

PREAMBLE

We, the bonafide students of the College of Computing, Arts, and Sciences (CCAS) of Western Philippines University, united by our common aspiration to pursue academic excellence, ethical leadership, responsible citizenship, technological innovation, information literacy, and meaningful public service, do hereby establish this Constitution and By-Laws of the College of Computing, Arts, and Sciences Student Organization (CCASSO).

Recognizing that education extends beyond the classroom and that student organizations play a vital role in the holistic development of every learner, we commit ourselves to fostering an academic environment founded upon integrity, professionalism, inclusiveness, accountability, transparency, respect for diversity, and mutual cooperation.

As students pursuing the Bachelor of Science in Information Systems (BSIS) and the Bachelor of Library and Information Science (BLIS), we acknowledge our responsibility to become competent professionals who contribute to the advancement of technology, information management, education, research, community development, and nation-building. We further recognize our obligation to uphold the Vision, Mission, Core Values, policies, and standards of Western Philippines University.

Guided by the principles of democratic governance, servant leadership, academic freedom, social responsibility, environmental stewardship, innovation, and excellence, we dedicate ourselves to creating programs and activities that promote intellectual growth, leadership development, student welfare, community engagement, and institutional pride.

Through this Constitution and By-Laws, we establish the framework that shall govern the organization, safeguard the rights and welfare of its members, define the duties and responsibilities of its officers, ensure transparency and accountability in all organizational affairs, and strengthen collaboration among students, faculty, administrators, alumni, and partner institutions.

With faith in Almighty God, confidence in our collective abilities, and commitment to the ideals of Western Philippines University, we hereby ordain and promulgate this Constitution and By-Laws as the supreme governing document of the College of Computing, Arts, and Sciences Student Organization (CCASSO).

ARTICLE I

NAME AND DOMICILE

Section 1. Name of the Organization

The official name of the organization shall be the College of Computing, Arts, and Sciences Student Organization, hereinafter referred to as CCASSO. It shall serve as the duly recognized local student organization of the College of Computing, Arts, and Sciences (CCAS) of Western Philippines University – Main Campus.

Section 2. Nature of the Organization

CCASSO shall be a non-stock, non-profit, non-political, and non-sectarian student organization established primarily to promote the academic, intellectual, professional, cultural, social, and leadership development of students enrolled in the College of Computing, Arts, and Sciences.

Section 3. Domicile

The principal office of CCASSO shall be located at the College of Computing, Arts, and Sciences, Western Philippines University, Aborlan Campus, Aborlan, Palawan, or at any office designated by the College Dean.

Section 4. Affiliation

CCASSO may establish partnerships, affiliations, or collaborative relationships with duly recognized student organizations, academic associations, professional organizations, government agencies, non-government organizations, alumni associations, and other institutions, provided that such affiliations are consistent with the Vision, Mission, Core Values, policies, and regulations of Western Philippines University and are approved by the Vice President for Student Affairs and Services and the College Dean.

ARTICLE II

VISION, MISSION, GOALS, AND OBJECTIVES

Section 1. Vision

CCASSO envisions a dynamic, inclusive, innovative, and service-oriented student organization that develops competent, ethical, socially responsible, and globally competitive student leaders who exemplify academic excellence, technological innovation, information literacy, servant leadership, and active citizenship.

Section 2. Mission

The organization is committed to promoting academic excellence, responsible leadership, student welfare, professional growth, research, innovation, community engagement,

environmental stewardship, and institutional pride by implementing programs, projects, and activities that contribute to the holistic development of every student in the College of Computing, Arts, and Sciences.

Section 3. General Goal

The primary goal of CCASSO is to unite all students of the College of Computing, Arts, and Sciences under one representative organization that protects their interests, promotes their welfare, strengthens student participation in university governance, and contributes to the realization of the University's Vision, Mission, Goals, and Core Values.

Section 4. Objectives

To achieve its vision and mission, the organization shall pursue the following objectives:

4.1 Academic Excellence

To encourage students to pursue excellence in academics through seminars, tutorials, review sessions, academic competitions, research activities, conferences, workshops, and other learning opportunities.

4.2 Leadership Development

To cultivate competent, ethical, disciplined, and service-oriented student leaders capable of initiating programs that promote the welfare of the student body and the University.

4.3 Professional Development

To prepare students for future careers by providing activities that enhance technical competencies, communication skills, critical thinking, information management, digital literacy, innovation, and lifelong learning.

4.4 Student Welfare

To safeguard the rights, privileges, interests, and general welfare of all members through fair representation, consultation, dialogue, and student-centered programs.

4.5 Technological Advancement

To encourage the responsible, ethical, and innovative use of information systems, digital technologies, artificial intelligence, and emerging technologies that support learning, research, and community development.

4.6 Library and Information Development

To promote excellence in librarianship, information organization, records management, knowledge preservation, information access, and information literacy among BLIS students.

4.7 Cultural and Social Development

To preserve Filipino culture, promote inclusivity, appreciate diversity, and strengthen camaraderie through cultural, literary, artistic, and recreational activities.

4.8 Environmental Stewardship

To encourage environmental awareness through sustainable practices, campus cleanliness, tree planting, waste management, climate action initiatives, and responsible use of resources.

4.9 Transparency and Accountability

To uphold honesty, integrity, transparency, accountability, and responsible stewardship in all organizational operations, financial transactions, and decision-making processes.

4.10 Collaboration

To strengthen partnerships among students, faculty members, administrators, alumni, professional organizations, government agencies, industry partners, and community stakeholders for mutual growth and institutional development.

4.11 Student Representation

To serve as the official voice of the students of the College of Computing, Arts, and Sciences by representing their interests before the University administration and other recognized bodies.

4.12 Inclusivity and Equal Opportunity

To ensure that every student is treated with fairness, dignity, respect, and equal opportunity regardless of gender, ethnicity, religion, disability, socioeconomic status, or personal background.

4.13 Institutional Support

To support the implementation of Supreme Student Council (SSC) programs, policies, accreditation activities, quality assurance initiatives,

and strategic plans that contribute to the continuous improvement of Western Philippines University.

Section 5. Commitment

In pursuing these objectives, every officer and member shall uphold the principles of integrity, excellence, professionalism, servant leadership, respect, accountability, teamwork, innovation, and social responsibility while remaining faithful to the Constitution and By-Laws of CCASSO and the policies of Western Philippines University.

ARTICLE III

OFFICIAL SEAL, OFFICIAL COLORS, AND ORGANIZATIONAL IDENTITY

Section 1. Official Seal

The College of Computing, Arts, and Sciences Student Organization (CCASSO) shall adopt and maintain an official seal that shall serve as the primary symbol of the organization's identity, authority, unity, and commitment to academic excellence, servant leadership, innovation, and community service.

The official seal shall be used in all official documents, certificates, resolutions, correspondence, publications, identification materials, uniforms, banners, and other properties of the organization upon approval of the CCASSO, Adviser, and the College Dean.

Section 2. Description of the Official Seal



The **CCASSO logo** symbolizes the unity, identity, and shared vision of the **Bachelor of Science in Information Systems (BSIS)** and **Bachelor of Library and Information Science (BLIS)** students.

- **Blue** represents **BSIS**, symbolizing technology, innovation, intelligence, and the digital world.
- **Orange** represents **BLIS**, symbolizing knowledge, creativity, learning, and the pursuit of information.

 **Books** represent knowledge, education, and lifelong learning, reflecting the role of information in empowering students.

 **Circuit design** represents technology, information systems, connectivity, and innovation, highlighting the modern and digital nature of BSIS.

 **Atom** symbolizes science, discovery, research, and continuous exploration.

 **Shield** represents unity, strength, integrity, and the commitment of CCASSO to its members.

 **Laurel branches** symbolize excellence, achievement, and success.

Section 3. Official Colors

The official colors of CCASSO, blue and orange shall reflect the identity, values, and aspirations of the organization.

Section 4. Official Abbreviation

The official abbreviation of the organization shall be **CCASSO**, which shall be used in all official communications, publications, reports, and activities.

Section 5. Official Flag and Banner

The organization may adopt an official flag and banner bearing the CCASSO name, official seal, university affiliation, and official colors. These shall be displayed during official ceremonies, assemblies, conferences, competitions, outreach activities, and other institutional events.

Section 6. Official Uniform and Organization Shirt

The organization may adopt an official organization shirt, jacket, or other identifying apparel bearing the official seal and colors of CCASSO. The design shall be approved through general assembly, Adviser, and the College Dean before production and distribution.

The official organization attire may be worn during university activities, outreach programs, seminars, leadership trainings, competitions, and other events authorized by the organization.

Section 7. Protection of the Organizational Identity

The official name, seal, logo, colors, flag, and all other identifying marks of CCASSO are the exclusive intellectual property of the organization.

No individual, group, or external organization shall reproduce, alter, distribute, or use the official identity of CCASSO without the prior written approval of the Executive Council, the Faculty Adviser, and the College Dean.

Unauthorized use of the organization's identity for personal, political, commercial, or unlawful purposes shall constitute a violation of this Constitution and may result in disciplinary action in accordance with university policies.

ARTICLE IV

MEMBERSHIP

Section 1. Membership

All bona fide students officially enrolled in the College of Computing, Arts, and Sciences (CCAS) of Western Philippines University shall automatically become regular members of the College of Computing, Arts, and Sciences Student Organization (CCASSO).

Membership shall remain effective for the duration of the student's enrollment in the College, subject to the provisions of this Constitution and By-Laws and the policies of the University.

Section 2. Coverage of Membership

Membership in CCASSO shall include all students enrolled in the following academic programs:

- a. Bachelor of Science in Information Systems (BSIS)
- b. Bachelor of Library and Information Science (BLIS)

Should the College introduce additional degree programs in the future, students officially enrolled in such programs shall automatically become members of the organization.

Section 3. Rights of Members

Every regular member shall have the right to:

- a. Participate in all programs, projects, meetings, seminars, trainings, and activities of the organization.
- b. Vote during elections, referenda, and General Assembly meetings.
- c. Seek election or appointment to any office, subject to qualifications provided in this Constitution.
- d. Receive timely information regarding organizational activities, financial reports, resolutions, and decisions.
- e. Express opinions and recommendations in accordance with parliamentary procedures and University policies.
- f. Avail of programs and services initiated by the organization for the welfare and development of students.

g. Submit proposals, petitions, recommendations, or complaints to the Executive Council.

Section 8. Responsibilities of Members

Every member shall:

- a. Uphold the Constitution and By-Laws of CCASSO.
- b. Observe all University rules, regulations, and policies.
- c. Respect the rights, dignity, beliefs, and opinions of fellow students, faculty members, University personnel, and guests.
- d. Participate actively in programs and activities organized by CCASSO.
- e. Support projects that promote academic excellence, leadership, environmental protection, research, extension, and community service.
- f. Protect the reputation, integrity, and good name of the organization and the University.
- g. Exercise responsible and ethical conduct in both physical and digital environments.

Section 9. Membership Fee

Every regular member of the College of Computing, Arts, and Sciences Student Organization (CCASSO) shall pay a membership fee of Fifty Pesos (Php 50.00) every academic semester, to be collected upon enrollment, subject to the policies of Western Philippines University and the approval of the Office of Student Affairs and Services (OSAS).

The membership fee shall be used exclusively to finance the organization's lawful programs, projects, activities, leadership initiatives, student development programs, and administrative operations.

All collections shall be officially receipted, properly recorded by the Treasurer, audited by the Auditor, and reflected in the organization's financial reports to ensure transparency, accountability, and responsible stewardship of organizational funds.

Any adjustment to the membership fee shall require the approval of the General Assembly by a majority vote, subject to the endorsement of the Faculty Adviser, the College Dean, and the Office of Student Affairs and Services (OSAS).

Section 10. Student Publication

The **Nexus Frontier Student Publication** shall serve as the official student publication of the College of Computing, Arts, and Sciences (CCAS). It shall provide a responsible and independent platform for students to express their ideas, opinions,

experiences, creative works, academic achievements, and other matters relevant to the College and its student body.

a. The Nexus Frontier Student Publication shall:

1. Promote responsible student journalism, ethical reporting, and freedom of expression;
2. Provide opportunities for students to develop their skills in writing, editing, photography, graphic design, layout, digital media, and other forms of publication;
3. Feature academic, cultural, literary, technological, organizational, and student-related activities of the College;
4. Encourage accurate, balanced, responsible, and factual reporting;
5. Serve as an avenue for information dissemination among students, faculty, and the College community;
6. Provide a platform for students to showcase their literary, artistic, creative, and academic works; and
7. Operate in accordance with the policies of Western Philippines University and applicable rules and regulations governing student publications.

b. Nexus Frontier Student Publication Fee

A College Publication Fee of Fifty Pesos (Php 50.00) shall be collected every of end of the semester during signing of clearance from every bona fide student of the College of Computing, Arts, and Sciences, subject to the approval and collection procedures prescribed by Western Philippines University.

The Php 50.00 College Publication Fee shall be used exclusively to support the legitimate activities and operational needs of the Nexus Frontier Student Publication, including but not limited to publication, printing, digital production, dissemination, training, and other activities related to student journalism.

The College Publication Fee shall be separately accounted for from the regular funds of the College of Computing, Arts, and Sciences Student Organization (CCASSO) and shall not be used for CCASSO projects, activities, or other organizational expenses.

The management, utilization, accounting, and liquidation of the College Publication Fee shall be undertaken in accordance with the applicable financial policies and procedures of Western Philippines

University and the appropriate University office responsible for student publications.

ARTICLE V

RIGHTS, PRIVILEGES, DUTIES, AND RESPONSIBILITIES OF MEMBERS

Section 1. General Rights of Members

Every regular member of the College of Computing, Arts, and Sciences Student Organization (CCASSO) shall enjoy the rights and privileges provided under this Constitution and By-Laws, provided that such rights are exercised responsibly and in accordance with the policies, rules, and regulations of Western Philippines University.

Section 2. Right to Membership

Every officially enrolled student of the College of Computing, Arts, and Sciences shall have the right to become a regular member of CCASSO without discrimination based on sex, gender identity, age, ethnicity, religion, disability, socioeconomic status, political affiliation, or any other status protected by law and University policy.

Section 3. Right to Participate

Every member shall have the right to actively participate in all academic, leadership, cultural, civic, environmental, sports, research, extension, and other activities organized or recognized by CCASSO.

Section 4. Right to Vote and Be Elected

Members in good standing shall have the right to vote during elections, referenda, and General Assembly meetings, and to seek election or appointment to any organizational position, subject to the qualifications prescribed in this Constitution and By-Laws.

Section 5. Right to Information

Every member shall have the right to be informed of the organization's programs, activities, financial reports, resolutions, decisions, projects, and other official matters through appropriate channels of communication.

Section 6. Right to Freedom of Expression

Members shall have the right to express their opinions, suggestions, and constructive criticisms regarding organizational affairs, provided that these are communicated respectfully, responsibly, and in accordance with university policies.

Section 7. Right to Due Process

No member shall be suspended, sanctioned, or deprived of any organizational privilege without due process. Every member shall have the right to be informed of any complaint filed against them, to present evidence, and to be heard before any disciplinary action is imposed.

Section 8. Right to Equal Opportunity

Every member shall have equal access to organizational programs, leadership opportunities, scholarships, trainings, seminars, competitions, and other activities sponsored or endorsed by CCASSO, subject to established qualifications and University policies.

Section 9. Right to Welfare and Protection

Members shall have the right to programs and services that promote their academic success, personal development, mental well-being, professional growth, safety, and overall welfare.

Section 10. Right to Inspect Organizational Records

Members in good standing may request access to official organizational records, including approved financial reports, resolutions, minutes of meetings, and annual accomplishment reports, subject to reasonable procedures and applicable University policies.

ARTICLE VI

STUDENT DISCIPLINE

Section 1. General Policy

The College of Computing, Arts, and Sciences Student Organization (CCASSO) shall promote discipline, responsibility, integrity, respect, and professionalism among its members. Every member shall conduct themselves in a manner that upholds the dignity, honor, and reputation of the organization, the College, and Western Philippines University.

Section 2. University Rules and Regulations

All members shall abide by the provisions of the Student Handbook, the Code of Conduct, University policies, and all lawful rules and regulations issued by Western Philippines University. Any violation shall be dealt with in accordance with existing University disciplinary procedures.

Section 3. Due Process

No member shall be subjected to disciplinary action without due process. Every student charged with a violation shall be informed of the complaint, given the opportunity to explain or defend themselves, and afforded a fair and impartial investigation before any sanction is imposed.

Section 4. Prohibited Acts

The following acts are prohibited:

- a. Possession, use, or distribution of illegal drugs or prohibited substances;
- b. Possession of deadly weapons or dangerous objects without lawful authority;
- c. Consumption of alcoholic beverages or reporting to official activities under the influence of alcohol or prohibited substances;
- d. Physical assault, threats, coercion, bullying, cyberbullying, discrimination, or harassment;
- e. Vandalism, theft, destruction, or misuse of university or organizational property;
- g. Unauthorized use of the organization's name, logo, seal, funds, or official social media accounts;
- h. Posting false, defamatory, offensive, or misleading information that may damage the reputation of CCASSO or Western Philippines University;
- i. Any act that violates University policies or applicable laws.

Section 5. Organizational Sanctions

Subject to due process and University regulations, members who violate this Constitution or organizational rules may be subject to one or more of the following:

- a. Verbal warning;
- b. Written warning;
- c. Written apology;
- d. Community service or participation in organizational service activities;
- e. Suspension of organizational privileges;
- f. Disqualification from holding elective or appointive office;
- g. Recommendation for disciplinary action under the University's Student Handbook, when warranted.

Section 6. Fines and Labor of Love Program

Members who fail to comply with the attendance requirements of mandatory organizational activities, including General Assemblies, meetings, and other official activities of the College of Computing, Arts, and Sciences Student Organization (CCASSO), without a valid and approved reason, shall be subject to the following fines:

- a. Twenty-Five Pesos (Php 25.00) for failure to register the required Time-In.
- b. Twenty-Five Pesos (Php 25.00) for failure to register the required Time-Out.

Accordingly, a member who fails to complete both the required Time-In and Time-Out shall incur a total fine of Fifty Pesos (Php 50.00) for the activity.

Members who are financially unable to pay the imposed fines may avail themselves of the Labor of Love Program as an alternative mode of settlement. Under this program, one (1) hour of approved community or organizational service shall be equivalent to Twenty-Five Pesos (Php 25.00). Therefore, two (2) hours of approved service shall be credited as payment for a Fifty-Peso (Php 50.00) fine.

The Labor of Love Program shall be supervised by the CCASSO officers, Faculty Adviser, or an authorized College official. The hours rendered shall be properly documented and certified before the corresponding fine is considered settled.

Section 7. Appeals

Any member subjected to disciplinary action may file a written appeal before the Executive Council within five (5) working days from receipt of the decision. Appeals shall be reviewed by the Faculty Adviser and, when necessary, referred to the College Dean or the Office of Student Affairs and Services.

Section 8. Good Conduct

Members are expected to exhibit honesty, courtesy, professionalism, accountability, respect for diversity, and responsible citizenship at all times. Every member shall contribute to maintaining a safe, inclusive, peaceful, and productive academic environment.

Section 9. Effect of University Decisions

Any disciplinary action imposed by Western Philippines University shall be respected and implemented by CCASSO. Organizational sanctions shall not conflict with or replace the authority of the University under its Student Handbook and applicable policies.

ARTICLE VII

Adviser and Co-Adviser

Section 1. Appointment of the Adviser

The organization shall have one (1) Adviser who shall be a faculty member or employee of the College of Computing, Arts, and Sciences, appointed or approved by the College Dean or other appropriate University authority in accordance with existing institutional policies.

Section 2. Appointment of the Co-Adviser

The organization may have one (1) Co-Adviser who shall likewise be a regular faculty member or employee of the College. The Co-Adviser shall assist the Adviser in providing guidance and supervision to the organization and shall perform the duties of the Adviser in the latter's absence.

Section 3. Duties and Responsibilities of the Adviser

The Adviser shall:

- a. Provide guidance and supervision to the organization in planning and implementing its programs, projects, and activities.
- b. Ensure that all organizational activities comply with the policies, rules, and regulations of the University.
- c. Attend meetings and activities of the organization whenever necessary.
- d. Advise officers on leadership, governance, financial accountability, and ethical conduct.
- e. Review and endorse activity proposals, reports, financial documents, and other official organizational records before submission to the appropriate offices.
- f. Promote unity, cooperation, discipline, and professionalism among the members of the organization.

Section 4. Duties and Responsibilities of the Co-Adviser

The Co-Adviser shall:

- a. Assist the Adviser in carrying out his or her duties and responsibilities.
- b. Provide guidance to the officers and members in the conduct of organizational activities.
- c. Perform the functions of the Adviser during the latter's absence or when officially designated.

d. Perform other duties as may be assigned by the Adviser or the University, consistent with applicable policies.

Section 5. Term of Service

The Adviser and Co-Adviser shall serve for a term determined by the College or University and may be reappointed subject to existing institutional policies.

Section 6. Vacancy

In the event of resignation, transfer, retirement, or inability of the Adviser or Co-Adviser to continue serving, the College Dean or the appropriate University authority shall appoint a replacement in accordance with university policies.

ARTICLE VIII

ORGANIZATIONAL STRUCTURE OFFICERS DUTIES & OBLIGATIONS

Section 1. General Organizational Structure

The College of Computing, Arts, and Sciences Student Organization (CCASSO) shall be governed by the General Assembly, the Council, and the Student Board Representatives, under the guidance and supervision of the Faculty Adviser, Co-Adviser, the College Dean, and the Office of Student Affairs and Services (OSAS).

Section 2. General Assembly

The General Assembly shall be the highest policy-making body of the organization. It shall be composed of all bona fide students officially enrolled in the College of Computing, Arts, and Sciences.

The General Assembly shall have the authority to:

- a. Approve and amend the Constitution and By-Laws of the organization;
- b. Ratify policies, resolutions, and major organizational decisions;
- c. Approve programs, projects, and activities that significantly affect the organization;
- d. Receive and evaluate the annual reports of the Council;
- e. Discuss matters concerning the welfare of the student body; and
- f. Perform such other functions as may be necessary for the attainment of the objectives of the organization.

Section 3. Council

The Council shall serve as the executive and administrative body of the organization. It shall implement the policies approved by the General Assembly and oversee the day-to-day operations of CCASSO.

All officers shall be accountable to the General Assembly and shall faithfully perform the duties and responsibilities entrusted to them. Failure to perform official duties, misuse of authority, misconduct, neglect of responsibilities, or violation of this Constitution and By-Laws may constitute grounds for disciplinary action, suspension, removal from office, or other sanctions as provided by this Constitution and University policies.

The Council shall be composed of the following elected and/or appointed officers:

- a. **Governor** - the Governor shall be the official representative of the College of Computing, Arts, and Sciences Student Organization.

The Governor shall:

1. Exercise general supervision over all affairs of the organization;
2. Preside over all meetings of the General Assembly and Council;
3. Enforce the Constitution and By-Laws and implement all approved policies, resolutions, and decisions;
4. Represent the organization in official University functions, meetings, conferences, and external activities;
5. Approve organizational plans, programs, projects, and activities after consultation with the Council;
6. Sign official communications, resolutions, certificates, memoranda, and other documents together with the Secretary whenever necessary;
7. Coordinate with the Faculty Adviser, College Dean, and Office of Student Affairs and Services regarding organizational matters;
8. Monitor the performance of all officers, committees, and Student Board Representatives;
9. Recommend the creation of committees whenever necessary;
10. Call regular and special meetings of the Executive Council;
11. Ensure transparency, accountability, and good governance in all organizational operations;

12. Cast the deciding vote in case of a tie during Executive Council meetings; and
13. Perform such other duties as may be necessary for the effective administration of the organization.

b. **Vice Governor** – the Vice Governor shall be the Deputy Chief Executive Officer of the organization and shall assist the Governor in the performance of official duties.

The Vice Governor shall:

1. Assist the Governor in supervising all organizational affairs;
2. Assume the powers and duties of the Governor during the latter's absence, incapacity, resignation, or removal;
3. Coordinate the activities of all committees and Student Board Representatives;
4. Monitor the implementation of approved organizational projects;
5. Ensure that committees accomplish their assigned responsibilities;
6. Assist in preparing the annual calendar of activities;
7. Supervise organizational planning and project implementation;
8. Perform administrative functions delegated by the Governor;
9. Recommend improvements in organizational operations; and
10. Perform such other duties as may be necessary for the effective administration of the organization.

c. **Secretary** - The Secretary shall be the chief custodian of all official records and documents of the organization.

The Secretary shall:

1. Prepare notices and agendas for meetings;
2. Record accurate minutes of all meetings;
3. Maintain official records, resolutions, correspondence, and organizational files;
4. Prepare certifications, memoranda, communications, and reports;
5. Keep an updated list of officers and members;
6. Maintain attendance records during meetings and activities;
7. Prepare the annual accomplishment report of the organization;

8. Safeguard all official documents of CCASSO;
 9. Turn over all organizational records to the incoming Secretary;
and
 10. Perform such other duties as may be necessary for the effective administration of the organization.
- d. **Assistant Secretary** - The Assistant Secretary shall assist the Secretary in all official functions.
- The Assistant Secretary shall:
1. Assist in recording minutes of meetings;
 2. Prepare attendance sheets and meeting documents;
 3. Maintain electronic and printed records;
 4. Assume the duties of the Secretary during his or her absence;
 5. Assist in preparing reports and correspondence; and
 6. Perform such other duties as may be necessary for the effective administration of the organization.
- e. **Treasurer** - The Treasurer shall be the chief financial officer of the organization.
- The Treasurer shall:*
1. Collect membership fees and other authorized collections;
 2. Issue official receipts for all collections;
 3. Maintain accurate books of accounts;
 4. Deposit and safeguard organizational funds in accordance with university policies;
 5. Prepare budgets for programs and activities;
 6. Prepare financial statements every semester;
 7. Present financial reports during General Assemblies;
 8. Disburse funds only upon approval of the Council and Faculty Adviser, following University procedures;
 9. Maintain complete financial records and supporting documents;
Turn over all financial records and remaining funds to the incoming Treasurer after audit; and
 10. Perform such other duties as may be necessary for the effective administration of the organization.
- f. **Assistant Treasurer** - The Assistant Treasurer shall assist the Treasurer in all financial matters of the organization.
- The Assistant Treasurer shall:*
1. Assist in the collection of membership fees and other authorized collections;

2. Assist in maintaining accurate financial records and books of accounts;
 3. Verify receipts, vouchers, and supporting financial documents;
 4. Assist in the preparation of financial reports, budgets, and liquidation reports;
 5. Monitor the status of collections and financial obligations of members;
 6. Assume the duties and responsibilities of the Treasurer during the latter's absence, incapacity, resignation, or removal;
 7. Assist in safeguarding organizational funds and financial records;
 8. Ensure that all financial transactions are properly documented and recorded;
 9. Assist in the preparation of annual financial statements; and
 10. Perform such other duties as may be necessary for the effective administration of the organization.
- g. **Auditor** - The Auditor shall serve as the internal financial examiner of the organization and shall ensure transparency, accountability, and proper utilization of organizational funds.

The Auditor shall:

1. Examine and audit all financial records, collections, expenditures, and transactions of the organization;
2. Verify the accuracy and completeness of financial reports submitted by the Treasurer;
3. Review receipts, vouchers, liquidation reports, and other supporting financial documents;
4. Ensure that all financial transactions comply with the Constitution and By-Laws and University policies;
5. Submit audit findings and recommendations to the Executive Council;
6. Report any financial irregularities, discrepancies, or unauthorized expenditures to the Council, Faculty Adviser, and other appropriate authorities;
7. Conduct periodic audits of organizational funds and properties;
8. Certify the correctness of financial reports prior to presentation to the General Assembly;
9. Maintain confidentiality and professionalism in the conduct of audits; and
10. Perform such other duties as may be necessary for the effective administration of the organization

- h. **Public Information Officer (P.I.O)** - The Public Information Officer shall be responsible for information dissemination, publicity, and public relations of the organization.

The Public Information Officer shall:

1. Disseminate official announcements, notices, and information to the members of the organization;
2. Manage and maintain the official social media accounts and communication platforms of CCASSO;
3. Prepare publicity materials, posters, invitations, promotional campaigns, and announcements for organizational activities;
4. Document and publicize organizational programs, projects, and accomplishments;
5. Coordinate with committees regarding publicity and information campaigns;
6. Ensure that all published materials reflect the objectives, values, and image of the organization;
7. Promote student participation in organizational activities through effective communication strategies;
8. Maintain records of publications, photographs, videos, and other media materials;
9. Protect the integrity and credibility of the organization's official communication channels; and
10. Perform such other duties as may be necessary for the effective administration of the organization.

- i. **Project Manager** - The Project Manager shall oversee the planning, implementation, monitoring, and evaluation of organizational programs, projects, and activities.

The Project Manager shall:

1. Develop project plans and activity proposals in coordination with the Executive Council;
2. Assist in preparing the annual calendar of activities of the organization;
3. Coordinate with committees and officers regarding project implementation;
4. Monitor the progress and accomplishment of approved projects and activities;
5. Ensure that activities are implemented according to approved plans, budgets, and schedules;
6. Prepare project accomplishment reports and evaluations;

7. Identify opportunities for student development programs and innovative activities;
 8. Recommend improvements in project management and implementation;
 9. Ensure proper coordination among officers, committees, and stakeholders involved in organizational activities; and
 10. Perform such other duties as may be necessary for the effective administration of the organization.
- j. **Student Board Representatives** - The Student Board Representatives shall serve as the official representatives of the students from their respective academic programs, year levels, and sections within the College of Computing, Arts, and Sciences.

The Student Board Representatives shall:

1. Represent the interests, concerns, suggestions, and recommendations of their constituents during meetings and deliberations;
2. Serve as the communication link between the Executive Council and the students they represent;
3. Attend all meetings, assemblies, and official activities of the organization;
4. Assist in the dissemination of official announcements and organizational information;
5. Encourage active participation of students in organizational programs, projects, and activities;
6. Assist in identifying the needs, issues, and concerns of students within their respective classes or programs;
7. Participate in the formulation of policies, resolutions, and recommendations affecting the student body;
8. Support the implementation of organizational activities and initiatives;
9. Submit reports and updates regarding student concerns and program-related matters whenever necessary; and
10. Uphold the Constitution and By-Laws of the organization and perform such other duties as may be assigned by the Council, or Faculty Adviser.

ARTICLE IX

ELECTION

Section 1. Annual Election

There shall be an annual election of the officers of the College of Computing, Arts, and Sciences Student Organization (CCASSO). The election shall be conducted in accordance with the official election calendar and schedule prescribed by the Commission on Student Elections (COMSELEC) of Western Philippines University.

Section 2. Administration of Elections

The **Commission on Student Elections (COMSELEC)** shall have the sole authority to supervise, administer, and oversee the election of the officers of CCASSO. All election proceedings shall be conducted in accordance with the University Student Election Code and other applicable rules and regulations of Western Philippines University.

Section 3. Elective Positions

The following positions shall be filled through the regular election conducted by COMSELEC:

- a. Governor;
- b. Vice Governor;
- c. Secretary;
- d. Assistant Secretary;
- e. Treasurer;
- f. Assistant Treasurer;
- g. Auditor;
- h. Project Manager; and
- i. Student Board Representatives

Section 4. Student Board Representatives

As far as practicable, each academic program year level and section shall be represented by at least one (1) Student Board Representative to ensure equitable representation within the organization.

Transfer students shall belong to the year level in which they are officially enrolled and shall be eligible to represent only that year level.

Section 5. Filing of Certificate of Candidacy

Any qualified member who intends to run for an elective position shall file a duly accomplished Certificate of Candidacy (COC) with the Commission on Student Elections (COMSELEC) within the period prescribed in the official election calendar.

Section 6. Unfilled Positions

Should any elective position remain vacant after the regular election due to the absence of qualified candidates or other valid reasons, COMSELEC shall conduct a special election as soon as practicable or recommend an appropriate course of action consistent with university policies.

Section 7. Vacancy During the Term

In the event of a vacancy in any elective office arising from resignation, removal, incapacity, disqualification, or any other cause, COMSELEC shall, whenever necessary, conduct a special election in accordance with the University Student Election Code to fill the unexpired term, unless otherwise provided in this Constitution.

Section 8. Special Election

A special election shall be conducted following the procedures prescribed by COMSELEC. The manner of voting shall be determined by COMSELEC and may be conducted through secret ballot, electronic voting, or any other officially approved method consistent with university policies.

Section 9. Nomination of Candidates

For positions subject to a special election, qualified members may be nominated by the General Assembly or may file their candidacy in accordance with the procedures established by COMSELEC. All nominations and candidacies shall be subject to the qualification requirements provided in this Constitution and the University Student Election Code.

Section 10. Assumption of Office

The duly elected officers shall assume office after their proclamation by COMSELEC and upon taking their Oath of Office on the date prescribed by the University.

Section 11. Term of Office

All elected officers shall serve for a term of one (1) academic year or until their successors have been duly elected, proclaimed, and qualified, unless they resign, are removed from office, or otherwise vacate their position in accordance with this Constitution and the policies of Western Philippines University.

Section 12. Compliance with University Policies

All election-related activities of CCASSO shall be governed by this Constitution and By-Laws, the University Student Election Code, the policies of the Office of Student Affairs

and Services (OSAS), and all official rules and regulations issued by the Commission on Student Elections (COMSELEC).

ARTICLE X

QUALIFICATIONS, RESIGNATION, REMOVAL, AND VACANCIES

Section 1. Qualifications of Candidates

All bona fide members of the College of Computing, Arts, and Sciences Student Organization (CCASSO) shall be qualified to seek any elective position within the organization, provided they meet the qualifications prescribed by this Constitution, the Commission on Student Elections (COMSELEC), and the policies of Western Philippines University.

However, first-year (freshman) students shall not be eligible to run for the following positions:

- a. Governor;
- b. Vice Governor;
- c. Secretary;
- d. Treasurer; and
- e. Auditor

Freshman students may be appointed to non-elective positions, such as Assistant Secretary, Assistant Treasurer, Public Information Officer (PIO), or Project Manager, subject to the discretion of the Governor, the concurrence of the Council, and the approval of the Faculty Adviser.

Upon completion of their first academic year and provided they remain members in good standing, they shall become eligible to seek any elective office in accordance with this Constitution and University policies.

Section 2. Qualifications of Appointive Officers

Any member appointed to an organizational position shall:

- a. Be a bona fide student of the College of Computing, Arts, and Sciences;
- b. Be officially enrolled during the term of office;
- c. Be a member in good standing;
- d. Possess the competence, commitment, and integrity necessary to perform the duties of the position; and
- e. Accept the appointment voluntarily.

Section 3. Oath of Office

Before assuming office, every elected and appointed officer shall take an Oath of Office administered by the College Dean, the Faculty Adviser, or any duly authorized University official, pledging to faithfully discharge the duties of the office and uphold this Constitution and By-Laws.

Section 4. Resignation

Any officer who wishes to resign shall submit a written letter of resignation addressed to the Governor through the Faculty Adviser.

If the Governor intends to resign, the letter shall be addressed to the Faculty Adviser and the College Dean.

The resignation shall take effect only upon its acceptance by the appropriate authority.

Section 5. Grounds for Removal

- a. An officer may be removed from office for any of the following grounds;
- b. Serious violation of this Constitution and By-Laws;
- c. Gross neglect or willful failure to perform official duties;
- d. Abuse or misuse of authority;
- e. Misappropriation or unauthorized use of organizational funds or property;
- f. Fraud, dishonesty, falsification of official records, or other acts involving moral turpitude;
- g. Conduct prejudicial to the best interest of the organization or the University;
- h. Conviction of an offense involving moral turpitude or violation of University rules; and
- i. Accumulation of three (3) consecutive unexcused absences or five (5) non-consecutive unexcused absences from regular Executive Council meetings or mandatory organizational activities during one academic year.

Section 6. Due Process

No officer shall be removed from office without due process.

The officer concerned shall:

- a. Receive a written notice of the complaint;
- b. Be given reasonable time to submit a written explanation;

- c. Be afforded the opportunity to be heard before the Executive Council or an investigating body designated by the Faculty Adviser; and
- d. Receive a written decision stating the findings and the sanction imposed.

Section 7. Suspension

Pending investigation, an officer may be preventively suspended when his or her continued stay in office may prejudice the investigation or the interests of the organization, subject to the recommendation of the Faculty Adviser and approval of the College Dean.

Preventive suspension shall not be considered a penalty.

Section 8. Vacancies

A vacancy in any elective or appointive office shall occur upon:

- a. Resignation;
- b. Removal from office;
- c. Death;
- d. Permanent incapacity;
- e. Disqualification under University rules; or
- f. Loss of student status.

Section 9. Succession

In case of a permanent vacancy in the office of the Governor, the Vice Governor shall automatically assume the office of Governor for the unexpired term.

Should the office of the Vice Governor become vacant, the position shall be filled through a special election or by such procedure as may be prescribed by COMSELEC and University policies.

Vacancies in appointive positions shall be filled by appointment of the Governor, with the concurrence of the Council and the approval of the Faculty Adviser.

Vacancies in Student Board Representative positions shall be filled in accordance with the procedures prescribed by COMSELEC or by a special election whenever necessary.

Section 11. Temporary Absence

An officer who is temporarily unable to perform official duties due to illness, academic obligations, or other valid reasons shall notify the Governor or the Faculty Adviser in writing.

The next ranking officer shall temporarily perform the functions of the office until the officer resumes official duties.

Section 12. Final Authority

All matters concerning qualifications, resignation, removal, succession, and vacancies not specifically provided in this Constitution shall be governed by the policies of Western Philippines University, the Office of Student Affairs and Services (OSAS), and the Commission on Student Elections (COMSELEC).

ARTICLE XI

MEETINGS AND QUORUM

Section 1. General Assembly Meetings

The General Assembly shall hold at least five **(5) regular meeting every semester** to discuss matters affecting the organization, approve major policies, present reports, and address issues concerning the welfare of the members.

Special meetings of the General Assembly may be called by the Governor, upon the recommendation of the Council, or upon the written request of at least one-third (1/3) of the bona fide members of the organization, with the approval of the Faculty Adviser.

Section 2. Executive Council Meetings

The Executive Council shall hold regular meetings at least once every month during the academic year to discuss organizational concerns, evaluate ongoing programs, formulate policies, approve activities, and monitor the implementation of projects.

Special meetings may be called by the Governor whenever necessary or upon the written request of at least one-third (1/3) of the members of the Council.

Section 3. Notice of Meetings

The Secretary shall issue a written or electronic notice of every regular or special meeting at least three (3) working days before the scheduled meeting, except in cases of emergency where a shorter notice may be given.

The notice shall indicate the date, time, venue, and agenda of the meeting.

Section 4. Quorum

A simple majority (50% plus one) of the total membership shall constitute a quorum for General Assembly meetings.

For Council meetings, a simple majority (50% plus one) of all incumbent officers shall constitute a quorum for the valid transaction of business.

No official business shall be conducted in the absence of a quorum, except for adjournment or the setting of another meeting date.

Section 5. Presiding Officer

The Governor shall preside over all meetings of the General Assembly and the Council.

In the absence of the Governor, the Vice Governor shall preside.

Should both the Governor and the Vice Governor be absent, the Council shall elect from among themselves a temporary presiding officer for that meeting.

Section 6. Order of Business

Unless otherwise decided by the body, the meetings shall follow the following order of business:

- a. Call to Order;
- b. Prayer;
- c. National Anthem and University Hymn, when appropriate;
- d. Roll Call;
- e. Determination of Quorum;
- f. Reading and Approval of the Minutes of the Previous Meeting;
- g. Matters Arising from the Previous Meeting;
- h. Reports of Officers and Committees;
- i. Unfinished Business;
- j. New Business;
- k. Open Forum;
- l. Announcements; and
- m. Adjournment.

Section 7. Attendance

All officers are expected to attend all regular and special meetings of the Council and the General Assembly.

Any officer who is unable to attend shall notify the Governor or the Secretary before the meeting and provide a valid reason for the absence.

Unexcused absences shall be subject to the provisions on discipline and accountability under this Constitution.

Section 8. Minutes of Meetings

The Secretary shall prepare and maintain the official minutes of every meeting, which shall include the attendance, agenda, discussions, resolutions, motions, and actions taken.

The approved minutes shall form part of the official records of the organization.

Section 9. Parliamentary Authority

Meetings of the General Assembly and the Council shall be conducted in an orderly and democratic manner following the generally accepted principles of parliamentary procedure, unless otherwise provided by this Constitution or University policies.

Section 10. Participation Through Electronic Means

When authorized by the Council and approved by the Faculty Adviser, meetings may be conducted through online or virtual platforms when face-to-face meetings are impracticable due to emergencies, natural calamities, public health concerns, or other valid circumstances recognized by the University.

Decisions made during duly convened virtual meetings shall have the same force and effect as those made during face-to-face meetings, provided that a quorum is present and proper documentation is maintained.

Section 11. Effectivity of Resolutions

Resolutions, motions, and decisions approved during meetings shall become effective immediately upon approval unless a different effectivity date is specifically provided in the resolution or required by university policies.

ARTICLE XII

STANDING COMMITTEES

Section 1. Creation of Standing Committees

To ensure the efficient implementation of the programs, projects, and activities of the College of Computing, Arts, and Sciences Student Organization (CCASSO), the Executive Council shall establish Standing Committees. These committees shall assist in the planning, implementation, monitoring, and evaluation of organizational initiatives and shall perform such functions as may be assigned by the Governor, Executive Council, Faculty Adviser, or College Dean.

Each committee shall be headed by a Committee Chairperson appointed by the Governor, with the concurrence of the Executive Council.

Section 2. Academic Affairs Committee

The Academic Affairs Committee shall promote academic excellence and intellectual development among the members.

It shall:

- a. Organize academic seminars, workshops, and review sessions;

- b. Coordinate educational activities relevant to the BS Information Systems (BSIS) and Bachelor of Library and Information Science (BLIS) programs;
- c. Promote research, innovation, and lifelong learning; and
- d. Recommend programs that enhance students' academic performance.

Section 3. Research and Innovation Committee

The Research and Innovation Committee shall encourage research, technological advancement, creativity, and innovation within the College.

It shall:

- a. Promote student research and innovation projects;
- b. Assist in organizing research forums, competitions, and exhibits;
- c. Encourage the development of information systems, digital solutions, and library innovations; and
- d. Coordinate with faculty members on research-related activities.

Section 4. Finance and Resource Generation Committee

The Finance and Resource Generation Committee shall assist the Treasurer in generating resources for the organization.

It shall:

- a. Plan and implement fundraising activities;
- b. Assist in preparing financial plans for organizational projects;
- c. Recommend income-generating projects consistent with university policies; and
- d. Ensure that fundraising activities comply with university rules and regulations.

Section 5. Student Welfare Committee

The Student Welfare Committee shall safeguard and promote the welfare, rights, and interests of the members.

It shall:

- a. Receive student concerns and recommendations;
- b. Recommend programs promoting student well-being, mental health, and leadership development;
- c. Coordinate outreach and student assistance activities; and
- d. Promote unity, inclusiveness, and student engagement.

Section 6. Extension and Community Engagement Committee

The Extension and Community Engagement Committee shall coordinate community outreach and service-learning activities.

It shall:

- a. Organize community extension programs;
- b. Coordinate volunteer activities and outreach projects;
- c. Promote environmental protection and social responsibility; and
- d. Establish partnerships with community organizations, subject to university approval.

Section 7. Publications, Media, and Information Committee

The Publications, Media, and Information Committee shall assist the Public Information Officer in disseminating official information.

It shall:

- a. Prepare publicity materials and publications;
- b. Manage official social media content and promotional campaigns;
- c. Document organizational activities through photographs, videos, and articles; and
- d. Promote responsible and ethical use of digital media.

Section 8. Culture, Arts, Sports, and Recreation Committee

The Culture, Arts, Sports, and Recreation Committee shall promote student participation in cultural, artistic, literary, recreational, and sports activities.

It shall:

- a. Organize cultural presentations and talent development programs;
- b. Coordinate sports and recreational activities;
- c. Encourage student participation in university-wide competitions and events; and
- d. Promote camaraderie, teamwork, and school spirit.

Section 9. Information Technology Committee

The Information Technology Committee shall support the organization in the use of technology and digital services.

It shall:

- a. Provide technical assistance during organizational activities;

- b. Assist in the management of online registration, virtual meetings, and digital platforms;
- c. Promote cybersecurity awareness and responsible use of information technology; and
- d. Support projects related to information systems and digital transformation.

Section 10. Special Committees

The Council may create Special Committees whenever necessary to address specific concerns, organize major events, or undertake special projects.

Special Committees shall exist only for the duration of the purpose for which they were created unless otherwise provided by the Council.

Section 11. Committee Membership

Members of the Standing Committees shall be appointed by the Governor with the concurrence of the Council.

Committee members shall perform their assigned duties faithfully and may be removed or replaced for just cause.

Section 12. Committee Reports

Every Standing Committee shall submit accomplishment reports and recommendations to the Council whenever required.

Committee Chairpersons shall report the status of their programs and activities during Executive Council meetings or General Assembly meetings, as may be appropriate.

Section 13. Accountability

All Standing Committees shall operate under the supervision of the Council, the Faculty Adviser, and the College Dean. They shall ensure that all activities are conducted in accordance with this Constitution and By-Laws and the policies of Western Philippines University.

ARTICLE XIII

FEES AND OTHER CONTRIBUTIONS

Section 1. Organizational Fees

To support the implementation of the programs, projects, and activities of the College of Computing, Arts, and Sciences Student Organization (CCASSO), every bona fide member shall pay the following approved organizational fees every academic semester or academic year, as applicable:

Particulars	Amount	Collection Period
Membership Fee	Php 50.00	Upon enrollment every semester
Project Fee	Php 200.00	Upon enrollment
CASSO Day Fee	Php 100.00	Upon enrollment
Student Day Fee	Php 50.00	Upon enrollment

The collection of these fees shall be subject to the approval of the Office of Student Affairs and Services (OSAS) and the policies of Western Philippines University.

Section 2. Collection of Fees

- a. The collection of organizational fees shall be conducted during the enrollment period or within the collection period approved by the Council, the Faculty Adviser, and / or Office of Student Affairs and Services (OSAS).
- b. Early collection of fees is intended to ensure that adequate financial resources are available for the timely implementation of organizational programs, student activities, leadership trainings, academic event, and other approved initiatives throughout the academic year.
- c. Members who are unable to pay the required organizational fees within the prescribed period may request reasonable payment arrangements, subject to the approval of the Council and the Faculty Adviser.

Section 3. Fines and Community Service

- a. Members who fail to comply with the attendance requirements for mandatory organizational activities shall be assessed the following fines:
 - **Php 25.00** for failure to register the required **Time-In**.
 - **Php 25.00** for failure to register the required **Time-Out**.

A member who fails to complete both the required Time-In and Time-Out shall incur a total fine of Php 50.00 for the activity.

- b. Members who accumulate fines amounting to Five Hundred Pesos (Php 500.00) or more may avail themselves of the Community Service (Labor of Love) Program as an alternative means of settling their financial obligations.
- c. Under the Community Service (Labor of Love) Program, one (1) hour of approved service shall be credited as Twenty-Five Pesos (Php 25.00). The service rendered shall be

supervised and certified by the Executive Council, Faculty Adviser, or an authorized College official.

d. Community service may include campus beautification, office assistance, event support, environmental activities, library assistance, and other tasks approved by the College.

e. Members who incur unexcused absences during mandatory activities, including but not limited to Ground Improvement (GI), Flag Ceremony, General Assembly, Acquaintance Party, CASSO Day, Student Day, meetings, and other official activities prescribed under this Constitution, shall be subject to the fines provided in this Article.

Section 4. Management of Collected Fees

a. All membership fees, project fees, activity fees, fines, donations, and other collections shall be deposited in the official CCASSO bank account or such other University-authorized depository as may be approved by the Office of Student Affairs and Services (OSAS).

b. The Treasurer shall maintain complete and accurate records of all collections and disbursements. Financial records shall be available for audit and inspection by the Auditor, Faculty Adviser, College Dean, and authorized University officials.

c. The authorized signatories for financial transactions shall be the Governor, Treasurer, the Faculty Adviser, in accordance with University financial policies.

d. All organizational funds shall be used solely for lawful purposes that promote the welfare of the members and the attainment of the objectives of CCASSO.

e. A financial report shall be presented to the General Assembly at least once every semester to ensure transparency and accountability in the management of organizational funds.

ARTICLE XV

AMENDMENTS

Section 1. Authority to Amend

This Constitution and By-Laws may be amended, revised, or repealed, in whole or in part, whenever such amendments are deemed necessary to promote the welfare of the members and to improve the governance of the College of Computing, Arts, and Sciences Student Organization (CCASSO), provided that such amendments are consistent with the policies of Western Philippines University.

Section 2. Proposal of Amendments

Proposed amendments may originate from any of the following:

- a. The Council, through a majority vote of all its members;
- b. The Faculty Adviser;
- c. The College Dean;
- d. The General Assembly through a written petition signed by at least **one-third (1/3)** of the bona fide members of the organization.

All proposed amendments shall be submitted in writing to the Council for review and endorsement before presentation to the General Assembly.

Section 3. Notice of Proposed Amendments

The Secretary shall furnish all members with a copy or summary of the proposed amendments at least seven (7) working days before the scheduled General Assembly meeting during which the proposed amendments will be deliberated.

Section 4. Approval of Amendments

Any amendment to this Constitution and By-Laws shall require the affirmative vote of at least two-thirds (2/3) of the members present during a duly constituted General Assembly meeting, provided that a quorum has been established.

Section 5. University Approval

All amendments approved by the General Assembly shall be submitted to the Faculty Adviser, the College Dean, and / or the Office of Student Affairs and Services (OSAS) for review and approval before taking effect.

No amendment shall become effective unless it has been approved in accordance with the policies and regulations of Western Philippines University.

Section 6. Effectivity of Amendments

Approved amendments shall take effect immediately upon their approval by the appropriate University authorities, unless a different effectivity date is expressly provided in the approved amendment.

Section 7. Interpretation

Any question regarding the interpretation or application of this Constitution and By-Laws shall, in the first instance, be resolved by the Council in consultation with the Faculty Adviser.

Matters not specifically provided for herein shall be governed by the policies of Western Philippines University, the Office of Student Affairs and Services (OSAS), the Commission on Student Elections (COMSELEC), and other applicable laws, rules, and regulations.

Section 8. Effectivity

This Constitution and By-Laws shall take effect immediately upon:

- a. Approval by at least **two-thirds (2/3)** of the members present during a duly constituted General Assembly;
- b. Ratification by the members of the College of Computing, Arts, and Sciences Student Organization (CCASSO), where applicable; and
- c. Approval by the Faculty Adviser, the College Dean, and the Office of Student Affairs and/or the Services (OSAS) of Western Philippines University.

Upon its effectivity, this Constitution and By-Laws shall govern all organizational affairs of the College of Computing, Arts, and Sciences Student Organization (CCASSO).

ARTICLE XV

RATIFICATION

Section 1. Ratification

This Constitution and By-Laws shall be ratified by the affirmative vote of at least two-thirds (2/3) of the members of the Executive Council present during a duly constituted session, provided that a quorum has been established.

Section 2. Approval

Upon ratification by the Council, this Constitution and By-Laws shall be submitted to the Governor, the Faculty Adviser, the College Dean, and the Office of Student Affairs and Services (OSAS) for review and final approval in accordance with the policies of Western Philippines University.

Section 3. Effectivity

Upon approval by the appropriate University authorities, this Constitution and By-Laws shall immediately take effect and shall serve as the supreme governing document of the College of Computing, Arts, and Sciences Student Organization (CCASSO). It shall remain in full force and effect until amended or repealed in accordance with the provisions of Article XV (Amendments).

Section 4. Periodic Review

To ensure that this Constitution and By-Laws remain relevant and responsive to the needs of the organization, the Council shall conduct a comprehensive review every year or earlier whenever deemed necessary. Any proposed revisions or amendments shall be made in accordance with the procedures prescribed under Article XV (Amendments).

ARTICLE XVI

EFFECTIVITY

Section 1. Effectivity

This Constitution and By-Laws shall take effect immediately upon its ratification by the members of the College of Computing, Arts, and Sciences Student Organization (CCASSO) during the duly convened General Assembly Meeting held on July 17, 2026, at the College of Computing, Arts, and Sciences (CCAS) Grounds, and upon approval by the Faculty Adviser, the College Dean, and/or the Office of Student Affairs and Services (OSAS) of Western Philippines University.

Section 2. Supremacy of the Constitution

Upon its effectivity, this Constitution and By-Laws shall serve as the supreme governing document of the College of Computing, Arts, and Sciences Student Organization (CCASSO).

All officers, Student Board Representatives, committee members, and bona fide members of the organization shall faithfully observe, uphold, and comply with its provisions.

Section 3. Continuing Validity

This Constitution and By-Laws shall remain in full force and effect unless amended, revised, or repealed in accordance with the procedures prescribed under Article XV (Amendments) and the policies of Western Philippines University.

Section 4. Transitory Provision

Upon the effectivity of this Constitution and By-Laws:

- a. All existing officers of CCASSO shall continue to serve until their successors have been duly elected, proclaimed, and qualified, unless otherwise provided by university policies.
- b. Existing policies, resolutions, and practices of CCASSO that are not inconsistent with this Constitution and By-Laws shall remain valid until amended or repealed.
- c. Any organizational matter not specifically provided for in this Constitution shall be governed by the policies of Western Philippines University, the Office of Student Affairs and Services (OSAS), the Commission on Student Elections (COMSELEC), and other applicable laws, rules, and regulations.