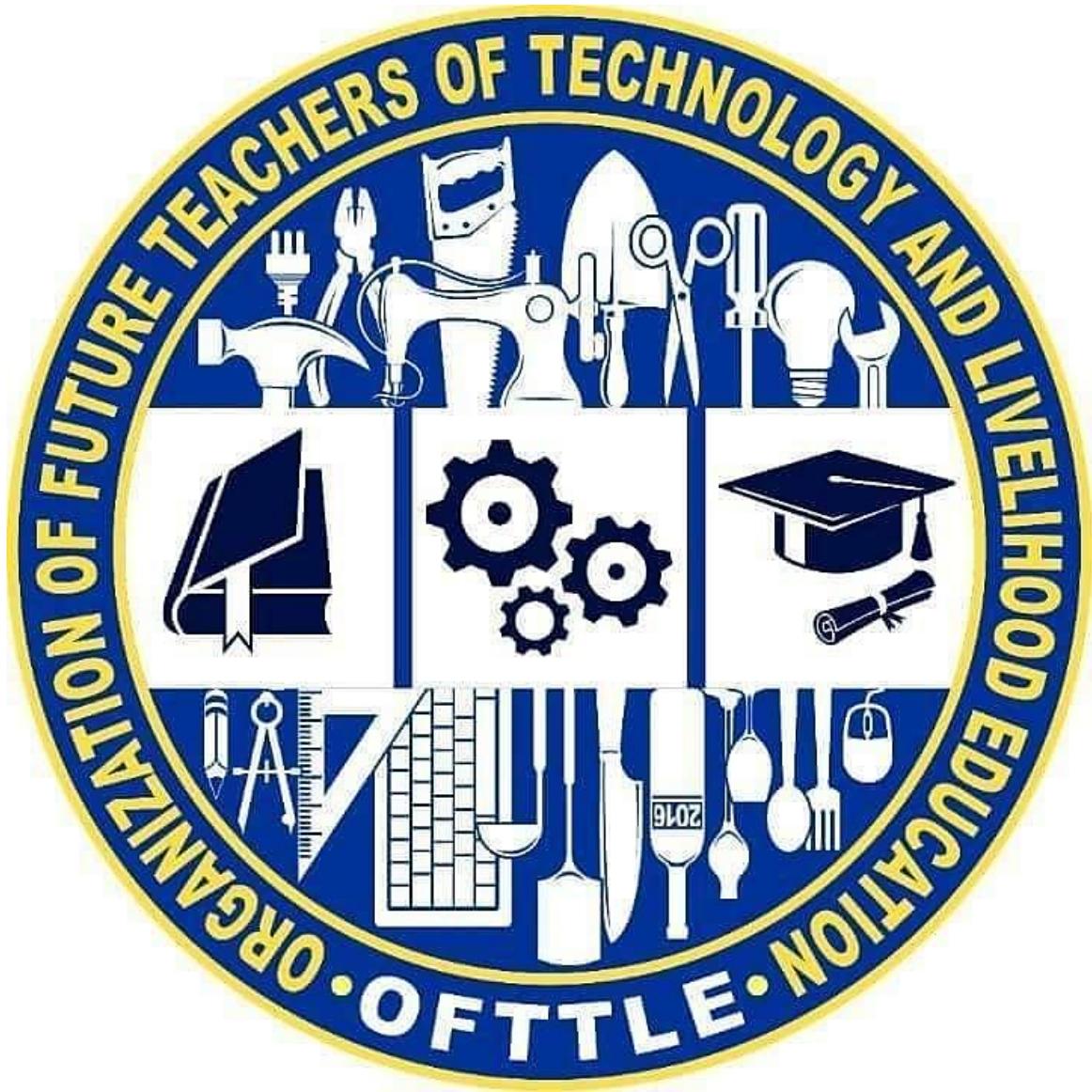




Republic of the Philippines  
**PANGASINAN STATE UNIVERSITY**  
Lingayen Campus  
Lingayen, Pangasinan



**ORGANIZATION OF FUTURE TEACHERS OF TECHNOLOGY AND LIVELIHOOD EDUCATION**  
**S.Y. 2021-2022**



# **CONSTITUTION AND BY-LAWS**

**S.Y. 2021-2022**



**ORGANIZATION OF FUTURE TEACHERS OF TECHNOLOGY AND LIVELIHOOD EDUCATION**  
**S.Y. 2021-2022**

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## **PREAMBLE**

We, the Bachelor of Technology and Livelihood Education major in Home Economics students of Pangasinan State University – Lingayen Campus, imploring the aid of the divine providence, in order to establish an organization that shall promote great opportunities in the field of technology and livelihood education, poster closer relationship among the members, promote the spirit of cooperation and understanding do promulgates this constitution.

## **ARTICLE I**

### **NAME, NATURE, AND DOMICILE**

- Section 1.** This organization shall be known as the Organization of Future Teachers of Technology and Livelihood Education or by its acronym – OFTTLE.
- Section 2.** The OFTTLE is an organization of PSU – Lingayen Campus bona fide students of Bachelor of Technology and Livelihood Education under the College of Education. 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.** It shall be educational, scientific, and technological, non-profit, non-political, and non-sectarian.

## **ARTICLE II**

### **DECLARATION OF AIMS AND OBJECTIVES**

- Section 1.** The general aim of the Organization shall be to promote excellence among the members in the field of Technology and Livelihood Education.
- Section 2.** The specific objectives of the Organization shall be:
- To encourage the exchange of ideas and cooperation among the Organization of Future Teachers of Technology and Livelihood Education members;
  - To foster friendship among the members;
  - To enhance creative and worthwhile activities among the members;



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- d. To give due recognition to outstanding achievement of its offices and members;
- e. To carry out whatever programs and projects of the college pertaining to co-curricular activities of the Bachelor of Technology and Livelihood Education program such as Webinars, trainings, extension and community outreach program, sports and others.

**ARTICLE III**  
**MEMBERSHIP**

- Section 1.** All bona fide students of PSU - Lingayen Campus taking up Bachelor of Technology and Livelihood Education major in Home Economics are qualified to be a member of the organization.

**ARTICLE IV**  
**OFFICERS**

- Section 1.** The officers of the Organization of Future Teachers of Technology and Livelihood Education must be bona fide students who are enrolled in the Bachelor Technology and Livelihood Education major in Home Economics Program.

- Section 2.** The officers of the Organization of Future Teachers of Technology and Livelihood Education shall be composed of the following:

- a. President
- b. Vice President
- c. Secretary and Sub-Secretary
- d. Treasure and Sub-Treasurer
- e. Auditors and Sub-Auditor
- f. Public Information Officers (2)
- g. Business Managers (2)
- h. Peace Officers (2)
- i. 4<sup>th</sup> Year Representative (per section)
- j. 3<sup>rd</sup> Year Representatives (per section)
- k. 2<sup>nd</sup> Year Representatives (per section)
- l. 1<sup>st</sup> Year Representatives (per section)
- m. Muse
- n. Adonis

- Section 3.** The function, duties, responsibilities and power, and the representatives
- a. The **President** shall preside over all meeting of the Organization; create committees, which can be great help of the organization; issues,



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orders and instructions concerning the execution and implementation of plans and programs of the organization and perform such order related duties that may be assigned by the Organization Adviser

b. The **Vice - President** shall assume the duties and responsibilities of the President in the absence and incapability of the latter. He/she may lead a special committee or the officer that may be created by the Organization of the Future Teachers of Technology and Livelihood Education. Perform such other related duties that may assigned by the President and Organization Adviser.

c. The **Secretary** shall keep all the records of the proceeding Organization of Future Teachers of Technology and Livelihood Education meetings and shall assist the President in the preparation of the communication and other documents.

d. The **Sub - Secretary** is adhering to the duties in the absence of the Secretary. He/she should take charge on the responsibilities of the Secretary.

e. The **Treasurer** shall be responsible in the handling of the financial resources of the club and shall maintain and keep all accounting records of the organization; prepare and allocate funds for the different activities with the approval of the officers and noted by the Adviser.

f. The **Sub- Treasurer** is adhering to the duties in the absence of the Treasurer; he/she should take charge on the responsibilities of the Treasurer.

g. The **Auditors** shall be the watchdog of the organization's fund and shall conduct periodic unit of the organization's finances.

h. The **Public Information Officers** shall be responsible in the information dissemination of the programs/projects of the organization.

i. The **Business Managers** shall be in charge in coordination's of whatever programs/projects or activities of the organization.

j. The **Peace Officers** shall keep the order and discipline of the members if activities of the organization or the school are being held.

k. The **Muse** and **Adonis** shall represent the organization in terms of pageants.

The tenure of the officers shall be one academic year.

## **ARTICLE V**

### **COMMITTEES OF THE ORGANIZATION**

**Section 1.** Committees shall be created by the officers in order to implement the objectives of the organization.





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**Section 2.** The Committees to be created are the following:

- a. **Committee on Education;** shall be reasonable in the various activities concerning academic excellence among members in their field of specification.
- b. **Committee on Sport;** shall be responsible in the various activities in sport development.
- c. **Committee on Election;** shall be responsible in the conduct of honest election of officers.
- d. **Committee on Programs/Projects;** shall be responsible in the identification and implementation of Programs/Projects of the organization that will enhance the well/being of the members.

**ARTICLE VI**  
**FINANCES, FEES AND COMPLIANCE**

- Section 1.** All funds of the organization shall be deposited in any reputable bank as decided upon by the officers of the organizations.
- Section 2.** The treasurer shall make all withdrawals and expenditures, with the signatures of the President and noted by the Organization Adviser, subject to proper accounting and auditing procedures.
- Section 3.** The twice membership fee every year shall be twenty five pesos (Php. 25.00) for all members and thirty pesos (Php. 30.00) for the elected officers.
- Section 4.** The Members of the Organization of Future Teachers of Technology and Livelihood Education shall complete at least five (5) National Certificates II before graduating or claiming their Official Transcript of Record.
- Section 5.** In lieu of unavailability of National Certificates II due to pandemic, 10 webinar certificates will be a replacement for 1 National Certificate II.
- Section 6.** The graduating members of the organization are encouraged to donate project for the Organization/Program.

**ARTICLE VII**  
**MEETINGS AND SPECIAL MEETINGS**

- Section 1.** Regular Meetings shall be held every Second Friday of the month. The Officers shall decide upon the specific time of the meeting and members.
- Section 2.** All meetings shall be held through MS Teams platform. Attendance of all the officers is a must.
- Section 3.** The President may call upon special meetings or the Adviser upon approval of the Department Chairman.



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**ARTICLE VIII**  
**IMPEACHMENT AND RESIGNATION**

- Section 1.** The President and Vice-President may also be removed from the office by impeachment with a majority vote of 2/3 among the officers for inefficiency, negligence of duties such act as that will discredit the Organization.
- Section 2.** An officer of the club may resign by notifying in writing the officers thru Organization President and Adviser.

**ARTICLE IX**  
**MISCELLANEOUS PROVISION**

- Section 1.** The Organization shall adopt its own seal and banner.
- Section 2.** The Constitution by Laws shall take effect upon approved by the Majority of its Members.

As Amended by:

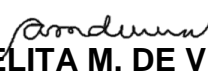
  
**JENNICA V. TANDOC**  
OFTTLE President

Noted:

  
**ARLENE A. DE GUZMAN MEd-TLE**  
OFTTLE Adviser

  
**ROSANTA V. ALIBIN MEd-TLE**  
Program Coordinator

Approved by:

  
**AMELITA M. DE VERA, Ph.D.**  
Chairperson, TESC