



MATH CIRCLE

Constitution and By-Laws

MC CONSTITUTION AND BY-LAWS

A.Y 2021-2022

We, the members of the **MATH CIRCLE** of **PSU-LINGAYEN CAMPUS**, imploring the aid of Almighty, in order to form an organization that shall strongly bind us together with our ideals, hopes and aspirations; promote general welfare; and improve and develop ourselves intellectually and socially; and to establish within our midst an atmosphere of love, loyalty and justice, do hereby ordain and promulgate this constitution and by-laws.

ARTICLE I – NAME AND ADDRESS

Section 1. The organization shall be known as **MATH CIRCLE**. In abbreviation form it may be called **MC**.

Section 2. The official address of this organization shall be PSU-Lingayen Campus (**PSU-LINGAYEN CAMPUS**), Math Department, Lingayen, Pangasinan.

ARTICLE II – DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The **MATH CIRCLE** is an association of **Bachelor of Science in Mathematics** students at **PSU-LINGAYEN CAMPUS**. It is an interest club that recognizes and upholds its constitution as the Supreme Law at the **MATH CIRCLE** and as expansion of their sovereign will.

Section 2. The **MATH CIRCLE** shall promote and uphold generally accepted principles of the University and the adheres to the Constitution and By-Laws of the College Supreme Students Council as the foundation of this constitution.

Section 3. The **MATH CIRCLE** shall be at all times strive to:

- a.) Defend and promote the rights and legitimate interest/welfare of its members.
- b.) Promote and develop strong camaraderie among its members elevating the highest standard of competence, request and dedication as a **BS MATH** students of PSU.
- c.) Encourage the participation of all its members in the attainment of the University Mission as reflected in the organization's objectives.
 1. To serve as an effective communication links between PSU Academy and the business community
 2. To foster and promote the highest interest and appreciation of Mathematics in its members and extend it to Non-BS Math, non – Computer Science, non – ICT students of the PSU-Cast and furthermore outside the academy.

3. To promote the grounds and enhance camaraderie among the students and the whole PSU community.

Section 4. The Math Circle shall have programs, projects and activities of educational, cultural, technical or scientific nature that will uphold our above activities.

ARTICLE III – MEMBERSHIP AND FUNDS

Section 1. All interested members of the **BS MATHEMATICS** class become regular members and shall compose the membership of the circle.

Section 2. A regular member shall be automatically ceased to be a regular member of the circle upon graduation or transfer to other schools.

Section 3. A membership fee of P25.00 is collected to all members every semester which is not refundable.

Section 4. Financial donation shall be solicited if necessary from a set of benefactors decided upon by the circle through proper and legal communications and shall serve as the Trust Fund in addition to the membership fee of the circle which will be deposited in the Landbank of the Philippines by the President and the Treasurer as the recipient.

Section 5. A fine of P50.00 shall be collected to each officer or member for not attending such activities/meetings of MC.

Section 6. A member who inactively participates to any MC activity shall be given a warning for the 1st offense and kicked out for the next.

Definition 1. Inactively participate

- a. A minimum of 3 absences
- b. Does not attend any MC activity

Section 7. Any member who wants to withdraw his/her membership shall submit a resignation paper duly approved by the MC Adviser and Members.

Section 8. Any member can apply for a personal loan to MC fund with 2% interest during the first month with a maximum amount of P500.00 and additional 1% for the succeeding months.

ARTICLE IV – COMMITTEES, OFFICERS, TENURE OF OFFICE AND RESPONSIBILITIES

Section 1. The Executive Board of Directors composing of the President, Vice President Internal Committee, Vice President Communication Committee, Vice President Educational Committee, Vice President External Committee, Secretary, Finance Officers, Business Managers, and Auditors shall be the Administrative Body of the club.

Section 2. The Executive Board shall be elected by the General Assembly every first semester of the school year and shall serve as a term of one year or until such time that their successors shall be duly chosen and induced into office.

Section 3. The President shall be the Executive Officer and shall be responsible for

- a.) General supervision over all affairs and activities and the members of the circle.
- b.) Preside over all general meetings of the Club with the right vote only to break a tie in decision-making procedures.
- c.) Executive on behalf of the club all contracts and instruments which the club may enter to.

Section 4. The President of the four (4) committees namely:

- a.) The External Committee
- b.) The Internal Committee
- c.) The Communication Committee
- d.) The Educational and Research Committee

4.1. Shall serve as the chairman of their perspective committees and shall appoint co-chairman, Secretary and at least 10 members of the committees from the existing members.

4.2. The four committees shall function specifically as.

a.) External Committee shall be given the prime mover of any activity that will promote and uphold the first objective and any affairs undertaken outside **PSU-LINGAYEN CAMPUS** such as excursion, job hunts, and extension program.

b.) Internal Committee shall be given the mover of any activity that will promote and uphold the third objective and any affairs undertaken within **PSU-LINGAYEN CAMPUS** such as general meeting maintenance of the “Tambayan” and to promote membership of the organization.

c.) Communication Committee shall be responsible of providing the necessary documents particularly communications that are needed on any contact or activity undertaken by the circle.

d.) Education and Research Committee shall be the prime mover of any that will promote and uphold the second objective.

Section 5. The Secretary shall assist the President in all general meeting, act as the official custodies of the circle’s records and act as acting President in cases when the President cannot personally attend some functions.

Section 6. The Finance Officers shall:

- a.) Receive all funds of the MC and keep records on the same and shall disburse the same subject to the rules and regulations of the MC.
- b.) Keep a book of account which shall be opened by any interested member of the MC, particularly the Auditors.
- c.) Be the custodian of all the receipt and disbursements.

Section 7. The Auditors shall:

- a.) Check and verify all accounts records of MC.
- b.) See to it that the transactions are correct and in order.
- c.) Certify to the correctness of all the financial reports prepared by the Financial Officers.

Section 8. The Business Managers shall be:

- a.) Take charge of all business transactions made.
- b.) Be responsible in making necessary linkages with individual which may help the MC attain its objectives.

Section 9. The P.R.O shall :

- a. be the officer in charge for all communications, public relations, and public affairs of MC organization
- b. The PRO with the help of his team is responsible for organizing and handling all PR Events for MC organization.

Section . The Year Level Representatives shall:

- a. The Year Level Representatives will represent the interests of the students of their year level.
- b. will act as a liaison between students of their year level and administration.

Section 10 . Muse and Adonis shall :

- a. represent Math Circle organization in any contest showcasing women's/men's empowerment, diversity, intelligence, and leadership.

ARTICLE IV – APPOINTMENT OF ADVISER

Section 1. The Adviser shall:

- a.) Be appointed by the Department Chairman.
- b.) Act as the consultant of the organization.

Prepared by:

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Math Circle President

Noted by:

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Math Circle Adviser