



QUEZON CITY UNIVERSITY

SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



EXTERNAL AFFAIRS MANUAL 2025-2026





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Article I. Title and Scope

Section 1. Title

This document shall be known as the **“Implementing Rules and Regulations (IRR) of the External Affairs Committee of the Supreme Student Council (SSC) of Quezon City University.”**

Section 2. Scope

This IRR applies to all members, officers, and stakeholders of the Quezon City University Supreme Student Council (QCU SSC), including all committees such as the External Affairs Committee (EAC), and governs the internal operations, external engagements, and collaborative partnerships handled by the council and its committees. It covers:

- Membership and qualifications
- Duties and responsibilities
- Procedures for sponsorship and external collaborations
- Benefits and incentives
- Compliance and enforcement mechanisms





Article II. Introduction and Objectives

Section 1. Introduction

The External Affairs Committee (EAC) is a legislative unit of the SSC tasked with fostering partnerships with external organizations, stakeholders, and sponsors. The EAC strengthens QCU's visibility, networks, and community engagement while supporting the welfare and programs of the student body.

Section 2. Objectives

The objectives of the External Affairs Committee IRR are to:

1. Provide a clear framework for the operations and functions of the committee.
2. Establish standardized rules for sponsorships, partnerships, and collaborations.
3. Ensure accountability and transparency in all external transactions and engagements.
4. Promote the welfare, professional development, and recognition of committee members.
5. Maintain the integrity and reputation of the SSC and QCU in all external dealings.





Article III. General Information

Section 1. General Qualifications

To be a member of the External Affairs Committee, a student must comply with SSC membership requirements:

- Be a bona fide student of QCU in good standing (Article III, Section 1 & 2, SSC Constitution).
- Pay the membership fee of ₱50.00 or any amount as approved by the current officials (Article III, Section 3, SSC Constitution).
- Demonstrate strong communication, negotiation, and interpersonal skills.
- Commit to participating actively in committee activities and meetings.
- Exhibit professionalism, integrity, and dedication in representing the SSC externally.

Section 2. General Requirements

All members are required to:

1. Submit a formal application and successfully complete the recruitment/interview process.
2. Attend mandatory orientations and training sessions.
3. Maintain academic performance in accordance with QCU standards.
4. Comply with all SSC policies, including payment of membership dues, attendance, and participation in all programs (Article IV, Section 1, SSC Constitution).

Section 3. Duties and Responsibilities of Members

Members of the External Affairs Committee shall:

- Participate in all SSC programs and initiatives.
- Uphold the SSC Constitution and Bylaws at all times.
- Contribute their expertise and ideas to projects and external activities.
- Respect majority decisions and observe proper decorum in meetings and assemblies.
- Establish and maintain connections with academic staff, administration, students, and external partners.
- Assist in planning and implementing policies and programs for student welfare.

Section 4. Rights and Privileges of Members

Members have the following rights (Article V, Section 1, SSC Constitution):

- Vote and be voted upon
- Participate in all SSC activities





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- Make suggestions, proposals, and recommendations
- Participate in policy formulation, program development, and action planning
- Access documents and records of the organization
- Receive due process before any sanction is imposed
- Represent the organization in external events.





Article IV. Governance Structure

Section 1. Organizational Hierarchy

The External Affairs Committee shall operate under the following structure:

1. Vice President for External Affairs

- Head of the External Affairs Committee
- Member of the Executive Council
- Oversees all external engagements and sponsorship matters

2. Councilor for External Affairs

- Representative of External Affairs in the unified SSC Legislative Council
- Assists the VP in policy-making and coordination
- Acts as second-in-command in the committee

3. Council of Leaders (Members)

- Committee members designated to handle tasks, events, negotiations, and paperwork
- Execute plans approved by VP and Councilor

Section 2. Roles and Responsibilities

1. Vice President for External Affairs (SSC CBL, Art. VII – Duties of Vice President)

- Assist the President in carrying out activities involving external partners.
- Supervise members in planning and arranging external programs.
- Take charge of external coordination, partnerships, and outreach.
- Perform responsibilities delegated by the President.

2. Councilor for External Affairs (SSC CBL, Art. VI Sec.4 – Legislative Council)

- Serve as the official legislative representative of the committee.
- Participate in policy-making and drafting guidelines related to external affairs.
- Assist the VP External in managing the committee.
- Consolidate updates and reports for the Legislative Council.

3. Council of Leaders (SSC CBL, Art. IV – Duties of Members)

- Represent SSC in external activities when delegated.





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- Participate and cooperate in project creation and execution.
- Contribute ideas and expertise for meaningful programs.
- Establish connections with the community as stated under member obligations.

Section 3. Request for External Letters and Partnerships

1. Other SSC departments may request external letters, endorsements, partnership documents, or sponsorship letters through the VP External Affairs.
2. All external-related documents, regardless of origin, must be reviewed and signed by the VP External Affairs to ensure uniformity and compliance.
3. Departments submitting requests must provide:
 - Purpose of the request
 - Target organization
 - Draft letter (if any)
 - Timeline or deadline
4. The External Affairs Committee may decline a request if it violates SSC policies or external partnership protocols.





Article V. IRR Enforcement

Section 1. Enforcement of the Implementing Rules and Regulations

The EAC is responsible for ensuring the implementation of this IRR. Violations may result in disciplinary action as determined by the Executive Council and General Assembly.

Section 2. Amendments or Revisions

Proposals for amendments must be submitted in writing to the Executive Council and approved by the General Assembly.

Section 3. Separability Clause

If any provision is declared invalid or unconstitutional, remaining provisions remain in full effect.

Section 4. Repealing Clause

All previous rules inconsistent with this IRR are hereby repealed.

Section 5. Effectivity

This IRR shall take effect immediately upon approval by the SSC General Assembly.





Article VI. External Affairs Guidelines

A. Sponsorship

1. The Event Head must complete a Sponsorship Request Form (SRF) and submit it to the Sponsorship Manager via email at least one (1) month before the event.
2. Email Submission Details:

Field	Details
To	Sponsor's Email
From	Sponsorship Manager
CC	SSC President, Vice President for External Affairs, Councilor for External Affairs
Subject Line	[Event Name_SRF_QCU-SSC2526]

3. The Sponsorship Tracker will serve as a guide to monitor whether sponsors confirm within the given deadlines and to provide visibility for the Event Head.
4. The Sponsorship Package will be the official proposal package sent to prospective sponsors.
5. Once finalized, the Sponsorship Package shall be sent to the emails of prospective sponsors.
6. Upon confirmation from the sponsor, the Sponsorship Manager will send out the Memorandum of Agreement (MOA).





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B. Partnership

1. The External Affairs Committee shall identify prospective partners whose mission and values align with the Supreme Student Council (SSC) and the student body.
2. The External Affairs Committee shall prepare a formal Partnership Proposal detailing the scope, objectives, mutual benefits, and proposed collaborative activities.
3. The Partnership Proposal must be reviewed by the Vice President for External Affairs before being sent to prospective partners.
4. Email Submission Details:

Field	Details
To	Prospective Partner's Email
From	Vice President for External Affairs
CC	SSC President, Councilor for External Affairs
Subject Line	[Organization Name_PartnershipProposal_QCU-SSC2526]

5. The Partnership Tracker shall serve as a guide to monitor the status of ongoing negotiations, ensuring that all communications and responses are updated regularly.
6. Upon agreement of terms, the External Affairs Committee shall facilitate the drafting and signing of a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) to formalize the partnership.

