



**119<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. 17**  
Series of 2025

**APPROVING THE 2025 UNIVERSITY SUPREME STUDENT COUNCIL FEDERATION  
CONSTITUTION AND BY-LAWS**

**WHEREAS**, the legal basis for the recognition and functioning of student councils in State Universities and Colleges (SUCs) in the Philippines is primarily found in Republic Act No. 8292, also known as the Higher Education Modernization Act of 1997;

**WHEREAS**, the Governing Board have the authority to approve and regulate student council activities, the Constitution and By-Laws (CBL) drafted by the student body and ratified by a two-thirds vote;

**WHEREAS**, policies are established to serve as legal basis for allocating, utilizing and safeguarding student council resources;

**WHEREAS**, Regent Ilaida, representing the University Supreme Student Council Federation, presented the revised USSCF Constitution and By-laws to ensure alignment with the evolving needs and interests of the student body, and to enhance organizational efficiency, accountability, and governance;


**WHEREAS**, Regent Ilaida affirmed that the USSCF CBL has undertaken a thorough review has been duly drafted, deliberated upon, and endorsed by the student body of VSU;

**NOW, THEREFORE**, on motion, duly seconded, and unanimously approved, be it;

**RESOLVED**, as it is hereby resolved, that the Board of Regents of Visayas State University approves the 2025 University Supreme Student Council Federation Constitution and By-Laws, as presented in the document attached hereto.

**IN WITNESS** of our approval thereof, we affix our signatures this 29th day of April 2025 at VSU, Baybay City, Philippines.

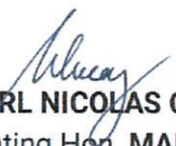
## VSU BOARD OF REGENTS

  
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**VISAYAS**  
STATE UNIVERSITY

UNIVERSITY  
**SUPREME STUDENT**

**COUNCIL**

**FEDERATION**

Amendments to the 2019 USSCF  
Constitution and Bylaws

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## **PREAMBLE**

We, the undergraduate students of the Visayas State University, implore the aid of the Divine Providence, with the aim of establishing a democratic, autonomous, representative and pro-masses Student Council Federation, in order to forward the interest, ideals, aspirations, welfare, and development of the members and its sectors; protect and promote scholarships, leadership and service; foster principled relationships among students, faculty, administration and other sectors of the society, do ordain and promulgate this constitution.

## **VISION**

A student council federation that protects the rights of, advances holistic development and furthers the goals and aspirations of its members while simultaneously being the counterpart of the University in its thrust for excellence and impact.

## **MISSION**

To provide mechanisms ensuring the rights of students are well-established and protected, eliminating all causes of fear from their university lives. To establish linkages with external student organizations, providing avenues to build relationships that elevate and promote these linkages to nation-building. To provide excellent service to the student body through programs and policies that further their welfare and holistic development, effectively making them vital assets to the University and the Nation as a whole.

## **ARTICLE I NAME, DOMICILE & LOGO**

**Section 1.** The Supreme Student Council Federation of the Visayas State University shall be known as the VSU - Supreme Student Council Federation herein referred to as VSU-SSCF.

**Section 2.** The VSU-SSCF shall have its office at whichever campus the VSU-SSCF Chairperson is based.

**Section 3.** The Supreme Student Council of the Campuses under the VSU system shall be known as the University Supreme Student Council herein referred to as USSC. (i.e. USSC Baybay) and shall have its address on their respective campuses.

**Section 4.** The Supreme Student Council of the Faculty under each Campus of the VSU system shall be known as Faculty Supreme Student Council herein referred to as FSSC-Campus Name. (i.e Faculty of Agriculture and Food

Sciences – Supreme Student Council - Baybay (FAFS-SSC Baybay) and shall have its address at their respective Campuses.

**Section 5.** The VSU-Supreme Student Council Federation holds the exclusive right and authority to use its official logo, as depicted below, in all official transactions and communications, both on and off campus.



**Section 6.** Any unauthorized use, reproduction, alteration, or distribution of the logo is strictly prohibited without prior written consent from the Federation. An individual who used the logo without any authorization shall be charged accordingly.

## **ARTICLE II DECLARATION OF PRINCIPLES**

**Section 1.** The VSU-SSCF shall be the highest governing body of the students of the VSU system, embodied by the USSCs.

**Section 2.** The VSU-SSCF shall be guided by the following:

- a. The VSU-SSCF is a democratic, self-governing, autonomous, participatory, representative, pro-masses student council federation.
- b. The VSU-SSCF is the highest representative organization of the VSU undergraduate student body and is based on the principles of democracy, accountability, transparency, autonomy, and effective and efficient governance.
- c. The VSU-SSCF exists to defend the rights of each of its members and to further their goals and aspirations.
- d. The VSU-SSCF shall have full control over its political and administrative functions guided by the existing laws of the University and laws of the land.

- e. As an organization that is supported by the VSU Student Body, its aims and goals shall be designed such that it addresses the needs and further the betterment of the VSU student body.
- f. Acknowledge that it is imperative to coordinate with other Organizations within the University for effective and efficient service.
- g. The VSU-SSCF shall have full control over its financial aspects in accordance with the related guidelines.

**Section 3.** The VSU-SSCF shall:

- a. In full authority, make decisions, policies and steps for the implementation of such without any interference coming from other sectors and offices subject to existing rules of the University and the laws of the land that are not contrary to this Constitution.
- b. Value the rights, opinions, and dignity of its members and shall be at the helm in the pursuit of the rights, welfare, and development of the student body.
- c. Create mechanisms that will ensure the coordination and cooperation of the VSU-SSCF with the accredited organizations of the university.
- d. Be sensitive to the social, emotional, intellectual, cultural, spiritual, and political needs of the VSU student body and support them in the pursuit of their dreams and aspirations.
- e. Strive to instill social awareness among students, and shall take a definite stand on an essential issue relevant to student welfare may it be local, national, or international.
- f. Exercise honesty, integrity, and impartiality in its governance and take lawful measures against the misconduct of its members.
- g. Ensure that measures will be taken to respond to the individual or collective concerns of the VSU Student body and be given solutions lawfully and appropriately.
- h. Renounce all undertakings that are autocratic and oppressive in nature and/or are contrary to the laws of the University and laws of the land.
- i. Promote Viscan culture as a culture of excellence.
- j. Sustain the egalitarian community within the VSU system and must look out for the welfare of its constituents.



- k. Uphold and exercise the Vision, Mission, and Rules of the University provided that these are not contrary to the provisions and laws protecting the students contained herein.

**Section 4.** The USSCs and FSSCs shall exercise local autonomy such that each USSC/FSSC is independent to each other but they shall cooperate, support, and actualize any approved policies and activities of the VSU-SSCF.

**Section 5.** The VSU-SSCF shall actively participate in matters affecting students through representation to the Board of Regents (BOR) in accordance with RA 8292, otherwise known as "The Higher Education Modernization Act of 1997", and in implementing bodies of the University.

### **ARTICLE III MEMBERSHIP**

**Section 1.** All bona fide undergraduate students of the VSU System shall automatically become members of the VSU-SSCF upon enrolment within the university. Membership is mandatory, and students cannot opt out unless otherwise provided by institutional policies.

**Section 2.** All members shall be bound by the Constitution and by-laws and subject to its rules and regulations.

**Section 3.** The membership fee of the students under the USSC/FSSC shall be determined by their respective USSC/FSSC with the approval of its members.

**Section 4.** Membership shall be renewed every semester upon confirmation of enrolment. Students enrolled during the Midyear term shall maintain their membership status, provided it was duly renewed during the preceding second semester of the academic year. This provision ensures that all summer activities remain governed by the Constitution and by-laws of the VSU-SSCF.

**Section 5.** Membership will end upon transfer to another school and/or upon cessation of the schooling within the regular semester.

**Section 6.** Each Member shall pay a membership fee to their USSC/FSSC as determined by their Constitution and By-Laws, approved by their respective student body, every semester except for midyear admissions of the university.

### **ARTICLE IV BILL OF RIGHTS**

**Section 1.** All members shall have the right to academic freedom as provided by the 1987 Philippine Constitution Article XIV, Section 5, Sub-



section 1.

**Section 2.** Every member has the right to an education commensurate to his or her abilities and capabilities and to avail himself/herself scholarships or grants offered by any sector of the society.

**Section 3.** Every member has the right to be knowledgeable of the VSU-SSCF constitution and by-laws and participate actively during activities of the council.

**Section 4.** Every member has the right to express his/her views and opinions on all matters affecting him/her as a member of the University community and society as a whole.

a. Every member shall have the right to participate in discussions inside and outside the classroom setting and put a stand on significant issues whether local, national, or international.

**Section 5.** Every member has the right to freedom of speech and to express his/her views and opinions in student newspapers and similar publications provided that he/she upholds the principles of responsible journalism.

a. Every member shall have the right to circulate leaflets, newsletters, posters, manifestos, and other materials of similar nature.

b. Student publications shall serve as official student organizations reflecting and enhancing the ideas, views, aspirations, issues, and sentiments of students regarding its academic community, university administration, and society in general.

**Section 6.** No school administrator, school official, faculty, and staff shall interfere, influence or determine the contents of the student publication provided they shall be guided by the provision of the Campus Journalism Act.

**Section 7.** Every member shall have the right to be protected against any harassment, abuse, and unwarranted interference that is prejudicial to his/her physical, mental, emotional, social, moral, and spiritual development and beliefs.

a. Military/police elements, school security forces, faculty, and staff shall not interfere and/or not harm with peaceful student activities inside the campus particularly students' protest actions.

b. Every member shall have the right to be in due process of law if and only if his/her right/s is/are abused or suppressed.

**Section 8.** Every member shall have the right to organize associations without any discrimination and/or participate actively in any of these, in accordance with the rules and regulations of the University.

**Section 9.** Every member shall have the right to exercise ideological and spiritual beliefs without trespassing on others' respective values.

**Section 10.** Every member shall have the right to information on all matters affecting his/her studies and access to all records and documents (whether printed or in electronic form) of a public nature.

**Section 11.** Every member shall have the right to vote and be elected subject to internal policies of the organization he/she desires to join.

**Section 12.** Every member shall have the right to protest against unjust and inhumane University policies.

a. No member shall be barred nor intimidated from participating in any student assembly.

b. Every member shall have the right to air their grievances, seek redress, and shall have his or her protection for whatever intimidation or harassment suffered without just cause.

**Section 13.** No member shall be subjected to exploitation, involuntary servitude, cruelty, or unusual punishment.

**Section 14.** Every member has the right to receive, primarily competent instruction, and relevant quality education in line with the national goals and conducive to their full development as persons with human dignity.

**Section 15.** Every member shall have the rights and privileges to all student development programs.

**Section 16.** Every member shall exercise his/her rights and privileges with due regard for the rights of his fellow students and other members of the VSU community.

## **ARTICLE V DUTIES AND RESPONSIBILITIES OF MEMBERS**

**Section 1.** Every member shall uphold this constitution.

**Section 2.** Every member shall uphold the approved policies and resolutions submitted by the federation.

**Section 3.** Every member shall uphold the academic excellence and integrity of the institution.

**Section 4.** Every member shall exert an academic effort to their potential; and pursue education that will become their personal property or resources, which form the good character of their family, institution, and society.

**Section 5.** Every member shall promote tranquility in the Institution by observing the rules and exerting an effort to a harmonious relationship among other students, teaching and non-teaching staff, and administration.

**Section 6.** Every member shall actively participate in the promotion of the general welfare, particularly, the social, economic, and cultural development of the academic community and attaining justice, compassion, and order in the society.

**Section 7.** Every member shall respect the customs and traditions of the people duly constituted by the Philippine Constitution and principles of democracy.

**Section 8.** Every member shall empower and develop each other's advocacies for public service in order to strengthen the organization and foster cooperation wherein he/she is a member.

**Section 9.** Every member shall pay his/her USSC and FSSC membership fee as levied by his/her respective USSC/FSSC.

**Section 10.** Every member shall cast his/her vote in every election/plebiscite/initiative/recall conducted by the Student Election Board.

**Section 11.** Every member shall attend all meetings conducted by their respective USSCs/FSSCs.

**Section 12.** Every member shall be involved in any socio-cultural, sport, and academic activities conducted by their respective USSCs/FSSCs.

**Section 13.** Every member shall exercise his/her duties and responsibilities.

## **ARTICLE VI DISCIPLINARY ACTIONS**

**Section 1.** Negligence of the duties and responsibilities of each member is subject to sanctions as determined by the Committee on Sanctions through an approved resolution provided that it is in line with the rules and regulations of the University and in relation to Article V.

**Section 2.** All Supreme Student Council (SSC) reserves the right to impose sanctions on members who fail to fulfill their responsibilities. To ensure fairness and accountability, the SSCs shall implement any of the following penalties given that it is right, just & ethical, which are deemed equivalent in value and impact:

- |           |   |              |
|-----------|---|--------------|
| <b>a.</b> | <b>Monetary<br/>(50Php).</b>  | <b>Fines</b> |
|           | A minimum monetary fine of 50 Php or as determined by the SSC Board shall be imposed as a straightforward penalty for non-compliance. |              |

**b. Community Service Equivalent to Event Duration.** Members who miss scheduled events or activities may be required to perform community service. The duration of this service will be directly proportional to the total hours of the event missed. For example, if an event lasts 3 hours, the member must render 3 hours of community service. This ensures that the time lost is compensated through meaningful contributions to the University.

**c. Donation of School Supplies or Cleaning Materials.** As an alternative to monetary fines, members may choose to donate school supplies or cleaning materials.

**Section 3.** All collected fines in any form shall be utilized as determined by the USSC/FSSC Board.

## **ARTICLE VII CONSTITUTIONAL COMMISSION**

### **A. UNIVERSITY STUDENT ELECTION BOARD**

**Section 1.** The body shall be known as the University Student Election Board (USEB).

**Section 2.** The USEB shall oversee and ensure the conduct of free, fair, and impartial student elections, plebiscites, and such in accordance with the organization's Constitution and bylaws.

**Section 3.** The Chairperson and his staff shall be appointed every end of the 2<sup>nd</sup> Semester by the outgoing USEB Chairperson or in case of vacancies, the Executive Board of the VSU-SSCF may appoint. The Appointed Chairperson will be the one to designate other positions in the USEB through a Resolution.

**Section 4.** The Student Election Board shall have the University Student Election Board Code (USEB Code) that shall serve as the manual/guidelines for the Student Election Board.

**Section 5.** The Student Election Board shall have a free hand to formulate and ratify its own USEB Code provided that its content shall not be contrary to this constitution.

### **B. UNIVERSITY SUPREME STUDENT TRIBUNAL**

**Section 1.** The body shall be known as the University Supreme Student Tribunal (USST).

**Section 2.** The University Supreme Student Tribunal shall exercise the power to hear, try, and decide cases properly brought before it involving any of the following:

- a. The constitutionality or validity of any law, resolution, policy, or program by the Supreme Student Councils.
- b. The legality of any act of an officer and/or officer of the Supreme Student Council.
- c. Any election protest or any violation of election laws in its appellate jurisdiction.
- d. Any complaint or impeachment motions against an SSC officer.

**Section 3.** The University Supreme Student Tribunal (USST) shall operate as an autonomous body, independent from the Supreme Student Council (SSC), and shall exercise exclusive and final authority within its defined jurisdiction as outlined in its Constitution and Bylaws. The SSC shall not interfere with the USST's judicial processes, decisions, or internal operations. "Interference" shall include, but not be limited to, attempts to influence case outcomes, control resource allocation, or dictate internal procedures. Any perceived or actual interference shall be reported to the University Legal Office for review.

**Section 4.** The University Supreme Student Tribunal shall be composed of a Chief Justice and five Associate Justices, each representing one of the five campuses of the Visayas State University. The USST shall be guided by the following non-voting advisers: a representative from Student Affairs Services (SAS), the University Legal Officer, and a representative from the Gender and Development (GAD) office. The advisers shall provide counsel on matters of policy, procedure, and legal interpretation, but shall not have the power to influence judicial decisions. In hearing any case, the USST shall sit en banc. The concurrence of at least four (4) members is required to resolve a case.

**Section 5.** Each University/Supreme Student Council (USSC) Board shall endorse two or three qualified candidates for membership in the University Supreme Student Tribunal (USST). Candidates must meet the following minimum qualifications: (a) a cumulative GPA of 3.0 or higher, (b) no record of disciplinary action, and (c) demonstrated knowledge of student rights and responsibilities.

Candidates shall become official members upon approval by a selection committee comprised of:

1. A representative from the Student Affairs Services (SAS), designated by the SAS Director.

2. A faculty member from the Department of Social Sciences (or a related department like Political Science, Public Administration, or Philosophy), appointed by the Head of the Department. If these are unavailable, a faculty member from any department, with a background in law and governance
3. A representative from the University Legal Office, designated by the University Legal Counsel.
4. A member of the VSU-SSCF Board (selected by the board).

The selection committee will review applications, conduct interviews, and select the six (6) inaugural members of the USST. The selection committee should prioritize impartiality and ensure the chosen members reflect diverse perspectives and backgrounds.

After the selection, the members of the new USST will convene and elect a Chief Justice from among themselves by a simple majority vote. The remaining members shall serve as Associate Justices. Each Associate Justice shall be designated by the Chief Justice to represent their respective campus, based on their qualifications and experience.

**Section 6.** The Supreme Student Tribunal shall have the authority to formulate and ratify its own constitution, rules, and guidelines, provided that their content shall not be contrary to this constitution, university policies, and relevant laws of the Republic of the Philippines. The USST's constitution, rules, and guidelines shall be submitted to the University Legal Office for review and approval from the Student Body prior to implementation. The University Legal Office shall ensure that the rules are consistent with applicable laws and policies. Any amendments to the USST constitution, rules, or guidelines shall also be subject to review and approval by the University Legal Office.

## **ARTICLE VIII COMPOSITION & ROLES**

**Section 1.** The Federation shall comprise all elected Presidents of the University Supreme Student Councils (USSC) from each recognized campus. Each President shall represent the student body of his respective campus in all matters pertaining to student governance.

- a. Each USSC President shall be the official student representative and shall act in the best interest of the students whom they represent. This role shall include, but not be limited to, the promotion of student concerns, care for students' welfare, and student participation in campus and community affairs.



- b. The Presidents of USSC are to take an active role in the Federation's meetings, discussions, and activities. They are expected to positively contribute to the decision-making processes that have a bearing on the general student community on all campuses.

**Section 2.** The Federation shall serve as the highest governing body of all student councils within the university system.

**Section 3.** The VSU-SSCF Board shall be composed of the USSC Presidents of the VSU-System and are as follows:

1. Chairperson
2. Vice-Chairperson
3. Secretary-General
4. Treasurer
5. Auditor
6. Press Information Officer

**Section 4.** Once a USSC President is elected as VSU-SSCF Chairperson, his/her Vice-President shall automatically assume his/her responsibility as USSC President and shall be given the power to elect, be elected, and vote in the VSU-SSCF Executive Board.

**Section 5.** Each University Supreme Student Council (USSC) shall serve as the highest governing student council for its respective campus, representing the collective interests of its campus student body.

The USSCs shall:

- Coordinate with the Federation to implement university-wide policies and programs.
- Oversee and supervise Faculty Supreme Student Councils (FSSCs) and other local councils within their respective campuses.
- Represent their campus in Federation meetings and decision-making processes through their President.

The USSC shall have the following officers:

- **President**
- **Vice-President**
- **Secretary-General**
- **Treasurer**
- **Auditor**
- **Public Information Officer**
- **6 Board of Directors** which will be assigned to the following Committees
  - Committee on Justice (included: Justice and Students Right, Sanctions), Committee on Alternative Education, Committee on Socio-

Cultural Affairs, and Sports, Committee on Student Welfare and Development, Committee on Income Generating Projects (IGP), Committee on Environmental Protection and Sustainability.

- **1 Representative** per faculty from their respective campuses.
- **1 Representative** from the Association of Student Organization.
- **1 Representative** from the University Interdormitory Student Body (UISB).

**Section 6.** The Faculty Supreme Student Councils (FSSCs) shall represent their respective faculties or colleges and address faculty-specific concerns.

The FSSCs shall:

- Collaborate with their campus USSC.
- Participate in university-wide initiatives in coordination with the USSC and Federation.
- Report their activities and concerns to the USSC of their respective campus.

The FSSC shall have the following officers:

- **President**
- **Vice-President**
- **Secretary-General**
- **Treasurer**
- **Auditor**
- **Public Information Officer**
- **6 Board of Directors** which will be assigned to the following Committees
  - Committee on Justice (included: Justice and Students Right, Sanctions), Committee on Alternative Education, Committee on Socio-Cultural Affairs, and Sports, Committee on Student Welfare and Development, Committee on Income Generating Projects (IGP), Committee on Environmental Protection and Sustainability.
- **1 Representative** per Degree Program or Course-Related Organization under their faculty provided that it is applicable. Otherwise, there will be no position for an Organization Representative.

**Section 7.** The USSCs and FSSCs shall retain autonomy in planning and executing campus or faculty-specific programs, provided these do not conflict with the Federation's directives or university policies.

**Section 8.** The Federation shall act as the final arbiter for disputes involving USSCs or FSSCs within the university system. In cases where disputes cannot be resolved internally, the Federation may elevate the matter to the university administration for final resolution.

## **ARTICLE IX**

### **POWER, DUTIES AND RESPONSIBILITIES OF OFFICERS**

**Section 1.** The newly elected VSU-SCCF Board Officers shall conduct an inaugural address in the form of a General Assembly on each campus one week after the start of the regular school semester.

**Section 2.** The VSU-SCCF Board Officers shall conduct a State of the Federation Address (SOFA) three weeks before the final examination in every regular semester on each campus.

**Section 3.** Overall Responsibilities;

- A. The VSU-SCCF shall be the highest implementing governing body of the students in the VSU system.
- B. Formulating and outlining student-related activities, programs, and projects that shall promote students' rights, welfare, development, women empowerment, and gender equality.
- C. Initiating and formulating a budget for the whole semester.
- D. Meeting at least once a month so as to properly discharge the duties and responsibilities inherent to the position.
- E. Constituting a majority (50%+1) of its members to start a quorum.
- F. Formulating standard operating procedures and regulations to facilitate order, efficiency, and effectiveness in conducting Student Federation operations.
- G. Upholding the constitution and the operational documents.
- H. Organizing a General Student Assembly to present the plans, programs, activities, and updates of the Federation.

**Section 4.** Designated Responsibilities;

#### **1. Chairperson**

- a. Shall be the head of the VSU-SCCF.
- b. Shall approve all legislations and resolutions passed by the Board.
- c. Shall administer the approved laws, activities, and programs of the VSU Supreme Student Council Federation; carrying into practical operation and enforcing them.
- d. Shall represent or delegate representatives for official functions of the VSU-SCCF.
- e. Shall be the official representative to the Board of Regents (BOR) as its **Student Regent** (SR).
- f. Shall preside over dialogues of the Board and overall meeting, sign and approve minutes of the VSU Supreme Student Council Federation and dialogues of the Board.
- g. Shall vote in case of ties as determined by the Election Code.
- h. When need arises, the Chairperson shall have the power to create and dissolve ad hoc committees;

- i. Shall perform other functions if the need arises as approved by the Board.
- j. Shall coordinate with the Student Election Board and Student Tribunal and other accredited organizations in and outside of the University.

**2. Vice-Chairperson**

- a. Shall assume the responsibility of the Chairperson in such cases of his/her incapacity, absence, resignation, impeachment, or death.
- b. Shall have voting power apart from his/her functions or as determined by the Election Code.
- c. Shall perform other functions if the need arises as determined by the Chairperson or by the VSU-SSCF Board.
- d. Shall exercise oversight function over committees that monitor the progress of the VSU Supreme Student Council Federation projects and activities in the absence of the chairperson.
- e. Shall be the head of the Regulation and Appointment Committee which will Regulate and Review the proposals of each committee.

**3. Secretary-General**

- a. Shall be the head of the Secretariat Committee.
- b. Shall keep all journals and correspondence pertaining to the activities of the VSU-SSCF, and shall reproduce such if the need arises.
- c. Shall take minutes of the VSU-SSCF Board meetings, general assemblies and the likes.
- d. Shall issue call slips to the VSU-SSCF Officers.
- e. Shall present secretarial report through the Press Information Officer.
- f. Shall have a voting power apart from his/her functions or as determined by the Election Code.
- g. Shall perform other functions if the need arises as determined by the Chairperson or by the VSU-SSCF Board.

**4. Treasurer**

- a. Shall be the head of the Finance Committee.
- b. Shall be the principal budgetary officer of the VSU-SSCF.
- c. Shall keep detailed records on all properties and financial expenditures of the VSU-SSCF.
- d. Signing all financial transactions of the VSU Supreme Student Council Federation Executive Department during the general assembly, regular, and special meeting.
- e. Shall transparently present an approved financial report together with the Auditor to the VSU-SSCF members during SOFA.
- f. Shall have voting power apart from his/her functions or as determined by the Election Code.
- g. Shall perform other functions if the need arises as determined by the Chairperson or by the VSU-SSCF Board.

**5. Auditor**

- a. Shall audit all accounts of the VSU-SSCF.
- b. Shall assist the financial report of the VSU-SSCF Treasurer.
- c. Shall have voting power apart from his/her functions or as determined by the Election Code.
- d. Shall perform other functions if the need arises as determined by the Chairperson or by the VSU-SSCF Board.

**6. Press Information Officer**

- a. Shall disseminate information announcements, or any important messages from the Executive Board to all officers through all available means of communication.
- b. Shall make formal correspondence with the Public Information Officers of the USSC and FSSC.
- c. Shall be the official federation spokesperson.
- d. Shall have a voting power apart from his/her functions or as determined by the Election Code.
- e. Shall perform other functions if the need arises as determined by the Chairperson or by the VSU-SSCF Board.

**ARTICLE X  
COMMITTEES**

**Section 1.** There shall be standing committees that will oversee the different responsibilities of the VSU-SSCF and shall ensure its effective and efficient function.

**Section 2.** The committees shall be headed by the officers of the VSU-SSCF. Officers of USSCs shall become member of a committee through an approved resolution.

**Section 3.** Nature and Description of the Committees:

**A. Secretariat Committee**

1. Shall be headed by the Secretary-General.
2. Shall have at least one member.
3. Shall facilitate the administrative work of all Federation Meetings.
4. Shall formulate rules and guidelines that will improve the efficiency and effectiveness of meeting proceedings as per Robert's Rule of Order.
5. Shall craft the necessary official documents for the Federation.

**B. Finance Committee**

1. Shall be headed by the Federation Treasurer.
2. Shall have at least one member
3. Shall ensure the efficient use of funds through per-semester budget plan.

4. Shall review and recommend all proposals concerning the use of monetary resources in the Federation and Student Development Fund.
5. Shall present a Budgetary Allocation for activities in every semester.
6. Shall formulate policies and guidelines for the use of Federation Funds.

#### **C. Committee on Regulation and Appointments**

1. Shall be headed by the Vice-President
2. Shall have at least one member
3. Shall regulate, review, and oversee the validity and effectiveness of the proposals submitted by the students and committees for recommending approval to the board.
4. Shall regularly check and monitor the implemented programs of the federation to ensure that each of these programs are working as intended.
5. Shall review all recommendations for appointment made by the Officers for approval to the President.

#### **D. Committee on Sanctions**

1. Shall be appointed by the Executive Board.
2. Shall be responsible for charging sanction/s as determined by the VSU-SSCF Constitution and the University rules and regulations.

**Section 4.** The President shall have the power to create ad-hoc committees and appoint their respective heads as needed.

### **ARTICLE XI ACCOUNTABILITY OF THE SSCF OFFICERS**

**Section 1.** The Supreme Student Council Federation office is a Student Trust. Student officers and students must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives.

**Section 2.** Student Officers must be knowledgeable of their respective responsibilities, authority and limitations and must have thorough knowledge of the constitution.

**Section 3.** The USSCF, USSC, FSSC, USEB, and USST Officers may be removed from office on impeachment for, and conviction of, culpable violation of the Constitution and Bylaws. Violations liable and subject to impeachment are as defined by the USST constitution.

**Section 4.** The SSCF Board shall have the exclusive power to initiate all cases of impeachment.

(1) A verified complaint for impeachment may be filed by a member of any SSC Board or by any student upon a resolution or endorsement by any member thereof, which shall be included in the Order of Business within ten days, and referred to the Committee on Justice (COJ) within three days thereafter. The Committee, after hearing, and by a majority vote of all its members, shall submit its report to the SSCF Board within thirty days from such referral, together with the corresponding resolution. The resolution shall be calendared for consideration by the Board within ten session days from receipt thereof.

(2) A vote of at least one-third of all the members of the SSCF Board shall be necessary either to affirm a favorable resolution with the articles of impeachment of the Committee or override its contrary resolution. The vote of each member shall be recorded.

(3) In case the verified complaint or resolution of impeachment is filed by at least one-third of all the members of the SSCF Board, the same shall constitute the articles of Impeachment, and trial by the USST shall forthwith proceed.

(4) No impeachment proceedings shall be initiated against the same official more than once within a period of one month.

(5) The USST shall have the sole power to try and decide all cases of impeachment. When sitting for that purpose, the Justices shall be on oath or affirmation. No person shall be convicted without the concurrence of two-thirds of all the members of the USST.

(6) Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold any office under the VSU-SSCF, but the party convicted shall nevertheless be liable and subject to prosecution, trial, and punishment, according to the law.

(7) The USST shall promulgate its rules on impeachment to effectively carry out the purpose of this section.

**Section 5.** Student Officers must understand that the sovereignty resides in the student body and all legitimate authority emanates from them.

## **ARTICLE XII FUNDS AND DISBURSEMENT**

**Section 1.** The general fund of the VSU-SSC Federation shall consist of the amount received from the 10% of the membership fees per student collected by the USSC.



**Section 2.** The VSU-SSCF shall resource funds from the USSC of the campuses, only in the events of;

- a. Emergency Calamity Response
- b. Lack of Funds

**Section 2.** The USSC shall issue a resolution that shall stipulate the amount that will be turned over to the VSU-SSC; Federation 1 week after the start of every semester;

**Section 3.** Funds from the USSC shall be legally collected and deposited in the VSU-SSC Federation bank account by the VSU-SSC Federation Treasurer/Chairperson the same week upon receipt.

**Section 4.** The total amount received in every USSC shall be allocated to the needs of the VSU-SSC Federation. The following matrix shall be observed;

- . 80% - Operating Expenses (Travel Allowance, Board Meeting Administrative Expenses)
- . 20% - Emergency/Contingency Fund

Section 5. Deposits and withdrawals of the fund shall be through a resolution duly signed legibly by the VSU – SSC Federation President, Treasurer, and the Adviser for Finance only. These transactions shall only be permitted if supplemented with the following attachments:

1. Excerpts of the Minutes of the Meeting
2. Board Resolution with the Budget Breakdown

## **ARTICLE XIII ADVISERS**

**Section 1.** There shall be a Board of Advisers of the VSU-SSCF consisting of a maximum of three (3) members coming from the faculty & administrative staff.

**Section 2.** The VSU-SSCF Board of Advisers shall be selected by the newly elected VSU-SSCF Board with the approval of the faculty/Administrative Staff they have chosen.

**Section 3.** The Advisers have no part in the VSU-SSCF Policy Law Making.

**Section 4.** Duties and Function of the VSU-SSCF Advisers

- a. To advise the VSU-SSCF Officers in the area of appointments, planning, budgeting, implementing, and executing the VSU-SSCF programs and projects.
- b. To help settle internal disputes between and among VSU-SSCF Officers.

- c. To countersign any pertinent document when needed.

#### Section 1. Political Parties

### **ARTICLE XIV SYSTEM OF ELECTIONS**

1. There shall be an open party system in the USSC/FSSC Elections.
2. Political Parties must be duly registered with the SEB for official recognition.
3. Registration of parties shall be done each semester not later than the end of filing of the Certificates of Candidacy.
4. Registered parties and independent candidates can conduct campaign activities within the campus upon the issuance of permits from the Publicity Officers. They shall be permitted to use school facilities and equipment upon the approval of the proper school authorities.
5. Each political party must have a campaign manager who must be a bona-fide undergraduate VSU student. The Campaign Manager shall be the official representative of the party in cases of protest and complaints.
6. Political Parties will only be recognized if:
  - a. There is no vacancy in any executive position.
  - b. There is a clear Strategic Political Direction and Platform.
  - c. The Political Party is academically diverse such that every college/department is well represented.

#### **Section 2. Campaigns**

1. Campaigns shall only be conducted on the specified campaign period unless otherwise deemed disadvantageous to the interest of the school and other parties.
2. Complaints and protests against illegal campaigns must be submitted to the SEB within a week after the accused violation for the proper action.
3. Total campaign expenses should not exceed five thousand pesos (Php 5, 000.000) for every party, and one thousand pesos (Php1, 000.000) for every independent candidate.
4. All campaigns must preserve the tranquility of the school atmosphere and must do away with libelous speeches and illegal acts.
5. Rallies shall be held only during non-class hours and must present and discuss the platforms and programs of the parties. No two parties can hold rallies at the same time unless permitted by the SEB.
6. Campaign posters must bear the SEB logo/seal posted in any place. All election paraphernalia shall be removed one day after the elections.

7. Dorm to dorm campaign is allowed with the consent of the dormitory adviser. This must not exceed two (2) hours. Occupants must not be forced to attend such campaigns.
8. Parties and/or candidates must not solicit funds from private individuals, organizations, and/or entities.
9. Only duly registered and approved candidates and parties are allowed to campaign.
10. Campaigns shall start one (1) month before the election week and shall end at 12 midnight, the day before election week. No campaign shall be done during the Election Day.

### **Section 3. Elections**

1. There shall be two (2) separate regular elections for the USSC and FSSC, and VSU-SSCF as provided for by the 2025 VSU-SSCF Constitution and By-laws.
  - a. Elections of the USSC and FSSC Board Officers shall be held Friday, three weeks before the scheduled final exam for external campuses, and Saturday for the main campus.
  - b. Elections for the VSU-SSCF Executive Board shall be held at the Student Leadership Congress or as determined by the USEB Board.
2. The two regular elections shall be held in places designated by the SEB.
3. The SEB shall see to it that every student is properly informed at least two weeks before the scheduled elections.
4. The voting period of all regular elections shall start at 8:00 AM and shall end at 3:00 PM. Nobody can cast his/her vote outside this period. Canvassing of ballots shall be done as soon as possible but earlier than the closing voting period.
5. Any active officer shall be disqualified to become a campaign manager to avoid bias.

## **ARTICLE XV TERM OF OFFICE, SUCCESSION, AND FILLING OF VACANCIES**

### **Section 1. Term of Office**

- a. The newly-elected set of officers shall assume their office the first semester of the succeeding school year after officially proclaimed by the Student Election Board (SEB).
- b. The term of office of the VSU-SSCF Board shall be one (1) year or until their successors are elected.

c. No VSU-SSCF Board Officer shall be eligible to serve more than two consecutive terms in the same office.

**Section 2. Filling of Vacancies**

1. In the case the Chairperson has been declared as interim or perpetually vacant, voluntarily resigns, dies, is permanently incapacitated, is removed from office, is suspended, or has been absent without leave for more than one month, the Vice-Chairperson shall automatically assume the office for the remainder of the unexpired term. Special elections shall be held to elect the Vice-Chairperson.

2. In the case of vacancies in the positions of Secretary, Treasurer, and Auditor, the Vice-Chairperson shall automatically assume the positions or shall be filled by a special election called for the purpose and serve for the remainder of the unexpired term.

3. The Vice-Chairperson cannot in any way refuse the assumption of the Office of the Chairperson, or any vacant executive positions once a permanent vacancy is determined.

4. If for any reason the office of the Chairperson is temporarily vacant, then the Vice-Chairperson can act as the Officer-in-Charge of the Office of the Chairperson.

**ARTICLE XVI  
THE STUDENT COUNCIL MANUAL**

**Section 1.** There shall be a student council manual that will guide the new officers in the conduct of the SSC/Federation.

**Section 2.** The Student Council Manual shall at all times be followed.

**Section 3.** Disciplinary actions shall be imposed to the officers that do not adhere to the Student Council Manual as per Article V of this Constitution.

**Section 4.** The Student Council Manual should be reviewed and if possible, amended yearly by the SSC/Federation.

**ARTICLE XVII  
PARLIAMENTARY  
AUTHORITY**

**Section 1.** The VSU-SSCF may adopt the rules contained in Robert's Rule of Order (Newly Revised) in all cases in which they are applicable. It may adopt any special rules of order in cases where rules contained in the said book are not consistent with this constitution.

## **ARTICLE XVIII USSC AND FSSC AND THEIR CONSTITUTION**

**Section 1.** Each USSC/FSSC shall have the free hand to formulate and ratify its own constitution provided that its content shall not be contrary to this constitution.

**Section 2.** The USSC/FSSC constitution shall be reviewed and amended, if necessary, by means of a Constitutional Convention right after the ratification of the USSC/FSSC Constitution and By-Laws.

**Section 3.** Policies, rules, guidelines, programs, and projects implemented or approved by the USSC/CSSC must align with the Constitution of the VSU-SSCF. In cases of inconsistency or conflict, the provisions of the Constitution shall take precedence over any contradictory policies, rules, or activities.

## **ARTICLE XIX AMENDMENTS OR REVISIONS**

**Section 1.** Any amendment to or revision of this constitution may be proposed by the VSU-SSCF Board, acting as the consultant assembly, by two-thirds (2/3) vote.

**Section 2.** Any amendment to this constitution may likewise be directly proposed by the VSU-SSCF constitutions through initiative upon the petition of at least thirty (30) percent of the total number of undergraduate enrollees, wherein each USSC must be represented by at least six (6) percent of its population.

**Section 3.** Any amendment to or revision of this constitution may likewise be made by a Constitutional Convention.

3.1 The USSCF Board shall appoint capable delegates. The following capable delegates are as follows;

- (a) USSCF Board
- (b) A representative from the Faculty
- (c) Interest, Religious, Greek-Lettered Organization
- (d) USEB

3.2. Underrepresentation and misrepresentation of the delegates for the Constitutional Convention shall make it null and void.

3.3 A legal officer may be invited to provide an alternative perspective during the Constitutional Convention.

**Section 4.** Any amendment to or revision of this constitution proposed by the VSU-SSCF Officers or a Constitutional Convention shall be valid when ratified by twenty-one (21) days or not later than forty-two (42) days after the approval of such amendments or revisions.

**Section 5.** Any amendment to or revision of this constitution directly proposed by the majority of the votes cast in a plebiscite shall be held not earlier than twenty-one (21) days or not later than forty-two (42) days after the certification of the sufficiency of such a petition by the Student Election Board.

**Section 6.** In the event of sudden changes to the university's organizational structure, the Supreme Student Council (SSC) shall retain its authority and functions, subject to necessary adjustments to align with the new structure. The SSC shall ensure continuity in its operations and responsibilities during such transitions.

6.1. The SSC shall engage in regular consultations with the university administration to:

- a. Clarify the scope and implications of the organizational changes.
- b. Seek guidance on maintaining the SSC's role and functions within the new structure.
- c. Ensure that the SSC's operations remain recognized and supported by the university.

6.2. If the university's restructuring affects the roles or responsibilities of SSC members, the council shall:

- a. Reassign roles to ensure all critical functions are fulfilled.
- b. Redefine responsibilities to align with the new organizational structure.
- c. Provide necessary training or orientation to affected members.

6.3. The SSC shall prioritize the continuity of ongoing projects and initiatives during periods of organizational change. A Project Continuity Plan (PCP) shall be implemented to:

- a. Identify projects at risk of disruption.
- b. Assign temporary leads or teams to oversee these projects.
- c. Ensure that deadlines and objectives are met despite the changes.

6.4. The SSC shall ensure that no member is unjustly removed or disadvantaged due to changes in the university's organizational structure. The council shall:

- a. Advocate for the fair treatment of all members.
- b. Provide support, such as counseling or guidance, to affected members.
- c. Ensure that membership rights and privileges are upheld during and after the transition.

**Section 7.** All amendments shall be reviewed and ratified during a general assembly. A quorum of 50% + 1 of the total voting members must be present, and the proposed amendments shall take immediate effect upon achieving a simple majority vote (50% + 1). Temporary provisions not ratified shall be repealed automatically. Any temporary provisions shall either be made permanent or repealed based on the assembly's decision.

**Section 8.** Any amendment to or revision of this constitution which exceeds the allotted time shall not be honored.

**Section 9.** No revision of this Constitution shall be authorized within one (1) year following the ratification of this constitution unless there are changes in the name or the structure of the colleges of the Visayas State University System.

## **ARTICLE XX TRANSITORY PROVISIONS**

**Section 1.** The Chairperson and other elected officers shall commence their term of office first semester of the succeeding school year as stated in Article XV, Sec. 1a.

**Section 2.** All existing laws, decrees, executive orders, proclamations, letters of instructions, and other executive issuances consistent with this constitution shall remain operative unless amended.

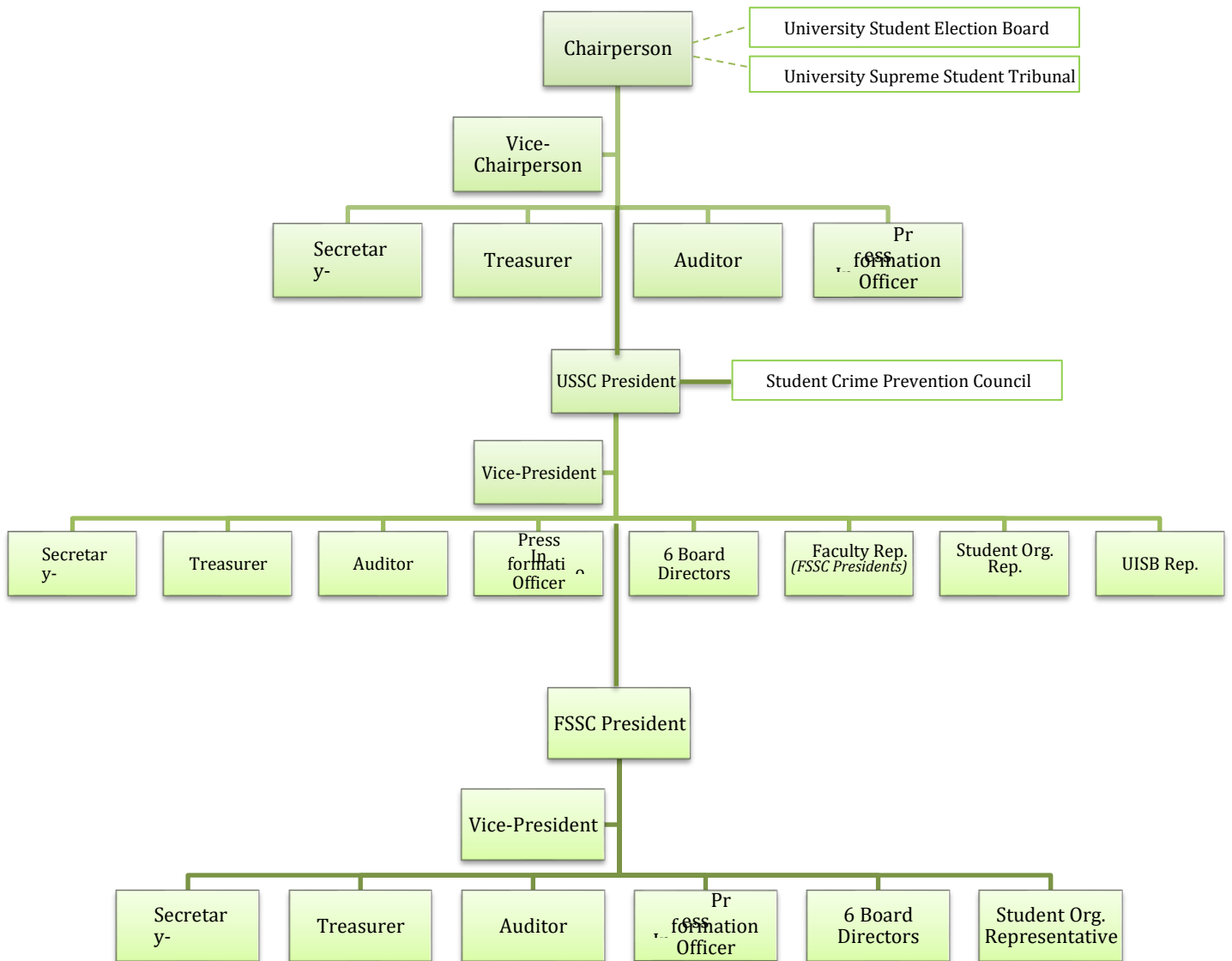
**Section 3.** Previously elected officers shall become honorary members and will act as advisers and shall guide the newly elected officers in their duties and responsibilities.

**Section 4.** The provisions of this constitution shall take effect on the second semester of the school year 2024-2025 after its ratification and therefore shall remain effective unless amended.



# VSU SUPREME STUDENT COUNCIL FEDERATION

## ORGANIZATIONAL STRUCTURE





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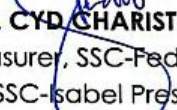
**EXECUTIVE BOARD**


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**RYAN C. LAIDA**  
Student Regent  
USSCF Chairperson

  
**HON. PHIL ALBERT E. RENOMERON**  
Vice Chairperson, SSC-Federation  
USSC-Tolosa President

  
**HON. GERALD M. CAONES**  
Secretary-General, SSC-Federation  
USSC-AlangAlang President

  
**HON. CYD CHARIST PRAICO**  
Treasurer, SSC-Federation  
USSC-Isabel President


  
**HON. ARIEL CATAMORA**  
Auditor, SSC-Federation  
USSC-Villaba President

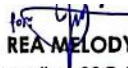
  
**HON. SANNY JR. M. DUMPA**  
Press Information Officer, SSC-Federation  
USSC-Baybay President

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**BOARD OF COUNCILORS**


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**HON. VIGGO LEVYS ADVINCULA**  
Councilor, SSC-Federation  
President, CTEAS-SSC  
Tolosa Campus

  
**HON. REA MELODY ALANGCAS**  
Councilor, SSC-Federation  
President, COET-SSC  
Isabel Campus


  
**HON. ROBIE BOHOLST**  
Councilor, SSC-Federation  
President, COTEASA-SSC  
Isabel Campus


  
**HON. SHARMAINE JOY CACAYAN**  
Councilor, SSC-Federation  
President, CCJE-SSC  
Tolosa Campus


  
**HON. WHYZ O. CAUMBAYAN**  
Councilor, SSC-Federation  
President, CFES-SSC  
Baybay Campus


  
**HON. GLORRYHNE DELOS SANTOS**  
Councilor, SSC-Federation  
President, CAS-SSC  
Villaba Campus

  
**HON. BABY LOVE DORDAS**  
Councilor, SSC-Federation  
President, CAES-SSC  
Alangalang Campus

  
**HON. JERIEL P. NUNEZ**  
Councilor, SSC-Federation  
President, CET-SSC  
Baybay Campus

  
**HON. JOSETTE N. MEMBREBE**  
Councilor, SSC-Federation  
President, CME-SSC  
Baybay Campus

  
**HON. JUDE ERIC R. OPERIO**  
Councilor, SSC-Federation  
President, CAS-SSC  
Baybay Campus

  
**HON. RALPH ERIC PALADIN**  
Councilor, SSC-Federation  
President, CTEAS-SSC

  
**HON. MICOLE MATTHEW PINO**  
Councilor, SSC-Federation  
President, CON-SSC



**VISAYAS**  
STATE UNIVERSITY

UNIVERSITY  
**STUDENT ELECTION BOARD**

### CERTIFICATE OF PLEBISCITE RESULT

This is to formally certify that the Plebiscite on the Amendments to the University Supreme Student Council Federation (USSCF) Constitution and Bylaws was conducted on the 2<sup>nd</sup> day of April 2025 at the Gymnatorium, Visayas State University, Baybay Campus, under the supervision and governance of the Student Election Board (SEB).

The plebiscite was carried out in a fair, transparent, and orderly manner, strictly adhering to the protocols and regulations set forth by the Student Election Board. The student body was granted the opportunity to express their collective decision on the proposed amendments to the USSCF-Constitution and Bylaws through their votes.

Upon the conclusion of the canvassing process, the following results were officially recorded and proclaimed by the **University Student Election Board**:

Total no. of Enrollees	Total no. of Excused (as per USSCF BR no. 5 s. 2025)	Total no. of Attendees	Voted <b>YES</b>	Voted <b>NO</b>
15,727	1,896	8,551	7374	990

Therefore, the results declares that the Amendment of the University Supreme Student Council Federation (USSCF) Constitution and Bylaws is hereby approved by the **University Student Election Board**.

This certification is issued as an official record of the proceedings and outcomes of the plebiscite, on this 2<sup>nd</sup> day of April 2025 at Visayas State University, Baybay City, Province of Leyte, Philippines.

In witness whereof, I affix my signature to authenticate and validate this document.

  
**CHRISTIAN S. GONZAGA**  
USEB Chairperson



**UNIVERSITY  
STUDENT ELECTION BOARD**  
Visca, Baybay City, Leyte, 6521-A Philippines  
Email: vsusebbaybay@gmail.com

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VSU-USEB-GA  
V01 04-02-2025

No.



## Annex A: Documentation











## **SEB along with USSC Organized a Federated Assembly**



[/tolosa.dolphin](#)



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[@TheDolphin2024](#)



