Republic of the Philippines
Commission on Higher Education
Samar Colleges, Inc.
Mabini Avenue, Catbalogan City, Samar

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SAMAR COLLEGES, INC. - SUPREME STUDENT COUNCIL CONSTITUTION AND BY-LAWS

PREAMBLE

We, the students of Samar Colleges, Inc., with the grace of Almighty God and believing in the need for a better-organized student council and the development of the youth as future leaders of the nation, hereby form a unified student organization that shall embody the ideals and principles of democracy, promote the welfare of all students through collective efforts, and uphold the academic standards and mission of our institution. We hereby promulgate and adopt this Constitution and By-Laws to promote, implement, and sustain our goals and aspirations.

Article I
GENERAL PROVISIONS

Section 1. This Constitution and By-Laws shall be known as the Constitution of the Supreme Student Council of Samar Colleges, Inc.

Section 2. For purposes of this Constitution and By-Laws, SC-SSC refers to the Samar Colleges, Inc. - Supreme Student Council.

Article II
NAME AND DOMICILE

Section 1. The name of the organization shall be the Samar Colleges, Inc. - Supreme Student Council (SC-SSC).

Section 2. The office of the Samar Colleges, Inc. - Supreme Student Council (SC-SSC) shall be located within the premises of Samar Colleges, Inc.

Article III
THE LOGO

Section 1. The Official Logo:

Section 2. The SC-SSC official logo symbolizes the following:

1.1. *Six (6) rays* – symbolize students from various legitimate department organizations where the council is founded.

1.2. *The Gavel* – symbolizes leadership, commitment, and supremacy.

1.3. *The Scale* – symbolizes justice, equality, and equity, reflecting the students' rights and unity in support of the vision and mission of Samar Colleges, Inc.

Article IV
PRINCIPLES AND OBJECTIVES

Section 1. The SC-SSC is an important and integral component of the institution. It is headed by a Coordinator who directly reports to the Dean of the Office of Student Affairs and Services, and is imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

Section 2. The SC-SSC believes that the learning environment of the students can be further enhanced by stimulating their learning process via integrating both in-class and out-of-class experiences, promoting an environment conducive to their personal and professional growth and development.

Section 3. The SC-SSC intends to provide a richer learning environment for the students by establishing various organizations that promote their diverse demands and needs, as well as designing and implementing holistic programs and projects geared toward achieving the fullest form of personal and professional growth and development.

Section 4. The SC-SSC shall have the following objectives:

a. to promote student welfare, growth, and development through intentionally structured student-oriented programs and services;
b. to help establish various student organizations that cater to diverse talents, skills, interests, and sociocultural affiliations;
c. to assist student organizations in developing respective organizational programs and projects designed to improve the welfare and well-being of their members; and
d. to facilitate student learning and development through leadership, intercultural competence, cognitive development, interpersonal skills, self-esteem, collaboration, and social responsibility.

Article V
MEMBERSHIP

Section 1. All officially enrolled tertiary students are ipso facto members of SC-SSC.

Section 2. Membership may be forfeited in any of the following circumstances:

a. Graduation from Samar Colleges, Inc.
b. Transfer to another institution or university
c. Expulsion or dismissal from Samar Colleges, Inc.

Section 3. Membership Fee shall be known as the Student Development Fee of the institution and will be collected every semester as directed by the office of the Senior Vice President for Finance or by the School President.

Section 4. The membership fee for each semester shall be set to fifty pesos (₱50.00) as authorized or instructed by the institution.

Article VI

RIGHT OF STUDENTS

(Education Act of 1982)

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as individuals with dignity.
2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.
3. The right to school guidance and counseling services for decisions and for selecting alternatives in fields of work suited to their potentials.
4. The right of access to their own school records, with confidentiality maintained and preserved by the school.
5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty (30) days from request.
6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature.
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
8. The right to form, establish, join, and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join and maintain organizations and societies for lawful purposes.
9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Article VII

DUTIES AND RESPONSIBILITIES OF STUDENTS

(Education Act of 1982)

1. Exert their utmost to develop their potentialities for service, particularly by undergoing an education suited to their abilities, in order that they may become an asset to their family and to society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing students' academic responsibilities and moral integrity.
3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other school personnel.
4. Participate actively in civic affairs and in the promotion of general welfare, particularly in the social, economic, and cultural development of their community and in the attainment of a just, compassionate, and orderly society.
5. Exercise their rights responsibly in the knowledge that they are answerable for any infringement or violation of the public welfare and of the rights of others.

Article VIII

POWERS AND DUTIES OF SAMAR COLLEGES, INC - SUPREME STUDENT COUNCIL

Section 1. The Samar Colleges, Inc - Supreme Student Council shall be the highest governing body of all institutional and program organizations.

Section 2. The SC-SSC shall have the following functions and responsibilities:

a. Formulate and recommend programs that will address relevant issues and concerns of the students;
b. Help plan and implement policies and programs designed to protect and promote students' rights and welfare;
c. Monitor and evaluate the students' activities in the school and in the community;
d. Create committees necessary to address the needs of the students;
e. Make recommendations to school authorities regarding student matters, affairs, and activities;
f. Serve as a representative of the students in voicing their opinions, suggestions, and grievances;
g. Assist in the coordination of all campus co-curricular organization and help out in organizing school activities, fund raising, camp, fieldtrips, sports, school functions, and etc.
h. Have such other powers and duties as the school authorities and the students may, from time to time, grant or delegate, consistent with stated principles, objectives, and school policies;
i. Monitor and supervise the elections of Supreme Student Council Officers for the succeeding school year;
j. Turn-over financial assets, papers, documents, properties, and other responsibilities to the incoming SC-SSC Officers; and
k. Submit financial and accomplishment reports to the school authorities. An end-of-the-year report must be submitted to school authorities and the incoming SC-SSC officers during the turn-over of responsibilities.

Article IX
COMPOSITION OF SAMAR COLLEGES, INC. - SUPREME STUDENT COUNCIL

Section 1. The SC-SSC shall be comprised of:

a. President
b. Vice President, Internal
c. Vice President, External
d. Secretary
e. Treasurer
f. Auditor
g. Fours (4) Senators
h. One (1) Program Representative per Department
    h.i. College of Education
    h.ii. College of Criminal Justice Education
    h.iii. College of Business and Management
    h.iv. College of Liberal Arts and Sciences
    h.v. College of Information Technology and Allied Sciences
    h.vi. Samar College Technological Institute
i. Ex officios per Department/Program
j. Social Media Manager

Section 2. All SC-SSC officers, except for the Presidents of institutional and program-based organizations, shall be elected solely by the majority vote of the tertiary students of Samar Colleges, Inc.

Section 3. The SC-SSC officers shall serve for a term of one (1) academic year or until their successors have been duly elected and qualified. However, any officer appointed to fill a vacancy shall serve only for the unexpired portion of the term.

Section 4. The duly elected SC-SSC officers will have their oath-taking to be administered by the School President or his/her duly authorized representative.

Section 5. The assumption of office of the new SC-SSC officers shall take place one week after the Turnover and Oath-Taking Ceremony.

Article X

ELECTION AND QUALIFICATION OF SAMAR COLLEGES, INC. - SUPREME STUDENT COUNCIL CANDIDATES

Section 1. The SC-SSC Election shall be held every third week of September or as may be fixed by the SC-SSC COMELEC in consultation with the Dean of Student Affairs and Services.

Section 2. The right to vote shall be exercised by all tertiary students of the institution.

Section 3. All tertiary students of the school including the members of the SC-SSC except fourth year graduating students, can run as a candidate for **President, Vice President, Secretary, Treasurer**, and **Auditor** provided that they possess the following qualifications:

- Have been enrolled and completed at least one (1) year of academic residency;
- Completed at least 36 units and have at least 18 units of academic load upon filling their certificate of candidacy;
- Must not have any failing, incomplete, or dropped grades/subjects in any course unless otherwise completed or complied with accordingly;
- Must have a good moral character and have not been subjected to any serious disciplinary sanction *(suspension for more than 5 school days)* or any acts involving moral turpitude;
- Must not have been in an off-campus, field practicum or on-the-job training program upon filling their certificate of candidacy.
- Must not be/have been an irregular student upon filing the certificate of candidacy.

Section 4. Candidate for **Senators** and members of the **House of Representatives** must possess the following qualifications:

- A bona fide tertiary student of Samar Colleges, Inc. including members of the SC-SSC and fourth year graduating students;
- Must have at least 18 units for first-year to third-year students, and at least 9 units load for fourth-year graduating students upon filing their certificate of candidacy;
- Must not have any failing, incomplete, or dropped grades/subjects in any course unless otherwise completed or complied with accordingly;

- Must have a good moral character and have not been subjected to any serious disciplinary sanction *(suspension for more than 5 school days)* or any acts involving moral turpitude.

Section 5. Any student interested in becoming an officer of the SC-SSC must submit a Certificate of Candidacy (COC) to the Office of Student Affairs and Services at least five (5) school days prior to the election. No COC will be accepted after the said deadline.

Section 6. Campaign period shall not be more than five (5) school days prior to the SC-SSC elections.

Section 7. The SC-SSC COMELEC shall present the rules and regulations of the election to the Office of Student Affairs and Services for evaluation and approval fifteen (15) days before the election.

Section 8. Qualified candidates will be given a copy of the rules and regulations of the election before the campaign period.

Article XI
DUTIES AND FUNCTIONS OF OFFICERS AND MEMBERS

Section 1. The **President** shall be the chief executive officer of the SC-SSC. He/she shall have the following duties:

a. Guide the SC-SSC in identifying and accomplishing its goals and objectives;
b. Be responsible for the progress of the SC-SSC by implementing programs and projects of the council;
c. Preside over the joint session of the Senate and the House of Representatives;
d. Plan the agenda for all meetings and make it available;
e. Enforce this Constitution, By-laws, and other regulations that may be promulgated;
f. Approve/Veto all official minutes, board resolutions, correspondences, and other official papers of the council. Rejecting such documents shall require him/her to submit a written explanation of the decision to the SC-SSC officers and to the SSC Adviser.
g. Be the official spokesperson of the SC-SSC;
h. Represent the SC-SSC at school management meetings and any official external or internal affairs/functions when deemed necessary;
i. Propose "ad-hoc" or special committees and appoint an executive secretary for exigency purposes with the approval of the senators;
j. Perform other duties assigned by the SC-SSC Adviser.

Section 2. The **Vice-President** shall have the following duties:

a. Assist the President in all matters where his/her assistance is necessary;
b. Perform duties assigned to him/her by the President.
c. Assume the duties of the President in the absence of the President.
d. Supervise members in planning and arranging meetings or programs of activities;

e. Represent the student body at school meetings as requested by the President;
f. Be in charge of all committees by leading the conceptualization of programs and projects and planning activities with the department representatives;
g. Assume the position of the Senate President:
    i. Call Senate meeting;
    ii. Preside over the Senate in making board resolutions, laws and policies;
    iii. Decide on the point of order and recognize members during meetings;
    iv. Put question to a vote and decide in case of tie;
    v. Maintain the dignity and order of the Senate; and
    vi. Discipline his/her members in accordance with Article XIV of this By-Laws.
h. Perform other duties assigned by the SC-SSC Adviser.

Section 3. The **Secretary** shall have the following duties:
a. Keep accurate records of the minutes and document proceedings of every meeting;
b. Keep a file of pertinent documents and papers of the SC-SSC and make them accessible to the student body with the permission and approval of the council;
c. Call and prepare notices of SC-SSC meetings;
d. Be responsible for writing communication letters of the SC-SSC;
e. Perform other duties assigned by the SC-SSC President/Adviser.

Section 4. The **Treasurer** shall have the following duties:
a. Keep all financial records of the SC-SSC;
b. Serve as the disbursing officer of all the SC-SSC funds;
c. Prepare an annual budget of the SC-SSC in consultation with the Officers;
d. Prepare financial reports after each activity and annual financial report to be evaluated by the Auditor and the other officers. This report shall be posted and/or published by the council;
e. Recommend possible ways to raise funds with the approval of the SC-SSC President and the Adviser in accordance with the By-Laws;
f. Perform other duties assigned by the SC-SSC President/Adviser.

Section 5. The **Auditor** shall have the following duties:
a. Certify the legitimacy and correctness of funds disbursements;
b. Audit all expenditures of the SC-SSC;
c. Assist the Treasurer in formulating guidelines and reports;
d. Keep and update inventory of all the SC-SSC's property;
e. Perform such other duties as assigned by the SC-SSC;
f. Prepare an annual audited financial report with the approval of the SC-SSC President to be submitted to the SC-SSC Adviser and the Office of the Student Affairs and Services;
g. Perform other duties assigned by the SC-SSC President/Adviser.

Section 6. The **Senators** shall have the following duties:
a. Formulate board resolutions, policies, and amendments of the school policies for the student body;
b. Plan and organize events such as sports tournaments, cultural festivals, and social gatherings;
c. Collaborate with other council members to ensure that activities are inclusive and cater to diverse student interests;

d. Manage logistics, including budgeting, scheduling, and securing necessary resources or venues;
e. Promote a safe and respectful environment within the school community;
f. Develop initiatives to address issues like bullying, discrimination, or conflict resolution;
g. Work with school administration and security personnel to enhance safety measures and protocols;
h. Coordinate volunteer opportunities and outreach programs that benefit the local community;
i. Foster partnerships with local organizations and charities to support service projects;
j. Encourage student participation in community service by raising awareness and providing incentives;
k. Identify areas for improvement within the school infrastructure and facilities;
l. Advocate for student needs and propose development projects to the administration;
m. Monitor the progress of ongoing projects and ensure they align with student interests and priorities;
n. Each senator should actively engage with students to gather feedback and represent their peers' interests effectively. Collaboration with other council members and stakeholders is crucial to successfully implement initiatives in these areas;
o. Serve as the chairperson of the committees which address the needs of the student body;
p. Assist the SC-SSC President in preparing the council's annual budget;
q. Call emergency or special meeting when need arises;
a. File a recommendation for suspension or removal from office of any erring officer. Hence, they have the duty to recommend possible candidates for the vacated office/s; and,
r. Perform other duties assigned by the SC-SSC President/Adviser.

Section 7. The **Program Representatives** shall have the following duties:

b. Represent their respective program in all of the meetings of the SC-SSC;
c. Serve as the grievance desk for their respective program;
d. Conceptualize and implement programs and projects for their respective program;
e. Assist in effective implementation of SC-SSC's programs and projects; and,
f. Perform other duties assigned by the SC-SSC President/Adviser.

7.1. The oldest member of the House of Representatives will automatically be set as the **House Speaker** with following duties:

i. Call meeting for the House of Representatives;
ii. Preside over the house of representatives in making board resolutions,laws and policies;
iii. Decide the point of order and recognize members during meetings;
iv. Put questions to a vote and decide in case of a tie;
v. Maintain the dignity and order of the House of Representatives; and
vi. Discipline his/her members in accordance with Article XIV of this By-Laws.

Section 8. The **Ex officios per Program and Institutional Organization** shall have the following duties and responsibilities:

a. Serve as a liaison between their specific program and the student council;
b. Communicate the needs, concerns, and feedback of students from their program to the council;
c. Provide insights and expertise related to their program's academic and extracurricular activities;
d. Represent the interest and perspective of their respective institutional organization within the council;
e. Facilitate collaboration between the student council and their organization to support mutual goals;
f. Ensure that the organization's policies and initiatives align with the broader objectives of the student council;
g. Offer guidance and advice based on their experience and knowledge of institutional policies and procedures;
h. Assist in strategic planning and decision-making processes within the council;
i. Help mediate conflicts or challenges that arise within the council or between the council and other entities;
j. Advocate for resources and support from their program or organization to benefit student council initiatives;
k. Support the implementation of council projects and events by leveraging their network and influence;
l. Encourage active participation and engagement from students within their program or organization;
m. Regularly update their program or organization about the activities and decisions of the student council;
n. Report back to the council on developments or changes within their program or organization that may impact students.

Section 9. The **Social Media Manager** shall have the following duties and responsibilities:

a. Manage and maintain the official social media accounts of the organization;
b. Create, publish, and monitor online content related to the organization's programs, activities, announcements, and events;
c. Promote the organization's activities through creative and responsible use of digital platforms;
d. Ensure that all posted information is accurate, appropriate, and aligned with the organization's goals and policies;
e. Coordinate with the officers and committees to gather updates, photos, and information for posting;
f. Respond to inquiries and messages received through official social media platforms in a professional and timely manner;
g. Document and archive online posts and promotional materials for organizational records;
h. Help strengthen the organization's online presence and encourage student engagement through social media;
i. Observe ethical standards and responsible digital communication in all online activities, and;
j. Perform other related tasks that may be assigned by the SC-SSC President/Adviser.

Section 10. The **SC-SSC members** shall have the following duties and responsibilities:

a. Observe and respect the existing laws of the SC-SSC;
b. Attend general assemblies and dialogues called by the SC-SSC or its duly constituted representative;

c. Pay regularly the SC-SSC membership fee at the end of every semester;
d. Support and participate in all activities proposed by the SC-SSC officers;
e. Cast votes during election; and
f. Demand the financial and accomplishment report of the SC-SSC officers at the end of every semester/school year.

Article XII
INSTITUTIONAL MOTHER ORGANIZATIONS

Section 1. The Institutional Mother Organization (IMO) comprises the elected officers of the respective program and institutional organizations.

Section 2. The IMO shall be responsible for implementing programs and projects in their respective program.

Section 3. The IMO shall assist the SC-SSC in implementing programs and projects.

Section 4. The IMOs shall be under the control and supervision of the SC-SSC; however, they shall be autonomous in the management of their own internal affairs and in the implementation of their respective programs and activities in accordance with this Constitution and By-Laws.

Section 5. The President of every IMOs shall be automatically become the ex officio member of the SC-SSC.

Section 6. The President of every IMO and its Treasurer shall submit to the SC-SSC their annual action plan and budget, and accomplishment and financial reports during their term for record purposes.

Article XIII
MEETINGS, VOTING, AND QUORUM

Section 1. The SC-SSC shall conduct regular meetings every **first Friday** of the month for planning and updates on the status of the council, or as agreed upon by the officers of the SC-SSC if exigency arises.

Section 2. Special meetings of the SC-SSC may be called upon by the SC-SSC President, through the Secretary of the council, or by the petition of at least

four (4) SC-SSC officers to attend the aforementioned meeting.

Section 3. A majority of the officers of the SC-SSC shall constitute a quorum.

Section 4. Each officer of the SC-SSC is entitled to one vote. If there is a tie, the council Adviser shall deliberate the possibilities of the decision.

Section 5. No proxy allowed when voting. Any necessary voting of the SC-SSC will be made only by the voting members present.

Section 6. Officers who attend meetings outside the council concerning the welfare of the student body shall report all transactions that were resolved, agreed upon, or decided during said meeting to the SC-SSC officers for evaluation and consideration.

Article XIV

IMPEACHMENT, SUSPENSION, RESIGNATION AND VACANCIES

Section 1. The officers of the SC-SSC may be suspended or impeached on the following grounds:

a. Culpable violations of this Constitution and By-Laws;
b. Gross misconduct, violence against persons in authority, negligence of their duties and responsibilities, and disloyalty to the cause of the SC-SSC and the institution;
c. Non-attendance in regular and special SSC-led events for two (2) consecutive times or three (3) accumulated absences;
d. Abuse or misuse of fund, power, and authority; and
e. Improper use of official council uniform.

Section 2. A formal complaint shall be a written letter addressed to the SC-SSC as a whole, by any member of the student body, including the officers, teachers, faculty members, administrator, or parents.

Section 3. The SC-SSC shall determine the validity and seriousness of the complaint. If the complaint warrants impeachment, it shall be forwarded to the SC-SSC Adviser and the Office for Student Affairs and Services. If it warrants suspension of an officer, the SC-SSC will decide the case with a board resolution.

Section 4. If the subject for suspension is the president, vice-president, secretary, treasurer, or auditor, the joint session of the Senate and House of Representatives shall decide the case in consultation with and with the approval of the SC-SSC Adviser.

Section 5. If the subject for suspension is a senator, the House of Representatives shall decide the case in consultation with and with the approval of the SC-SSC President.

Section 6. If the subject for suspension a member of the House of Representatives, the Senate shall decide the case in consultation with and with the approval of the SC-SSC President.

Section 7. An officer under disciplinary investigation has the right to due process of law. He/she must be informed through a written notice forty-eight (48) hours before the hearing to prepare his/her counter affidavit and/or witness/es.

Section 8. Refusal of the officer to acknowledge the receipt of the written notice to present his counter affidavit, and to attend the hearing of the assigned court shall not hamper the proceedings.

Section 9. The penalty may be lower or higher depending on the gravity of the violation/offense and/or the circumstances present in the case. The minimum suspension period shall be fifteen (15) calendar days and shall not exceed thirty (30) calendar days, as determined by the assigned court.

Section 10. In case the complaint warrants for impeachment of an SC-SSC officer, the SC-SSC Adviser, with the approval of the Office of the Student Affairs and

Services, shall review the case. The adviser shall make a recommendation to the General Assembly as to whether or not the aforementioned member/s should remain as an officer of the SC-SSC, be impeached, or be asked to resign.

Section 11. The officer under the impeachment investigation has the right to due process of law. He/she must be informed about the ongoing investigation through a written notice by the SC-SSC Adviser. He/she must submit his/her counter affidavit and/or witness/es within forty-eight (48) hours after accepting the letter.

Section 12. Refusal of the officer to acknowledge the receipt of the written notice, to present his counter affidavit, and attend a conference with the SC-SSC Adviser and the Dean of Student Affairs and Services shall not hamper the proceedings.

Section 13. A two-thirds (2/3) vote of the General Assembly, through secret balloting, shall be necessary to decide after a hearing on the case of impeachment.

Section 14. The decision of the General Assembly shall be final. However, the officer charged shall be informed ten (10) days prior to his/her impeachment case proceedings of the charge(s) against him/her, to afford him/her the opportunity to be heard, with or without counsel, in his/her defense in a senate hearing.

Section 15. At any time that a member is under disciplinary investigation, resulting in debate or voting, the member shall be asked not to attend meetings.

Section 16. If the aforementioned member is the President, then the Vice-President shall assume all presidential duties.

Section 17. Resignation shall be in writing and subject to the approval of the SC-SSC officers, the SC-SSC Adviser, and the Office of Student Affairs and Services. Approval of at least two of the three offices/authorities will validate the resignation.

Section 18. Any vacancy in any of the positions, whether due to death, resignation, impeachment, or dismissal from the school, shall be filled subject to the recommendation of the SC-SSC Senators.

Section 19. Any vacancy in the SC-SSC, except for the position of the President, shall be filled within five (5) days from the day the position is rendered vacant. The replacement shall be selected from among the officers of the SC-SSC as recommended by the senators. Upon appointment, the officer appointed shall serve for the remainder of the term.

Section 20. The SC-SSC officers shall certify the vacancy occurring in the council through a board resolution. The SC-SSC Adviser and the Office of Student Affairs and Services shall then certify the appointment of the officer to the vacant position.

Article XV
FUND OF THE COUNCIL

Section 1. The SC-SSC funds shall be classified into Trust funds and Special funds.

a. Trust funds shall consist of the SC-SSC Membership Fee, the amount of which shall be regulated by the SC-SSC officer in consultation with and with the approval of the SC-SSC Adviser, Office of Student Affairs and Service, Senior Vice President for Finance, and/or School President.
b. The amount will be permanent unless a board resolution is passed to increase/decrease it and approved by the majority of the SC-SSC officers, SC-SCC Adviser, Office of Student Affairs and Service, Senior Vice President for Finance and/or School President.
c. Special Funds are funds that come from donations, sponsorship, fund-raising projects or any amount derived from legitimate sources.

Section 2. The SC-SSC shall deposit all funds received and collected to the school Senior Vice President for Finance.

Section 3. The council may accept cash donations from any member or any public or private person or institution, as long as it will not affect or compromise the integrity of the SC-SSC.

Section 4. The SC-SSC may undertake fund-raising activities to subsidize its projects and/or other activities.

Section 5. The SC-SSC shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be actually, directly, and exclusively used to support SC-SSC programs, projects and activities.

Section 6. All disbursements and withdrawals shall be made in accordance with the programs, projects and activities of the SC-SSC as embodied in the annual action plan and budget duly approved by the Office of the Student Affairs and Services and Senior Vice President for Academic Programs.

Section 7. The SC-SSC President, the Treasurer, and the SC-SCC Adviser shall be the signatory of all fund disbursements and withdrawals of the council. All fund disbursements and withdrawals must be accompanied by an SC-SSC resolution duly noted by the SC-SSC Adviser, and all expenses must be supported by official receipts. The Office of Student Affairs and Services shall have a copy of all board resolutions related to the disbursements made by the council.

Section 8. At the end of every activity, the SC-SSC Treasurer and Auditor shall liquidate the expenses before another disbursement or withdrawal is authorized. Funds of the SC-SSC shall be audited at the end of the officer's term and at the end of every activity.

Section 9. Financial statements and liquidation shall be posted in the SC-SSC Bulletin Board after every activity and semester, and furnished copies to the Office of Student Affairs and Services and the Senior Vice President for Academic Programs.

Article XVI

SUPREME STUDENT COUNCIL ADVISER

Section 1. The SC-SSC Adviser shall be appointed by the Office of the School President or the Office of the Senior Vice President for Administration, in coordination with the Office of Student Affairs and Services.

Section 2. The SC-SSC Adviser shall have the following qualifications:

a. Full-time teaching personnel of Samar Colleges, Inc;
b. With good moral character and reputation in the school and community;
c. Preferably Social Studies instructor or any competent, able, and willing faculty member.

Section 3. The SC-SSC Adviser have the following duties and responsibilities:

a. Monitor all programs, projects, activities, and meetings of the SC-SSC at all times;
b. Maintain the order and discipline of the SC-SSC officers and members;
c. Submit accomplishment reports to the Office of the Student Affairs and Services;
d. Accept, review, and approve/veto disciplinary sanction/s of the erring officer/s.

Article XVII

COMISSION ON ELECTION

Section 1. The Commission on Elections, hereinafter referred to as the SC-SSC COMELEC, shall be established within thirty (30) days before the day of election.

Section 2. The SC-SSC COMELEC shall be the only committee that will manage the electoral process, including its rules and the campaign.

Section 3. The SC-SSC COMELEC shall post the rules and regulations of the campaign and election proper, approved by Office of the Student Affairs and Services, ten (10) days before the election.

Section 4. The SC-SSC COMELEC shall be composed of the following:

Chairperson:	Dean of Student Affairs and Services
Vice-Chairperson:	SSC Adviser
Members:	M.I.S.T.S. and OSAS Coordinator
	Two (2) volunteers from each department who do not have vested interest in the election, or are not in any way related to any of the candidates.
	Former SSC Officer who have graduated or do not wish to participate in the election may volunteer to assist with the implementation of the electoral processes.

Section 6. Any rule or order previously issued by the SC-SSC that is inconsistent with the revised/amended Constitution and By-Laws is deemed repealed accordingly.

Article XIX
EFFECTIVITY

Section 1. The Constitution and By-laws of the SC-SSC shall take effect immediately after approval by two-thirds (2/3) of the SC-SSC officers, Faculty Adviser, the Dean of the Student Affairs and Services, Senior Vice-President for Academic Programs, and the School President; and its publication on the council's bulletin board.

Section 2. Signed and approved this **22nd day of May 2025** at **Samar Colleges, Inc., Catbalogan City, Samar, Philippines.**

TECHNICAL WORKING GROUP

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APPROVED BY:

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School President / Chairman of the Board of Directors