



BULACAN STATE UNIVERSITY
SARMIENTO CAMPUS
City of San Jose Del Monte, Bulacan



CONSTITUTION AND BYLAWS OF EXEMPLARY LEAGUE OF INFORMATION TECHNOLOGY STUDENTS (ELITES)

PREAMBLE

We, the members of the Exemplary League of Information Technology Students (ELITES), in order to promote continuous education through computer and information technology, to create awareness and safe space for its members, to establish a platform for growth and development, and uphold the principles of integrity, excellence, and collaboration, do hereby ordain and establish this Constitution and Bylaws.

ARTICLE I - GENERAL PROVISIONS

Section 1: *Name* - The program student organization in Bulacan State University – Sarmiento Campus were founded on June 2012. It shall be officially known as the Exemplary League of Information Technology Students (ELITES).

Section 2: *Official Seal* - The official seal of ELITES shall consist of the organization's name, date founded, and logo as specified in the constitution.



Section 3: *Motto* - ELITES' motto shall be "Innovative Transformation, Drive for Success and Continuous Training."

Section 4: *Principal Office* - The principal office of ELITES shall be located at Bulacan State University Sarmiento Campus.

ARTICLE II - MISSION, VISION, AND OBJECTIVES

Section 1: The Mission of the Exemplary League of Information Technology Students (ELITES)

Our mission is to achieve excellence towards providing up-to-date and relevant information, while maintaining a space environment for the students and its members and

to provide technological research innovations and developmental programmes while ensuring the quality of service for its members and to work with integrity and passion in serving everyone.

Section 2: The Vision of the Exemplary League of Information Technology Students (ELITES)

Our vision is to be the dominant student organization that leads the way towards promoting the most up-to-date technology, exclusive and effective collaborations, and to be known for its transformative innovation and program developments, while allowing its members to obtain knowledge, to be a game-changer and break through the status quo.

Section 3: The Objectives of the Exemplary League of Information Technology Students (ELITES) are dedicated to the advocacy of social change, and providing up-to-date information to achieve goals and. Specifically:

- To unleash potentials and skills of students and be knowledgeable in different fields of Information Technology, Data Science, and Computer Technology by providing accurate and relevant activities such as seminars, workshops, skills enhancement training and the like.
- To empower students’ engagement, and promote collaboration; fostering a responsible sharing of best practices through the use of different tools of communication, and personal interactions.
- Provide students the opportunity to discover and develop their skills and abilities in business, interpersonal interactions, and ethical behavior.
- To build students’ confidence in their environment, and social responsibilities.
- Establish strong connection and support to students, professors, faculty, university, and industry through the availability of resources, facilities, and community partnership.
- To inculcate discipline geared on achieving professional competence, integrity, morality, and ethical values.

ARTICLE III - PRINCIPLES AND VALUES

Section 1: ELITES shall adhere to the following principles and values:

1. Excellence in academic and professional pursuits.
2. Integrity, honesty, and ethical behavior.
3. Collaboration and Innovation.
4. Continuous learning and personal growth.
5. Respect for diversity and inclusivity.
6. Responsible citizenship and community engagement.

Section 2: Core Values

E – Elevate

L – Leadership

I – Innovation and Inclusivity;

T – Transparency

E – Empowerment and;

S – Strategy Decisions

ARTICLE IV - MEMBERSHIP APPLICATION

Section 1: *Eligibility* - Membership to ELITES shall be open and voluntary to all students enrolled at Bulacan State University Sarmiento Campus. Eligible courses include Bachelor of Science in Information Technology (BSIT), Bachelor of Science in Data Science (BSDS), and Bachelor of Industrial Technology Major in Computer Technology (BIT-CT).

Section 2: *Application Process* - Prospective members shall complete a membership application form and submit it to the designated officer(s) of ELITES. The form shall include necessary information and a statement of agreement to abide by the organization's constitution and bylaws.

Section 3: *Approval* - Membership applications shall be reviewed and approved by the designated officer(s) responsible for membership matters. The approval process shall be carried out in a fair and timely manner.

ARTICLE V - RIGHTS OF THE MEMBERS

Section 1: *General Rights* - Each member of ELITES shall have the following rights:

1. The right to vote in organization elections.
2. The right to run for any position in the organization.
3. The right to voice opinions, suggestions, and concerns during meetings and discussions.
4. The right to participate in organization activities, programs, and projects.

Section 2: *Voting* - All members are required to participate in voting during the designated voting period. Voting may be conducted through an agreed-upon method and shall be transparent and fair.

Section 3: *Resignation* - Members may resign by submitting a written resignation to the officer in charge. Resignation does not relieve members of unpaid dues or other charges accrued.

Section 4: *Termination* - Membership may be terminated by a majority vote of the membership for just cause.

Section 5: *Suspension and Expulsion* - Members may be suspended or expelled for violating the organization's code of conduct or engaging in actions detrimental to the organization. Suspension or expulsion requires a majority vote by the Board and may be appealed to the general membership, which has the final decision-making authority.

ARTICLE VI - ASSEMBLY

Section 1: *Annual Assembly* - The organization shall hold an annual assembly during the first week of March each year. The purpose of the assembly is to discuss organization matters, elect officers, and address important issues.

Section 2: *Special Meetings* - Special meetings may be called by the President when necessary to address urgent matters or specific topics. The President shall determine the date, time, and agenda of the special meetings.

ARTICLE VII - ELECTION AND APPOINTMENT OF OFFICERS

Section 1: *Election Process* - The election of officers shall be conducted during the annual assembly. The incoming and current 3rd-year students shall be eligible to run for the position of Chairman of the Board, while the remaining positions shall be open to all year levels. The election process shall be facilitated by the Class Mayors and representatives from both parties. The campaign period shall begin on the first week of the election month, allowing parties to campaign through various channels, including social media and room-to-room activities.

Section 2: *Announcement of Elected Officers* - The list of elected officers shall be announced and proclaimed within three days after the voting process. The outgoing President shall automatically assume the position of the incoming fourth-year representative.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1: *Role and Composition of the Board* - The Board is responsible for overall policy and direction of the organization, and delegates responsibility for day-to-day operations to the officers and committees. The Board shall have up to twelve (12) and not fewer than five (5) members. The board receives no compensation other than reasonable expenses.

Section 2: *Meetings* - The Board shall meet at least once every 2 months at an agreed time and place.

Section 3: *Board Elections* - Election of new directors or election of current directors to a second term will occur as the first item of business at the annual assembly of the organization. Directors will be elected by a majority vote of the membership. Only the incoming and current 3rd year students are qualified to run as chairman of the board. The remaining position shall be open to all year level.

Section 4: *Terms* - All Board members shall serve one-year term but are eligible for re-election.

Section 5: *Quorum* - A quorum must be attended by at least 75 percent plus one of the Board members before business can be transacted or motions made or passed.

Section 6: *Notice* - An official Board meeting requires that each Board member has a written notice one week in advance.

Section 7: *Officers and Duties* – The officers of the Board consist of a President, Vice President, Secretary, Treasurer, Auditor, and 6 representatives (4 from BSIT, 1 from BDS, and 1 from BIT-CompTech). Their duties are as follows:

President

1. The President shall convene regularly scheduled Board meetings.
2. Shall preside or arrange for other members of the board to preside at each meeting in the following order: Vice-Presidents, Secretary, Treasurer, Auditor, Representatives.
3. The President shall be the overall responsible for project implementation.
4. The president is the highest executive officer.
5. Shall exercise general supervision over all meetings.
6. Must approve all the executive orders, communications and any documents or papers concerning/pertaining to the business transaction in all internal and external affairs.
7. Must appoint head of committee and resume other duties and functions required.
8. Must be responsible in the monitoring of all affairs both internal and external matters; and
9. Must assist the ITDS department, office of the student organizations (local), and local student council in the performance of duties and maybe appointed in any committee.

Vice President

1. Must take responsibilities of president in his/her absence and perform duties and social task assigned to him/her by the president.
2. Create and manage a solid network of strategic partnerships and alliances.
3. Shall represent the organization in any relation outside the administration.
4. Serve as a spokesperson to key external audiences; and
5. Construct, provide, administer and quantify the success of a comprehensive, and ethical administration that coordinates with communicative policies that will enhance the organization's relations.
6. Shall coordinate every concern inside the administration.
7. Shall build a connection between organizations inside the institution.
8. Shall serve as a chairperson of election.
9. To facilitate the dissemination information about the organization; and
10. To review and maintain hard/soft copy of any documents of organization.

Secretary

1. The Secretary shall be responsible for keeping records of Board actions.
2. Shall oversee the taking of minutes at all board meetings.
3. Shall be responsible in sending out meeting announcements, distributing copies of minutes and the agenda to each Board members; and
4. Shall assure that organization records are soundly kept.

Treasurer

1. The Treasurer shall make a financial report at each Board meeting.
2. Chair the finance committee.
3. Shall assist in the preparation of the budget.

4. Shall help develop fundraising plans; and
5. Shall make financial information available to Board members, general members, and school.

Auditor

1. The Auditor shall conduct performance evaluation of the officers.
2. Shall conduct regular audit of the organization's financial status; and
3. Shall assist in the preparation of the budget.

Representatives

1. The Representatives shall be responsible in formulating projects that will benefit their respective year level, subject to the approval of the Board.
2. Shall attend to the regular meeting to air the request and complaints of their respective level.
3. Shall consult their respective level for issues and concerns.
4. Must be consisting of six officers that will represent each year level and program.
5. Shall give information to their respective year level and program regarding in this organization and other matters to all members; and
6. Must serve as the bridge among the members and executives.

Section 8: *Vacancies* - When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: *Resignation, Termination and Absences* - Resignation from the Board must be in writing and received by the Secretary. Resignation will only be granted after proper turnover of tasks and responsibilities. Any task or duties assigned prior to the resignation should be done before the approval of the resignation. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourth vote of the remaining directors but may be appealed to the general membership, which has final decision.

Section 10: *Special Meetings* - Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member postmarked one week in advance.

ARTICLE IX - BOARD OF COMMITTEES

Section 1: The Board may create committees as needed, for the purpose of implementing any projects of the organization. The Board's President appoints all committee chairs.

Section 2: *Executive Committee* - The officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings, subject to the direction and control of the Board of Directors.

Section 3: *Finance Committee* - The Treasurer is the chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and the annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major changes in the budget must be approved by the Board. The fiscal year shall be the academic year. Annual reports are required to be submitted to the Board, showing net surplus and expenditures. The financial records of the organization are public information and shall be made available to the membership, Board members, and the school.

ARTICLE X - ORGANIZATION'S ADVISERS

Section 1: ELITES may appoint advisers to provide guidance, support, and expertise to the organization. Advisers shall have no voting rights but shall be consulted on matters related to the organization's activities and governance.

ARTICLE XI - PROGRAMS AND PROJECTS

Section 1: *ELITES Programs and Projects:*

1.1 - To deliver and promote collaboration research, research innovations and programs, information sharing, and inspiring students to be key for the future and change.

1.2 - To create and produce a quality student service, an inclusive safe environment, and timely technological research innovations and developmental programmers. As we strive for growth, integrity, and passion in serving everyone.

Section 2: *Partnership and Project Implementations:*

2.1 - ELITES shall secure a hard copy and soft copy signed by the project or activity head of the organization, President, Adviser, Department Head of Industrial and Information Technology Department, Director of BULSU-OSO, Dean of Student Affairs and Services, and Dean of Sarmiento Campus as may be consider required.

2.2 - The organization may abide/proffer partnership proposals from the other organizations such that these organizations don't have any unsettled issues concerning the University.

2.2.1 - If ever the campus organization acquires outside activities, ELITES may accept and authorize the partnership proposal inasmuch as the organization are recognized by (1) The school/ university/ college where it came from and (2) in case of non-students organizations, they must be provided guidelines from the project head.

2.2.2 - If ever the partnership proposals to be offered by prospective institutions partners, organizations (1) must be recognized by BULSU - OSO, and with associate. (2) Must have academic purpose for the said partnership.

2.2.3 - The partnership of events must therefore follow everything that these constitutions states must be legal at all matters.

2.3 - Every project and/or activity must be secured with a legal contract.

2.3.1 - The contract must have a legal documentation signed by the officer in charge in the event, President, Adviser, Department Head, Director of BULSU - OSO, Dean of Sarmiento Campus, and the regulatory agency department of individuals.

2.3.2 - Activities solely done by ELITES must reflect on the accomplishment reports to be submitted on BULSU - OSO.

2.3.3 - If other organizations knowingly duplicated, copied, or reproduced the activity, ELITES has the right to inquire about it and lodge a complaint with the appropriate group and the college to which it belongs.

2.3.4 - Organizations must first acquire a letter of intent addressed to the current ELITES President and Elites Adviser as well as the project head of the relevant activity if they want to model their activities solely after ELITES projects and events and use these as their own projects to be implemented.

2.3.4.1 - The President of ELITES will have the authority to sign all legal documents for their implementation of the projects.

2.3.4.2 - ELITES has the right to reject a letter of intent if it is missing adequate documentation and facts.

2.3.4.3 - If the letter of intent is accepted, the organization must get a contract that the facilitator for the particular activity, the current ELITES President, and the ELITES Adviser must sign.

2.4 - Every ELITES initiative, program, or event may be cloned, stolen, reproduced, borrowed, or used as a model without the ELITES Executive's consent.

ARTICLE XII - AMENDMENTS AND REVISIONS

Section 1: Amendments - These Bylaws may be amended when necessary by a two-thirds majority vote of the members. Proposed amendments must be submitted to the Secretary and sent out with regular Board announcements.

Section 2: Revisions - The Constitution and Bylaws may be revised to ensure their alignment with the organization's evolving needs and goals. Revisions shall follow the same process as amendments.

ARTICLE XIII - IMPLEMENTATION

Section 1: This Constitution and Bylaws shall take effect upon approval by the majority vote of the general membership at the annual assembly on July 11, 2024. The officers and Board members shall ensure the proper implementation of this document and its provisions.

Approved by the General membership at an annual assembly of the organization by a two-thirds majority vote on July 11, 2024.

**RECORD OF BYLAWS AMENDMENT OF EXEMPLARY LEAGUE OF
INFORMATION TECHNOLOGY STUDENTS (ELITES)**

Date of Amendment: July 11, 2024

Vote Adopt: Majority of the Board

**The bylaws of the Exemplary League of Information Technology Students (ELITES),
ARTICLE I - GENERAL PROVISIONS , Section 3, is amended as:**

Section 3: *Motto* - ELITES' motto shall be "Innovative Transformation, Drive for Success and Continuous Training."

FROM:

Section 3: *Motto* - ELITES' motto shall be "Empowering Minds, Transforming Futures."

**The bylaws of the Exemplary League of Information Technology Students (ELITES), ARTICLE
II - MISSION, VISION, AND OBJECTIVES is amended as:**

ARTICLE II - MISSION, VISION, AND OBJECTIVES

Section 1: The Mission of the Exemplary League of Information Technology Students (ELITES)

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- To unleash potentials and skills of students and be knowledgeable in different fields of Information Technology, Data Science, and Computer Technology by providing accurate and relevant activities such as seminars, workshops, skills enhancement training and the like.
- To empower students' engagement, and promote collaboration; fostering a responsible sharing of best practices through the use of different tools of communication, and personal interactions.
- Provide students the opportunity to discover and develop their skills and abilities in

business, interpersonal interactions, and ethical behavior.

- To build students' confidence in their environment, and social responsibilities.
- Establish strong connection and support to students, professors, faculty, university, and industry through the availability of resources, facilities, and community partnership.
- To inculcate discipline geared on achieving professional competence, integrity, morality, and ethical values.

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ARTICLE II - MISSION, VISION, AND OBJECTIVES

Section 1: The Mission of the Exemplary League of Information Technology Students (ELITES)

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Section 3: The Objectives of the Exemplary League of Information Technology Students (ELITES) are dedicated to the advocacy of social change, and continuous education through computer and information technology. Specifically:

- To mold competent and well-literate students knowledgeable in different fields of Information Technology by providing appropriate and relevant activities, seminars, trainings, workshops, and the like.
- Improve and strengthen students' engagement, and relationship with one another; fostering a responsible sharing of information and knowledge through the use of different tools of communication, and personal interactions.
- Provide students the opportunity to discover and develop their skills and abilities in business, interpersonal interactions, and ethical behavior.
- Stimulate students' consciousness and confidence in their environment, and social responsibilities.
- Establish strong connection and support to students, professors, faculty, university, and industry through the availability of resources, facilities, and community partnership.
- To inculcate discipline geared on achieving professional competence, integrity, morality, and ethical values.

**The bylaws of the Exemplary League of Information Technology Students (ELITES),
ARTICLE VIII - BOARD OF DIRECTORS, Section 7, is amended as:**

Section 7: *Officers and Duties* – The officers of the Board consist of a President, Vice

President, Secretary, Treasurer, Auditor, and 6 representatives (4 from BSIT, 1 from BDS, and 1 from BIT-CompTech). Their duties are as follows:

President

1. The President shall convene regularly scheduled Board meetings.
2. Shall preside or arrange for other members of the board to preside at each meeting in the following order: Vice-Presidents, Secretary, Treasurer, Auditor, Representatives.
3. The President shall be the overall responsible for project implementation.
4. The president is the highest executive officer.
5. Shall exercise general supervision over all meetings.
6. Must approve all the executive orders, communications and any documents or papers concerning/pertaining to the business transaction in all internal and external affairs.
7. Must appoint head of committee and resume other duties and functions required.
8. Must be responsible in the monitoring of all affairs both internal and external matters; and
9. Must assist the ITDS department, office of the student organizations (local), and local student council in the performance of duties and maybe appointed in any committee.

Vice President

1. Must take responsibilities of president in his/her absence and perform duties and social task assigned to him/her by the president.
2. Create and manage a solid network of strategic partnerships and alliances.
3. Shall represent the organization in any relation outside the administration.
4. Serve as a spokesperson to key external audiences; and
5. Construct, provide, administer and quantify the success of a comprehensive, and ethical administration that coordinates with communicative policies that will enhance the organization's relations.
6. Shall coordinate every concern inside the administration.
7. Shall build a connection between organizations inside the institution.
8. Shall serve as a chairperson of election.
9. To facilitate the dissemination information about the organization; and
10. To review and maintain hard/soft copy of any documents of organization.

Secretary

1. The Secretary shall be responsible for keeping records of Board actions.
2. Shall oversee the taking of minutes at all board meetings.
3. Shall be responsible in sending out meeting announcements, distributing copies of minutes and the agenda to each Board members; and
4. Shall assure that organization records are soundly kept.

Treasurer

1. The Treasurer shall make a financial report at each Board meeting.

2. Chair the finance committee.
3. Shall assist in the preparation of the budget.
4. Shall help develop fundraising plans; and
5. Shall make financial information available to Board members, general members, and school.

Auditor

1. The Auditor shall conduct performance evaluation of the officers.
2. Shall conduct regular audit of the organization's financial status; and
3. Shall assist in the preparation of the budget.

Representatives

1. The Representatives shall be responsible in formulating projects that will benefit their respective year level, subject to the approval of the Board.
2. Shall attend to the regular meeting to air the request and complaints of their respective level.
3. Shall consult their respective level for issues and concerns.
4. Must be consisting of six officers that will represent each year level and program.
5. Shall give information to their respective year level and program regarding in this organization and other matters to all members; and
6. Must serve as the bridge among the members and executives.

FROM:

Section 7: *Officers and Duties* – The officers of the Board consist of a President, Vice President (External), Vice President (Internal), Secretary, Treasurer, Auditor, and 4 representatives (per level). Their duties are as follows:

President

1. The President shall convene regularly scheduled Board meetings.
2. Shall preside or arrange for other members of the board to preside at each meeting in the following order: Vice-Presidents, Secretary, Treasurer, Auditor, Representatives.
3. The President shall be the overall responsible for project implementation.
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7. Must appoint head of committee and resume other duties and functions required.
8. Must be responsible in the monitoring of all affairs both internal and external matters; and

9. Must assist the industrial-information technology department, office of the student organizations (local), and local student council in the performance of duties and maybe appointed in any committee.

Vice-President (External)

1. Must take responsibilities of president in his/her absence and perform duties and social task assigned to him/her by the president.
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4. Serve as a spokesperson to key external audiences; and
5. Construct, provide, administer and quantify the success of a comprehensive, and ethical administration that coordinates with communicative policies that will enhance the organization's relations.

Vice-President (Internal)

1. Must take responsibilities of president in his/her absence and perform duties and social task assigned to him/her by the president.
2. Shall coordinate every concern inside the administration.
3. Shall build a connection between organizations inside the institution.
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2. Shall attend to the regular meeting to air the request and complaints of their respective level.
3. Shall consult their respective level for issues and concerns.
4. Must be consisting of six officers that will represent each year level program.

5. Shall give information to their respective year level and program regarding this organization and other matters to all members; and
6. Must serve as the bridge among the members and executives.

**The bylaws of the Exemplary League of Information Technology Students (ELITES),
ARTICLE IV - MEMBERSHIP APPLICATION, Section 1, is amended as:**

Section 1: *Eligibility* - Membership to ELITES shall be open and voluntary to all students enrolled at Bulacan State University Sarmiento Campus. Eligible courses include Bachelor of Science in Information Technology (BSIT), Bachelor of Science in Data Science (BSDS), and Bachelor of Industrial Technology Major in Computer Technology (BIT-CT).

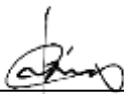
FROM:

Section 1: Eligibility - Membership to ELITES shall be open and voluntary to all students enrolled at Bulacan State University Sarmiento Campus under the Industrial and Information Technology Department, pursuing the course Bachelor of Science in Information Technology (BSIT).


Signed by:

Executive Board of Committee

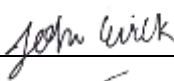
President: Alvin Clyde L. Biong



Vice President: Argel S. Balani




Secretary: John Erick R. Porciuncula



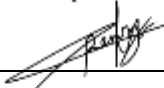
Treasurer: Jyord Jeshua R. Pareja



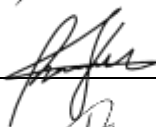
Auditor: Michael M. Durian



1st Year Rep.: Renz Cholo B. Galang



2nd Year Rep.: Raniel M. Buenafe



3rd Year Rep.: Samantha Lorine D. Cruz



4th Year Rep: Arben M. Apura



DSA Representative.: Faith Louise M. Visto



Advisers

Mrs. Mary Rose C. Columbres



Mrs. Marissa G. Flores

