Quezon City University Supreme Student Council Constitution and By-Laws

Quezon City University Supreme Student Council Constitution and By- Laws

WHEREAS, The Quezon City University Supreme Student Council is the highest student body representative of our University.

WHEREAS, The Quezon City University Supreme Student Council is a legitimate member of the University Board of Regents.

WHEREAS, The Quezon City University Supreme Student Council follows, reviews and adopts the Magna Carta of Students.

Now, therefore presenting this Quezon City University Supreme Student Council Guidelines, Constitution and By-Law

PREAMBLE

We, the students of QUEZON CITY UNIVERSITY, through the guidance of our Almighty God, establish an organization that will promote the growth, development, advancement, and protection of the rights and well-being of the students, uphold academic excellence, technical skills, spiritual growth, betterment of the school and community, foster camaraderie between and among the students and other sectors of the society, bind ourselves in commitment to these end do ordain and promulgate this constitutions and by-laws.

ARTICLE I:
NAME AND DOMICILE

Section 1: Name

This organization shall be known as the QUEZON CITY UNIVERSITY SUPREME STUDENT COUNCIL

Section 2: Domicile

The QCU SSC shall be located at Quezon City University San Bartolome Campus.

ARTICLE II
GENERAL PROVISIONS AND DEFINITION OF TERMS

Section 1. The QCU Supreme Student Council (QCU-SSC) is the highest college-based student organization of Quezon City University, serving as the central body representing the rights, welfare, and interests of all QCU students.

Section 2. The QCU-SSC is a democratic, non-partisan, non-political, and non-profit student organization committed to transparent, inclusive, and service-oriented governance.

Section 3. Federation Year refers to the full term of the Federation, beginning from the assumption of office until the next official turnover.

Section 4. The Assembly shall refer to the general membership of the organization.

Section 5. OIC stands for Officer-in-Charge, designated to temporarily perform the duties of a specific office.

Section 6. PIC stands for person-in-charge, assigned to oversee or manage a particular task, event, or responsibility.

Section 7. Chairperson refers to the officer who oversees, supervises, and approves all organizational events, programs, and activities, ensuring alignment with institutional standards and council objectives.

Section 8. Project Head / Co-Head refers to the individual(s) responsible for managing, implementing, and supervising specific events or projects, ensuring proper coordination, planning, and execution.

Section 9. A Major Position in the organization refers to any Executive and Legislative Council position—whether elective, honorary, or appointive—entrusted with leadership, supervision, and decision-making responsibilities.

Section 10. Majority means more than fifty percent (50%) plus one (1) of the Officers or Members present during any official assembly or meeting.

Section 11. A Major Activity shall refer to:

a. Any activity aligned with and pursuant to the objectives, mandates, and programs of the organization as approved by the Executive and Legislative Council; and

b. Any activity requiring the participation, involvement, or engagement of the general student body of Quezon City University.

ARTICLE III
DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1: Principles

The QCU Supreme Student Council shall uphold the following core principles:

Democracy, to ensure the participation of members in all decision-making processes.
Independence, its decision must be free from outside interference except for the Student Affairs and Services Division of QCU.
Solidarity, while maintaining independence, must also actively establish relationships with other local organizations to support advancing the interests of members.
Responsibility, in promoting students' rights and protecting student interests, must support the QCU in fulfilling its mission and vision.
Leadership, its members, and dependents shall show perseverance and willingness to commit to serving the University.
Transparency, members, and officials must be honest and transparent in addressing problems, concerns, and issues within the organization or institution.
Accountability, members should make a decision with responsible action.
Integrity, to ensure that all officials and members are working together for the common good, and are not making decisions based on self-interest.

Section 2: Objectives

The following are the objectives of the Quezon City University Supreme Student Council:

a. Actively participate in campus activities aimed at promoting students' rights and well-being
b. Pursue academic growth and excellence through collective efforts in identifying and resolving academic challenges.

c. Coordinate and cooperate with other accredited organizations of QCU in carrying out its activities for the common good of the University and community.
d. Undertake educational and cultural activities aimed at developing leadership capacities and personal discipline among its members.
e. Engage in fundraising activities and programs to support its projects, social and organizational needs.
f. Consult, coordinate, and make recommendations with the University Authorities regarding the conduct of activities and programs, matters, and affairs.
g. Benchmark and register QCU SSC with outside organizations to widen its connections and capabilities.
h. Create community-based projects that will benefit the people around QCU campuses.
i. Engage in outside activities to develop their full potential and gain knowledge from different environments and organizations.
j. Serve as the representative of the student body in voicing their opinions, suggestions, grievances, and promoting their rights.
k. Enable the students to improve leadership skills through organizing and executing school events and service initiatives.

ARTICLE IV
MEMBERSHIP

Section 1: Members

All bona fide students of QCU are eligible to become members of the QCU SSC, subject to the qualifications, restrictions, and policies provided under these guidelines.

Section 2: Classification of Officers

Executive Officials - composed of the Executive Council of the QCU SSC.
Legislative Officials - also known as Councilors, consist of the QCU SSC's Legislative Council.
Council of Leaders - the official Deputy Secretary and Departmental Committee Members of the QCU SSC.

Section 3: Membership and Organizational Affiliation

A member of the QCU SSC may maintain membership in not more than one (1) academic organization and one (1) non-academic organization within Quezon City University, in addition to their membership in the QCU SSC.

Any QCU SSC member who holds a higher or executive position in another student organization within QCU shall not be allowed to serve as a member or official of the QCU SSC. For purposes of this provision, higher positions include, but are not limited to, President, Vice President, Chairperson, or any equivalent position with primary authority over the organization.

The QCU SSC shall require members to disclose their organizational affiliations and positions to ensure compliance with this provision. Any violation may be subject to disciplinary action in accordance with the provisions on Warning, Suspension, and Termination under this Article.

Section 4: Membership fee

All officials and members of the QCU SSC shall pay a membership fee of **50 pesos,** which shall be the primary source of funds of the Council, subject to change at the discretion of the incumbent officials of the QCU SSC.

Section 5: Warning and Suspension

Any official or member of QCU SSC may receive a spoken or written disciplinary warning and/or be suspended by the Executive and Legislative Council, provided the following conditions:

a) For acts grossly inimical to the interest of the QCU SSC
b) For gross violation of any of the provisions of these guidelines and policies.
c) Absence for three (3) consecutive meetings without an acceptable reason and

d) approval of the Committee Councilors or the due authority.
e) Absence for two (2) consecutive activities and/or projects assigned to the official or member, without an acceptable reason and approval of the Committee Councilors or the due authority.
f) Recurrence of two (2) consecutive warnings shall be subject to suspension.
g) Leakages of confidential information, such as important meetings, documents, activity plans, screenshots, photos, videos, screen recordings, and minutes of the meeting, shall be subject to immediate disciplinary warning.

However, before any disciplinary action takes effect, due process shall be observed. The suspension shall not exceed 1 week.

Section 4.2: Termination

Any official or member of QCU SSC may be terminated by the Executive and Legislative Council, provided the following conditions:

a) Exceeding two (2) suspensions
b) Willful and culpable violations of the QCU SSC CBL
c) Gross negligence
d) Acts of maliciousness.
e) Organizing events/gatherings without the approval of the Executive and Legislative Council.

Before any disciplinary action takes effect, due process shall be observed.

Section 5: Resignation

Any member of the QCU SSC may resign at any time upon written notice providing a valid reason and an effective date. Upon submission of the Resignation Letter, the Grievance Committee shall conduct a consultation. Upon approval, the Grievance and Membership Committee shall approve and sign the documents to be issued to the member.

Upon signing the required documents and confidentiality agreement, the member shall no longer be associated with the QCU SSC. The resignation process shall not be considered complete unless all pending tasks, documents, and responsibilities are properly endorsed.

Any resigned member shall not be allowed to rejoin the QCU SSC for one (1) academic term.

ARTICLE V
DUTIES AND RESPONSIBILITIES OF MEMBERS

Section 1: Duties and Responsibilities

All members shall have the following duties and responsibilities:

a) Participate in all programs of the organization.
b) Defend and uphold this constitution and by-laws at all times.
c) Contribute the utmost of his/her capacity.
d) Respect the majority rules of the organization.
e) Attend meetings on time or within the given grace period and observe decorum.
f) Participate, cooperate, and share views, opinions, and experiences during the General Assembly.
g) Attend and represent the organization at outside events and participate.
h) Generate ideas to create a meaningful project for the students.

i) Give their expertise and knowledge when attending or making projects.
j) Payment of due fees of the QCU SSC approved by the financing officers for operational purposes.
k) Establish connections among academic staff, administration, students, and the community.
l) Consider and interpret students' concerns, suggestions, and inquiries.
m) Plan and implement policies and programs designed to protect and promote students' rights and welfare.
n) Act as a coordinating council of all co-curricular organizations on all campuses.

ARTICLE VI
RIGHTS AND PRIVILEGES OF MEMBERS

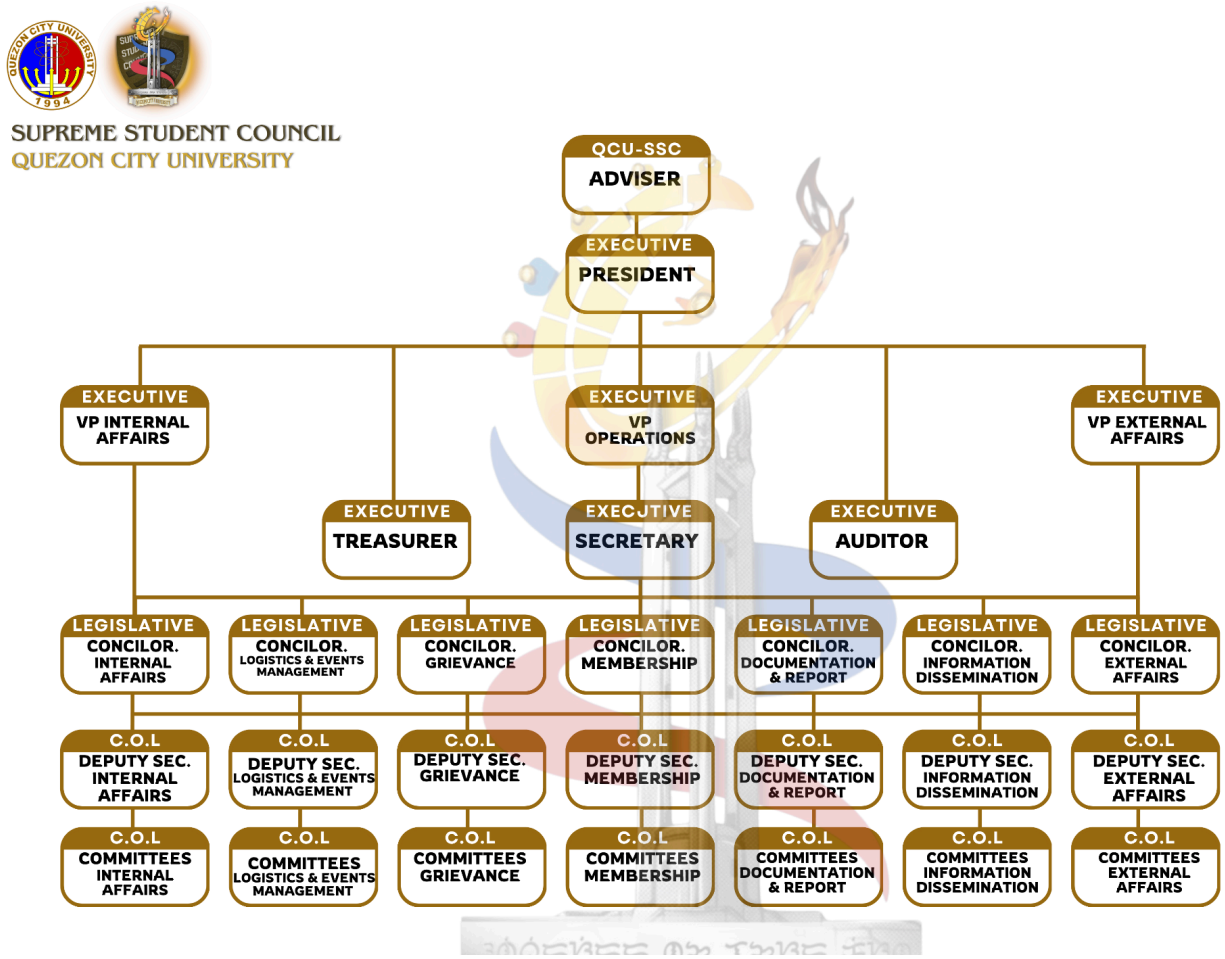
Section 1: Rights and Privileges

All the members have the right and are entitled to the following privileges:

a) Vote and be voted upon in all legitimate elections and official decision-making processes.
b) Participate in all programs, projects, activities, and events organized by the QCU-SSC.
c) Make suggestions, proposals, and recommendations, and file motions during official meetings or assemblies.
d) Participate in policy formulation, program development, and the creation of action plans for the organization.
e) Propose amendments to the constitution, by-laws, and policies of the organization.
f) Avail due process before any sanction or disciplinary action is imposed.
g) Represent the organization in authorized capacities and official functions.
h) Receive and access documents and information on policies, programs, records, and financial reports of the QCU-SSC.
i) Assess the performance of officers and fellow members in accordance with organizational rules and procedures.

ARTICLE VII
THE ORGANIZATION STRUCTURE

Section 1. The structure of the organization, deemed to be jurisdictional in form, shall be as follows:



ARTICLE VIII
THE ASSEMBLY

Section 1. The QCU Supreme Student Council shall hold an Assembly once every semester, with the specific date and time determined and scheduled by the Executive and Legislative Officers.

Section 2. Notice of the Assembly shall be publicly posted on the QCU-SSC bulletin boards and official social media pages to ensure all members are informed.

Section 3. Representation in the General Assembly

a. Proportionate representation in the General Assembly shall be determined by the Executive and Legislative Council.
b. Delegates to the General Assembly shall consist of fifty percent (50%) plus one (1) of the total members and officers of the organization.

ARTICLE IX
GOVERNANCE STRUCTURE AND OFFICIALS

Section 1: Executive Council

In between GA, the policy and decision-making body shall be the QCU SSC Executive Council, composed of the President, 3 Vice Presidents, namely, VP Operations, VP Internal Affairs, and VP External Affairs, Executive Secretary, Treasurer, and Auditor. The Executive Council shall meet once a week or as often as may be necessary.

Section 2: Legislative Council

The QCU SSC Legislative Council is composed of seven (7) Committee Councilors, namely: Membership Committee, Internal Affairs Committee, External Affairs Committee, Information and Dissemination Committee, Documentation and Reports Committee, Logistics and Events Management Committee, and Grievance Committee. Its main responsibility is to make the laws, guidelines, and policies of the Supreme Student Council and the student body subject to approval by the Executive Council and the General Assembly.

Section 3: Council of Leaders

The Council of Leaders is responsible and has the obligation to call for a special General Assembly, prepare and recommend to the Executive Council annual plans and programs, and hear reports from the Executive Council. It shall meet once in a semester or as often as necessary, as decided by the majority of all its members.

Section 6: Election of SSC Executive and Legislative Officers

Election of SSC Executive and Legislative Officers shall be held during the 1st semester every two Academic Years. The manner of election shall be set by the Electoral Authority of the Student Affairs and Services Division of QCU to oversee the conduct of an orderly, democratic, and efficient election. The Electoral Authority shall be empowered to lay down the rules and procedures of the election, which shall be disseminated to the election candidates. The official term of all elected QCU SSC Officials shall last for two (2) consecutive Academic Terms.

ARTICLE X
INDIVIDUAL DUTIES AND RESPONSIBILITIES OF SSC OFFICIALS AND COUNCIL OF LEADERS

Section 1: President

a. Call and preside over meetings of the Executive and Legislative Council and the General Assembly.
b. Receive and sign all the official minutes, project proposals, resolutions, correspondence, and other official papers of SSC.
c. Serve as the Chief Executive/Chairman of the SSC.
d. Exercise supervision as Officer In Charge over all events and activities of the organization.
e. Render periodic reports to the Executive Council and the General Assembly.
f. Represent the QCU SSC at the QCU Board of Regents and other forums.
g. Perform such other functions inherent and incidental to his/her office.

Section 2: Vice President for Operations

a. Assist the President in executive functions and assume presidential duties in their absence.
b. Oversee the planning, coordination, and implementation of SSC programs, events, and projects.
c. Supervise Operations Cluster committees, ensuring effective communication, reporting, and task execution.
d. Manage logistical resources, manpower, and materials for efficient operations.
e. Lead Operations Cluster meetings, propose system improvements, and handle marketing and other assigned duties.

Section 3: Vice President for External Affairs

a. Represent the SSC in activities involving other schools, organizations, and external partners.
b. Establish and maintain partnerships that benefit the student body and organization.
c. Lead outreach and advocacy initiatives in coordination with external entities.
d. Serve as the main liaison for external communications.
e. Perform other related duties as assigned by the SSC President or the Council.
f. Promote the SSC's image and presence in the broader community through partnerships, events, and public engagements.

Section 4: Vice President for Internal Affairs

a. Supervise the internal affairs, operations, and performance of all committees within the student council.
b. Ensure the proper documentation, communication, and compliance of all internal matters.
c. The Vice President for Internal Affairs shall oversee the drafting, approval, transmission, and filing of all official letters and communications of the Council.
d. Take charge of in-campus academic, socio-cultural, and extra-curricular activities of the SSC.
e. To oversee any extracurricular activities that have been authorized by the Student Affairs and Services Division (SASD), and/or coordinating to QCU Student Organizations
f. To serve as the communication officer for the internal factors

Section 5: Executive Secretary

a) Keep accurate records of the minutes of the meetings and other constitutional meetings.
b) Maintain records and custody of all documents of the organization
c) Handle all correspondence of the SSC.
d) Make announcements and all notifications of meetings and activities.
e) Approve all outgoing letters of the organization.
f) Generate attendance reports.
g) Keep a file of all the pertinent documents and papers of the SSC and make them accessible to the Executive and Legislative Council.
h) Submit periodic reports to the Executive Council and the SSC President.
i) Performed other duties and responsibilities assigned by the SSC President.

Section 6: Treasurer

a) Keep all the financial records of SSC and be the one responsible for any information related to the student activity fund.
b) Collect and safely keep all dues and fees from members.
c) Render financial reports of the organization.
d) Prepare a budget proposal for the activities of the SSC.
e) Maintain the book of accounts of the organization.
f) Disburse funds according to the rules and procedures of SSC.
g) Perform other duties and responsibilities assigned by the SSC President.

Section 7: Auditor

a) Assist the Treasurer in formulating financial reports.
b) Conduct periodic audits of all the expenses and financial transactions of the SSC.
c) Counter check and sign financial statements prepared by the Treasurer.
j) To render a reasonable assurance as to the fairness of the financial statement under audit, in any case, the auditor cannot attest to fair presentation.
k) Assigned as head for quarterly Evaluations of the following: Executive Council, Legislative Council, Deputy Secretaries, Council of Leaders
l) Perform other duties and responsibilities assigned by the SSC President.

Section 8: Legislative Council

There shall be Legislative Councilors who shall be composed of representatives or heads coming from different committees of the QCU SSC. Legislative Councilors shall perform the following:

a) Lead their perspective committees.
b) Represent each of their committees in Executive and Legislative Council meetings.
c) Approve plans and proposals of their respective committees.
d) Has the power to suspend its members under its committees, subject to due process.
e) Disseminate agendas to their committee members as discussed on Executive and Legislative Council meetings.
f) Appoint a project head for every activity assigned to their committee.
g) Create schedules and preside over their regular meetings.
h) Render periodic reports that shall be submitted to the GA.
i) Perform other duties and responsibilities assigned by the SSC President.

Section 9: Deputy Secretaries

a) Render reports to his/her Councilor/Head of Committee.
b) Take charge and responsibility in the absence of the Councilor of their committee.
c) Monitor attendance at every regular meeting of their committee.
d) Shall track the record of every milestone of their committee.
e) Shall be responsible for making the minutes of the meeting of their committee and other SSC-related letters.
f) Shall maintain relevant information of their committee members.
g) Perform other duties and responsibilities assigned by the SSC President and Councilor of their committee.

Section 10: Committee Member

a) The Committee Member is responsible and has the obligation to call for a special general assembly.
b) Prepare and recommend to the Council annual plans and programs, and hear reports from the QCU SSC Officers.
c) Perform other duties and responsibilities assigned by the SSC president and the Councilor of their committee.

ARTICLE XI
STANDING COMMITTEES

Section 1: Committee on Membership

a. To process all applications and membership of QCU SSC.
b. To maintain information about the schedule of classes of all officials and members of the organization.
c. To disseminate information to all members of the SSC.
d. Must be responsible for facilitating the registration of every project and activity that the QCU SSC will organize.
e. Focused on keeping a record of all identification documents of each member of the SSC.
f. To render periodic committee reports.

Section 2: Committee on Internal Affairs

a) Take charge of in-campus academic, socio-cultural, and extra-curricular activities of the SSC.
b) Coordinate initiatives, programs, and projects of the SSC with the QCU administration and with other accredited student organizations
c) Ensure the active participation of all members in SSC activities
d) Render periodic committee reports.
e) Conduct assessments of SSC events and programs to measure their success, gather feedback from participants, and recommend improvements for future initiatives.
f) Ensure that all SSC activities comply with university guidelines by maintaining accurate records of proposals, budgets, and approval letters submitted to SASD, and follow up on any feedback or additional requirements.
g) Manage and supervise all academic, socio-cultural, and extra-curricular activities organized by the SSC to ensure alignment with QCU's mission and vision.

Section 3: Committee on External Affairs

a) Take charge of all external cultural, social, and socio-civic events of the QCU SSC
b) Take measures to foster mutual and harmonious relationships between and among students and leaders outside of the QCU.
c) Coordinate activities and make arrangements with external partners and network organizations to facilitate outreach efforts.
d) Render periodic committee reports

Section 4: Committee on Documentation and Reports

a) Proactively identify and create updates for missing and/or outdated information.
b) Responsible for documentation of the activities and events of SSC.
c) Generate publication materials and other creative content for the SSC.
d) Maintain records of all documentation and creative output of the Council.
e) Render periodic committee reports.

Section 5: Committee on Information and Dissemination

a) Take charge of all announcements, University updates, meetings, and SSC Activities.
b) Take responsibility for the flow of information within the Council of Leaders from the Legislative Council to the Executive Council.
c) Coordinate with other committees to ensure the timely release of announcements and event updates.
d) Ensuring transparency through regular updates and reports to the student body.
e) Respond to student inquiries or feedback received through SSC platforms.
f) Develop creative campaigns to promote student involvement and awareness.
g) Take charge of all the social media platforms of QCU SSC.
h) Render Periodic committee reports.

Section 6: Committee on Logistics and Events Management

a) Oversee the procurement and distribution of all supplies needed for all SSC activities.
b) Assess the needs for supplies and transportation for the activities and events of SSC.
c) Responsible for measuring, correcting, and/or prohibiting action of students that may cause harm or injuries in any of the activities or events in QCU.
d) Plan, organize, and coordinate SSC events in close collaboration with other committees and officers.
e) Supervise the overall flow of events, including program sequencing, stage management, and audience coordination.
f) Ensure that all events uphold the goals, standards, and values of the SSC and the University.
g) Render periodic committee reports.

Section 7: Committee on Grievance

a) Take charge of all the students' concerns and complaints based on the Grievance desk and suggestion/comments box located at the Supreme Student Council Office.
b) Gathering substantial evidence regarding the issues concerning the complaints of the students and members of the Council.
c) Make an investigation into the concerns of the students to be transmitted to the University Admins.
d) Take full responsibility for the students' identification during the investigation period up to the filing of the complaint to the proper addressees.
e) Render periodic committee reports.

ARTICLE XII
SUPREME STUDENT COUNCIL ADVISER

Section 1: The Executive and Legislative Council shall identify and recommend to the QCU President their chosen QCU faculty member or official to be their adviser.

Section 2: The QCU SSC Adviser shall have the following qualifications:

a) Must be a regular and plantilla employee or official of QCU
b) Have experience in organizational management
c) Must have good character and reputation in their community.
d) Competent, able, and willing to work with the student leaders from planning to implementation of projects, programs, and activities.

Section 3: The QCU SSC may request to recommend a co-adviser, and he/she shall be endorsed by the Executive and Legislative Council to their Main Adviser.

Section 4: The QCU SSC co-adviser shall have the following qualifications:

a) Must be a regular or plantilla employee of the official in QCU
b) Have experience in organizational management;
c) Must have good character and reputation in school and community;
d) Competent, able, and willing to work with the student leaders from planning to implementation of projects, programs, and activities.
e) Have no conflict with the Main Adviser of the SSC.

Section 5: The role of the QCU SSC adviser and co-adviser shall be to monitor all programs, projects, activities, and meetings of the SSC at all times.

ARTICLE XIII
VACANCIES

Section 1. The Executive and Legislative Officers shall determine the appropriate actions to address any vacancies within the QCU Supreme Student Council.

Section 2. Vacancies in the Council arising from incapacity, resignation, removal, or death shall be filled through appointment by the Executive and Legislative Officers in accordance with organizational rules and procedures.

Section 3. Vacancies by Resignation

a. Any officer with valid reasons or cause may resign from office by submitting a written notice to the Executive and Legislative Officers.
b. If a specific resignation date is indicated, it shall not take effect until acted upon by the Executive and Legislative Officers within seven (7) days from receipt of the notice.
c. The resignation shall only be considered official upon approval by all Executive and Legislative Officers, formalizing the vacancy.

Section 4. Vacancies by Removal

a. All officers are accountable to the members and must perform their duties with utmost responsibility, integrity, loyalty, and efficiency.
b. Any QCU-SSC officer may be removed from office for just cause as determined by the Executive and Legislative Officers following organizational policies.

Section 5. Turnover of Records

The resigned or removed officer shall efficiently turn over all pertinent records, documents, and materials of the QCU-SSC within five (5) regular school days following the effective date of resignation or removal.

ARTICLE XIV
FUNDS

Section 1. The funds of the QCU Supreme Student Council (QCU-SSC) shall be derived from membership fees and proceeds from all other fundraising activities that are not contrary to existing laws, morals, and customs.

Section 2. Organization Fund

The QCU-SSC shall maintain an organization fund consisting of:

a. General Fund – sourced from membership fees and intended for regular operational and organizational purposes.
b. Special Fund – sourced from donations, solicitations, and all other lawful inflows intended for specific projects or activities.

Section 3. Membership fees amounting to ₱50.00 shall be collected annually from all QCU-SSC Council of Leaders, as set by the university, and are mandatory.

Section 4. Membership fees shall be collected by QCU-SSC officers duly designated by the Treasurer, and collection must be completed no later than the final examination period of the first semester.

Section 5. Budget Plan - The QCU-SSC shall formulate and adopt a budget plan for the federation year, which shall include a corresponding work plan. The budget must be deliberated and approved by the President and Treasurer, and no disbursement of funds shall occur except in accordance with the approved budget by the Executive and Legislative Officers.

Section 6. Bank Deposits and Authorized Signatories - Funds shall be deposited under the name of QCU-SSC in a reputable bank. Authorized signatories shall include the President, Treasurer, Auditor, and other Executive and Legislative Officers, if duly authorized by the President, Treasurer, and Auditor.

Section 7. Passbook and Withdrawals - The passbook shall be kept under the safekeeping of the Treasurer. Withdrawals through Automated Teller Machines (ATM) are strictly prohibited.

Section 8. Disbursement of Funds - Disbursements from the fund shall only be made with the authorization of the President and Treasurer and must be reviewed by the Auditor to ensure the legitimacy and proper purpose of the expenditure.

Section 9. Turnover of Fund Balances - All fund balances shall be turned over to the succeeding Federation Executive and Legislative Board at the end of the federation year. The outgoing board shall ensure that at least ₱2,000.00 is transferred to the incoming board to support continuity of operations.

ARTICLE XV
OFFICERSHIP TRAINING

Section 1. The outgoing officers of the Executive and Legislative Council shall conduct a formal training program for all newly elected officers of the QCU Supreme Student Council. This training is designed to ensure proper orientation, understanding of duties, and a smooth transition of responsibilities.

Section 2. The training program shall cover all the following positions:

Executive Officers:

a. President
b. Vice President for Operations
c. Vice President for Internal Affairs
d. Vice President for External Affairs
e. Executive Secretary
f. Treasurer
g. Auditor

Legislative Councilors and Committee Heads:

h. Legislative Councilors
i. Internal Affairs Committee
j. External Affairs Committee
k. Documentation and Reports Committee
l. Information and Dissemination Committee
m. Logistics and Event Management Committee
n. Membership Committee
o. Grievance Committee

Section 3. The training shall include a comprehensive overview of organizational policies, programs, duties, responsibilities, and proper procedures to ensure that all officers are fully prepared to execute their roles effectively.

ARTICLE XVI
RATIFICATION OF AMENDMENTS

Section 1: Any amendments to this constitution and bylaws shall be proposed by the majority vote of all members of the Executive Council and Legislative Council.

Section 2: Any proposed amendments shall be officially announced at least one week before the scheduled plebiscite.

Section 3: Any proposed amendment shall be approved by a majority of all members, and the same shall be deemed effective immediately after the approval. No amendment, however, may be proposed to benefit the incumbent officers of the QCU SSC.

ARTICLE XVII
EFFECTIVE CLAUSE

Section 1: This Constitution and By Laws shall take effect after ratification by the majority of the General Assembly, through the majority of the members of the Council of Leaders, especially called for the purpose.

Section 2: A copy of the constitution and By Laws of SSC shall be provided to the SASD and QCU SSC Officials, and Members

Marc Karell B. Baculi
President, QCU SSC

Justine Paul P. Baris
Vice President for Operations

Kris Clarence R. Tinio
Vice President for Internal Affairs

Jhan Mark S. Costillas
Vice President for External Affairs

Aira P. Maiso
Executive Secretary

Juliana Mae C. Taculao
Treasurer

Arielle Jam S. Gonzales
Auditor

Paul Benedict P. Camacho
Councilor for Internal Affairs

Micaella B. Bibaño
Councilor for External Affairs

Julia Marie A. Bonaobra
Councilor for Logistics and Events Managements

Cholo R. Buenaventura
Councilor for Grievance

Jenzen May S. Satajo
Councilor for Information Dissemination

Jozef Benedict D. Jacob
Councilor for Documentation and Reports

Dave R. Salavante
Councilor for Membership