Christine Iñez A. Padlan



Linguists' Guild

CONSTITUTION AND BY-LAWS OF THE LINGUISTS' GUILD

PREAMBLE

We, the members of the Linguists' Guild of Pangasinan State University – Lingayen Campus, imploring the aid of Almighty God, in order to form an organization that shall bind us together with our ideals, hopes, and aspirations, promote our general welfare, and improve and develop ourselves intellectually and socially; and to establish within our midst an atmosphere of love, loyalty, and justice, do ordain and promulgate this Constitution and By-Laws.

ARTICLE I

NAME, NATURE, AND DOMICILE

- Section 1.** This organization shall be known as LINGUISTS' GUILD or by its acronym – LG.
- Section 2.** The LINGUISTS' GUILD is an association of PSU – Lingayen Campus bona fide students of the AB English Language Program under the College of Arts, Sciences, and Letters. It is an interest club that recognizes and upholds its constitution and by-laws in expressing its sovereign will.
- Section 3.** The official address of this organization shall be located within the campus of Pangasinan State University – Lingayen Campus in Lingayen, Pangasinan.
- Section 4.** The Linguists' Guild shall adopt its own logo as a symbol of the organization.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

- Section 1.** The Linguists' Guild shall:
- Promote and uphold the declared principles of the University and shall likewise adhere to the Constitution and By-Laws of the Supreme Student Council (SSC) as the foundation of this constitution;
 - Support the programs of the University and the different departments' activities that will promote interaction and unity between the student body;
 - Acknowledge, defend, and promote the rights and interests and privileges of its members that will redound to their general welfare;
 - Develop strong camaraderie among the students in order to gain unity and oneness in their quest for quality education; and

- e. Spearhead, sponsor, and undertake ideal and worthy programs, activities, and projects that are of educational, cultural, technical, or scientific nature in accordance with the Guild's objectives.

ARTICLE III

COMMITTEES, OFFICERS, TENURE OF OFFICE, AND RESPONSIBILITIES

- Section 1.** The President of the Linguists' Guild shall serve as the head of the Linguists' Guild, advised by an appointed adviser and co-adviser. The President shall be responsible for:
- a. Setting motions concerning the interests of the Linguists' Guild and its members;
 - b. General provision overall affairs and activities of the Guild;
 - c. Presiding over all general meetings of the Guild and has the right to vote to break a tie in decision-making procedure;
 - d. Execute in behalf of the club all contacts and instruments which the Guild may enter to;
 - e. Signing resolutions, communications, written obligations, instruments, or checks for the organization and papers with premises of his/her office;
 - f. Make or enact presidential decrees, essential, proper, and good opportunities and implement the rules of the club;
 - g. Advise and assign the Committees to facilitate the implementation of programs of the government of the organization; and
 - h. Call a special election when necessary.
- Section 2.** The Linguists' Guild organization shall be composed of three (3) boards supervised by the President of the Linguists' Guild:
- a. Executive Board
 - b. Constitutional Board
 - c. Board for Activities and Disciplinary Affairs
- Section 3.** The Executive Board, Constitutional Board, and the Board for Activities and Disciplinary Affairs shall be known as the Committees. The President of the Linguists' Guild shall head and supervise the Committees.
- Section 4.** The Committees shall have the powers to revoke and approve or second motions set by the President of the Linguists' Guild. In the event that the Committees cannot reach a decision concerning matters of the Linguists' Guild, the President will have the right to vote and will have the final decision.
- Section 5.** The Executive Board shall be composed of:
- a. Executive Vice President
 - b. Executive-designate Secretary
 - c. Finance Officer
 - d. Accounting Officer
 - e. Officer of the Board
- Section 6.** The Constitutional Board shall be composed of:
- a. Internal Vice President
 - b. Internal-designate Secretary
 - c. Officer for Internal Affairs
 - d. Communications Officer I
 - e. Communications Officer II

Section 7. The Board for Activities and Disciplinary Affairs shall be composed of:

- a. External Vice President
- b. Marshal Service officer I
- c. Marshal Service officer II
- d. Senior Officer for Activities
- e. Junior Officer for Activities
- f. Representante numero uno
- g. Representante numero dos

Section 8. The Vice Presidents shall:

- a. Lead their respective Boards;
- b. Assist the President in all activities of the Guild;
- c. Exercise the powers to perform the duties and functions of the President in the absence of the latter by whatever reasons;
- d. Act as an overall supervisor and coordinator of all projects and activities upon direction of the President;
- e. Perform all other functions and duties as may be assigned to him/her from time to time by the President; and
- f. Preside over the Guild whenever the President or the Committees decide to conduct an amendment of the Constitution and By-Laws of the Guild.

Section 9. The Executive-designate and Internal-designate Secretaries shall:

- a. Act as the custodian of all official records of the Guild;
- b. Assist their respective Vice Presidents, as well as the External Vice President when necessary;
- c. Safeguard all official records of the proceedings of the LG meetings;
- d. Prepare an accurate annual report when called for activities, and plan accomplishments of the Guild;
- e. Perform other functions and duties as may be assigned to him/her from time to time by the President; and
- f. Furnish the minutes of the meetings and other pertinent information and notices to all concerned.

Section 10. The Finance Officer, Accounting Officer, and Officer of the Board shall:

- a. Safeguard all financial records of the Guild;
- b. Receive and disburse the funds of the Guild in accordance with the accepted auditing and accounting procedures as authorized by the President;
- c. Render financial statement of the Guild at every end of the month or any time upon authorized request;
- d. Examine and verify all accounts and records of the Guild in order to determine whether or not funds of the organization are duly accounted for;
- e. Ensure that the transactions are authorized and/or approved;
- f. Certify as to the correctness of all financial reports;
- g. Take charge of all business transactions made by the Guild; and
- h. Head the financial transparency system of the Guild, supervised by the President.

Section 11. The Officer for Internal Affairs shall:

- a. Assist the Internal Vice Presidents in proceedings regarding the welfare of the Guild;
- b. Advise the Guild of the welfare of its officers and members when planning for activities and events;
- c. Promote and secure the Constitution and By-Laws of the Guild until the next revision; and

- d. Perform other functions and duties as may be assigned to him/her from time to time by the President.

Section 12. The Communications Officer I and II shall:

- a. Coordinate communications with regard to the meetings, conferences, and other activities relative to the operation of the Guild and its officials and members;
- b. Release the news and updates regarding the activities of the organization to all the Guild members; and
- c. Perform other functions and duties as may be assigned to him/her from time-to-time by the President.

Section 13. Marshal Service officer I and II shall:

- a. Be provided with a badge representing their power and jurisdiction over disciplinary affairs;
- b. Assist the External Vice Presidents regarding disciplinary affairs;
- c. Serve as escorts and security personnel during events, meetings, and conferences initiated by the Guild;
- d. Prioritize the safety and welfare of the Guild officers and members; and
- e. Perform other functions and duties as may be assigned to him/her from time-to-time by the President.

Section 14. The Senior Officer for Activities and Junior Officer for Activities shall:

- a. Serve as the main planning officers next to the External Vice President regarding events and activities inside and outside the PSU-LC campus;
- b. Assist the External Vice President in matters regarding activities and events proposed by the President; and
- c. Perform other functions and duties as may be assigned to him/her from time-to-time by the President.

Section 15. The Representantes shall:

- a. Be responsible for disseminating information to the year level that they are assigned to;
 - Representante numero uno for first- and second-year levels and Representante numero dos for third- and fourth-year levels
- b. Be tasked with raising concerns to the organization of the matters concerning the assigned year level; and
- c. Perform other functions and duties as may be assigned to him/her from time-to-time by the President.

Section 16. Any Officer elected in the Position of President and Vice-President is prohibited for candidacy for any position in the Supreme Student Council (SSC).

Section 17. The President and officers of the Committees shall be elected by the General Assembly every first semester of the school year and shall serve a term of one (1) year or until such time that their successors have been duly chosen and inducted to office.

Section 18. All officers shall hold to their position as such until a new set of officers has taken an oath.

ARTICLE IV MEMBERSHIP AND FINANCE

Section 1. All students of the Bachelor of Arts in English Language under the College of Arts, Sciences, and Letters shall compose of the membership of the Linguists' Guild.

- Section 2.** A member shall automatically cease to be a regular member of the Guild:
- Upon graduation
 - Upon transfer to other school or university
- Section 3.** Sanctions, in the discretion of the Board for Activities and Disciplinary Affairs, shall be given to each officer who fails to attend conferences, meetings, and other activities requiring their attendance.
- Sanctions shall, but not be limited to, fines.
 - Sanctions shall not be in the form of any action violating student and human rights.
 - Sanctions must be impartial.
 - Sanctions placed under an officer may be pardoned by the President of the Linguists' Guild in the event that the President finds reasonable justification to do so. However, the Executive and Constitutional Board may over-rule the judgement of the President if the two boards may find any underlying biased reasons regarding the pardon.
- Section 4.** Any member or officer of the Linguists' Guild who has violated student or human rights, testified by a representative of the Supreme Student Council and/or the PSU-LC administration shall automatically forfeit his membership and privileges from the Linguists' Guild. His/her payment for the membership fee shall not be refunded.
- Section 5.** Any officer who decides to withdraw his/her position shall submit a resignation letter duly approved by the Linguists' Guild Adviser.
- Section 6.** A membership fee of Php. 50.00 shall be collected every semester from all officers and Php. 40.00 from all non-officers of the Linguists' Guild that is valid for the whole year and is not refundable.
- The collection of membership fees shall be given custody to the Finance Officer assisted by the Accounting Officer and the Officer of the Board.
- Section 7.** Financial donation shall be solicited if necessary, from benefactors carefully chosen by the Guild through proper and legal communication. Such money shall be treated as the Guild's Trust Fund to be collected and entrusted to the care and custody of the Finance Officer, assisted by the Accounting Officer and the Officer of the Board. The Finance Officer, Accounting Officer, and the Officer of the Board shall be held liable for any loss of funds under his/her custody.
- Section 8.** The President of the Linguists' Guild may motion a proposition to hand over the funds of the Linguists' Guild to the custody of the Linguists' Guild adviser. The motion must reach a unanimous consensus of the Committees for it to be approved and executed.
- Section 9.** Motion to use the Linguists' Guild funds shall be allowed only upon the approval of the Finance Officer, Accounting Officer and the Officer of the Board. If one of the three officers decline, the motion shall be void.
- Section 10.** The Linguists' Guild shall adopt a system of transparency to:
- Publicize used funds;
 - Ensure trust within the organization and the members it embodies; and
 - Allow collaboration between the organization and its members concerning financial issues.

ARTICLE V

IMPEACHMENT AND DISMISSAL

- Section 1.** The impeachment is a due process of properly removing an elected officer from his/her position. On the other hand, dismissal is the termination of term of office of an appointed officer.
- Section 2.** The grounds for impeachment are any of the following:
- a. Incompetence (lacking of Leadership Skills)
 - b. Negligence (Abandonment of Duty)
 - c. Bribery and graft and corruption
 - d. Improper use of the office and facilities
 - e. Falsification of public documents
 - f. Culpable violation of the CBL
 - g. Betrayal of the Student Trust
 - h. Gross misconduct
 - i. Insubordination
- Section 3.** The nature of impeachment complaints are as follows:
- a. The subject of impeachment complaints are the elected LG officers only.
 - b. The impeachment complaints can be formally filed by any member or officer before the LINGUISTS' GUILD to be properly endorsed to office of the coordinator for Students' Services.
 - c. The particular impeachment complaints shall be discussed within the premise of the LINGUISTS' GUILD meeting provided that it obtained 2/3 votes, signature of the officers and members.
 - d. In case the verified impeachment complaint is filed by at least 2/3 members of the Guild, the complaint would then advance to the disciplinary Tribunal for the decision.
 - e. The final decision would then be dispensed through the college publication, bulletin boards and letter addressed to the student body and administration;
 - f. No impeachment proceedings shall be initiated against the same official more than once within a period of two semesters.
- Section 4.** The President shall have the exclusive power to dismiss appointed officer upon proven guilty of the violations similar to that of the elected officers

ARTICLE VI

MEETINGS AND QUORUMS

- Section 1.** Regular meetings shall be held twice a month for the school year or as may be decided by the officers of the Guild.
- Section 2.** The LG President has the power for an emergency or special meeting of the organization for any urgent or immediate response.
- Section 3.** The Guild may conduct with or without the LG Adviser provided however that a copy of minutes of the meetings should be furnished to his/her office as soon as possible.

ARTICLE VII
APPOINTMENT OF AN ADVISER AND CO-ADVISER

- Section 1.** The Adviser and Co-Adviser shall:
- a. Be decided by the chair of the AB English Language Program and duly approved by the members of the faculty;
 - b. Be of help in exploring avenues for students' development and leadership training
 - c. Be a guide in all the organization's undertakings; and
 - d. Complete term for one academic year.

ARTICLE VIII
AMENDMENTS AND REVISIONS

- Section 1.** Any amendments to, or revision of, this Constitution and By-Laws may be proposed by:
- e. A vote of two-thirds (2/3) of all its members; and
 - f. A Constitution Convention headed/presided by the President.
- Section 2.** Any proposed amendment/revision originating by position shall be referred to the LG Adviser for recommendation.
- Section 3.** *Separability Clause:* If any portion or provision of this Constitution and By-Laws is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.
- Section 4.** *Repealing Clause:* All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Constitution and By-Laws are hereby repealed or modified accordingly.
- Section 5.** *Effectivity Clause:* This Constitution and By-Laws shall take effect upon reaching 2/3 votes of the Legislative body.
- Section 6.** Any proposed revision or amendment of this CBL shall be approved and ratified by 2/3 vote of the members and shall take effect immediately upon ratification.

Approval of the Revised Linguists’ Guild - Constitution and By-Laws 2018-2019

We, the undersigned affix our signatures herein as a proof of our strong approval for the Revised 2019-2020 Constitution and By-Laws of the Linguists’ Guild of Pangasinan State University-Lingayen Campus, which shall take effect immediately upon approval of the majority.

| | |
|--|---|
| <div><div>Francis Paolo A. Ramirez</div><div>President</div></div> | <div><div>Lynlie A. Peralta</div><div>Executive Vice President</div></div> |
| <div><div>Ferdinand A. Rebualos</div><div>Internal Vice President</div></div> | <div><div>Jessica Klein L. Baloto</div><div>External Vice President</div></div> |
| <div><div>Shayzon Mayr U. Delos Santos</div><div>Executive-designate Secretary</div></div> | <div><div>Trisha Beatrice R. Gabuten</div><div>Internal-designate Secretary</div></div> |
| <div><div>Stephanie Sheeliz B. Vila</div><div>Finance Officer</div></div> | <div><div>Mark Jayson Aquino</div><div>Accounting Officer</div></div> |
| <div><div>Alleah Lyka V. Macasieb</div><div>Officer of the Board</div></div> | <div><div>Justin B. Balawat</div><div>Officer of Internal Affairs</div></div> |
| <div><div>Michael Z. Palomeras</div><div>Communications Officer I</div></div> | <div><div>Frederick M. Bondoc</div><div>Communications Officer II</div></div> |
| <div><div>Carla Mae Vidal</div><div>Senior Officer for Activities</div></div> | <div><div>Kurt Patrick Baloto</div><div>Junior Officer for Activities</div></div> |
| <div><div>Reine Kirstine F. Clemente</div><div>Marshall Service Officer I</div></div> | <div><div>Hannah Mae Lopez</div><div>Marshall Service Officer II</div></div> |
| <div><div>Trisha Dela Cruz</div><div>Representante numero uno</div></div> | <div><div>Lyka Millen De Guzman</div><div>Representante numero dos</div></div> |

ATTESTED:

Christine Iñez A. Padlan

Adviser, Linguists’ Guild

NOTED:

Jessie S. Paragas, M.A.Ed.

Adviser, AB English Language Program

Edna C. Queriones, Ed.D.

Chairperson, AB English Language Program

Erna M. Salazar, M.B.A.

Dean, College of Arts, Sciences, and Letters

Francis Gerald S. Amansec, M.B.A

Coordinator, Student Services

APPROVED:

Lorna G. Urbiztondo, Ed.D.

Campus Executive Director, PSU – Lingayen