

DE LA SALLE UNIVERSITY GRADUATE STUDENT COUNCIL
CONSTITUTION

ARTICLE I
NAME AND DOMICILE

Section 1 This organization shall be referred as the “**De La Salle University Graduate Students Council**” (DLSU-GSC).

Section 2

Section 3 It shall be the duty of each member of the council to support the activities of the organization, join committee(s) that suits their interest, and extend help, whenever possible, to the officers and other members in order to realize its objectives

Section 5 The members shall have the right to vote for their department representatives in their respective colleges.

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1 A bona fide enrolled graduate student of De La Salle University-Manila with at least Cumulative Grade Point Average (CGPA) of 2.5 upon the day of the elections and has at least one year residency left at DLSU graduate school is eligible to become part of the Executive Board to the college where he/she belongs.

Section 2 He/She must not occupy an elected or appointed position in any other organization within DLSU on the trimester the election date falls so as not to compromise the academic performance and DLSU-GSC responsibilities of the graduate student. The nominee must file a leave of absence from his/her organization if he/she occupies such a position.

Section 3 The election of college graduate student council officers shall be done within the third term of the academic year through a reliable electoral mechanism on the day designated by the Office of Student Leadership Involvement, Formation and Empowerment (Student L.I.F.E.).

Section 4 The election of officers for the Executive Board of each college shall begin with the nomination of at least two **Department Representatives** in their college. The selected representatives from all the departments shall elect among themselves who will take the various positions of the Executive Board as stated in Article V of this Constitution.

Section 5 Department Representatives who were not elected to be part of the College Executive Board can be part of the supporting staff of an Executive Board Officer and/or a designated committee/s existing in the college.

Section 6 The elected officers of the Executive Board shall assume office on the first trimester of the following academic year.

ARTICLE V COLLEGE EXECUTIVE BOARD

Section 1 Each college graduate student council shall have the following elected officers having the stated powers and responsibilities as part of the **College Executive Board**:

- 1) The **President** shall:
 - a) preside over all meetings of the Executive Board
 - b) officially represent the organization in the Presidents Council of DLSU-GSC, and other activities of the organization on and off the campus
 - c) act as the liaison between the faculty and the organization
 - d) direct the council to the achievement of the organization's mission and goals

- e) create and dissolve ad hoc committees in their colleges with the consent of the Executive Board
 - f) delegate duties to the officers of the organization in line with the attainment of the organization's objectives
 - g) affix his signature on documents, resolutions and decisions passed by the Executive Board, and on such letters or circulars in behalf of and for the council.
- 2) The **Vice President Internal** shall
- a) preside over the Executive Board meetings in the absence or in cases of temporary disability of the President to discharge his duties
 - b) spearhead planning and scheduling of the organization's calendar of activities
 - c) coordinate, negotiate (if needed), and do consistent follow-ups with other officers in the implementation of different activities
 - d) represent the organization in all activity-related meetings within their college based graduate student council together with the president, or in the event that the president is unable to attend
 - e) ensure and evaluate the quality of service that each executive board member and officer is rendering to the organization
 - f) ensure that the officers are aware of the vision-mission of the organization
- 3) The **Vice President External** shall
- a) be in charge of the planning and implementation of external organization-based activities such as alliance activities with for example companies, schools and other organizations
 - b) establish tie-ups with other universities in the hope of promoting and publicizing the organization and its image outside the university
 - c) establish tie-ups with other organizations inside the university in the hope of promoting and publicizing and its image within the university
 - d) be in charge of the planning and implementing of socio-civic and outreach activities of the organization
 - e) disseminate information to the graduate students concerning the activities of the council
 - f) research/discover the needs of the student body through surveys, interviews, forums and the like
- 4) The **Secretary** shall
- a) take the minutes of the meetings, general assemblies, seminars, and workshops done by the Executive Board
 - b) document all the files, records and activities of the graduate student council in the college level
 - c) prepare the officers' directory
- 5) The **Treasurer** shall
- a) act as a co-signatory with the president for the council's bank account
 - b) manage the council's funds
 - c) control, collect, and follow-up record all monetary transactions of the organization especially the receipts used for the organization

- d) handle and control fast and accurate financial disbursements
 - e) recommend the means to enable the organization to attain financial stability
 - f) produce financial reports/updates every meeting (if applicable)
- 6) The **Auditor** shall
- a) verify the journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items
 - b) check whether there are discrepancies on the financial statements of the treasurer

ARTICLE VI PRESIDENTS COUNCIL

Section 1 The Presidents Council shall consist of graduate student council presidents from all colleges. It shall be the highest decision making authority in the DLSU-GSC.

Section 2 The Presidents Council shall meet at least once a month on an agreed schedule and shall record the proceedings of the meeting.

Section 3 The Presidents Council shall elect a Convener through secret ballot. The president who garners the highest number of votes shall be the convener for the academic year.

Section 4 In case of a tie in the election for a convener, the presidents shall vote for another round by choosing only the presidents who belonged to the tie. This election process shall be continued until a particular president breaks the tie by acquiring the highest number of votes.

Section 5 The Convener shall have the following powers, duties and responsibilities:

- 1) The **Convener** shall
- a) preside over all meetings of the Presidents Council
 - b) coordinate, negotiate (if needed), and do consistent follow-ups with other officers in the implementation of different activities in the university level
 - c) work in collegiality with his fellow presidents of other colleges by being the *primus inter pares*.
 - d) take the minutes of the Presidents Council meetings, general assemblies, seminars, and workshops
 - e) document all the activities of the Presidents Council
 - f) act as the liaison between the Student L.I.F.E and the DLSU-GSC
 - g) delegate duties to fellow Presidents of the DLSU-GSC in line with the attainment of the organization's objectives
 - h) affix his/her signature on documents, resolutions and decisions passed by the Presidents Council, and on such letters or circulars in behalf of and for the council in the university level.

Section 6 The Convener shall be replaced through the election process mentioned in Section 3 of this article when the position becomes vacant as determined by the Presidents Council. The new Convener shall serve the unexpired term of the former Convener.

Section 2 When the position of the President is vacant, the Vice-President Internal shall automatically assume the office of the President.

Section 3 A 50% + 1 vote of the remaining Executive Board officers shall be required to make the appointment valid.

Section 4 When the position of a Department Representative becomes vacant, graduate students coming from the same department shall elect their new Department Representative to assume office.

Section 5 The officer appointed to take the vacant position shall serve the remaining unexpired term.

**ARTICLE X
GENERAL PROVISIONS**

Section 1 The DLSU-GSC shall be under the supervision of Student L.I.F.E.

Section 2 The laws in this constitution matters of the future, not those of the past, unless stated that it will retroactively be implemented.

Section 3 The Presidents Council shall be the interpreter of this Constitution whenever there are problems in the interpretation of the law.

Section 4 The seal located on the upper left corner of this document shall be the official logo of the De La Salle University Graduate Student Council

Section 5 The graduate student councils of each college shall mutually resp 0 0his pnarterpretatn7nonARTICLE
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ARTICLE XII
EFFECTIVITY

Section 1 This Constitution shall take effect immediately upon its ratification by all the members of the Presidents Council and upon the approval of the Office of Student Affairs.