



QUEZON CITY UNIVERSITY

SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



MEMBERSHIP DEPARTMENT

MANUAL 2025-2026





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Revision History

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FOREWORD

The **Membership Department** is one of the standing committees of the **Quezon City University Supreme Student Council (QCU -SSC)**, as established under **Article XI, Section 1** of the **QCU-SSC Constitution and By-Laws**. The committee is tasked with handling all matters relating to membership — from recruitment and orientation to attendance, record keeping, and resignation.

This manual serves as a **standard operational guide** for all members and officers of the QCU-SSC Membership Committee. It aims to ensure **consistency, accountability, and transparency** in carrying out duties, as well as to uphold the principles of democracy, integrity, and service embedded in the **QCU-SSC Constitution**.





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Section I. Purpose

1. To standardize the operations and processes of the QCU-SSC Membership Department across all campuses.
2. To ensure proper documentation, data privacy compliance, and efficient communication between members and officers.
3. To promote fair, transparent, and inclusive recruitment and membership management.
4. To foster commitment, discipline, and engagement among members.
5. To safeguard the confidentiality and welfare of all QCU-SSC members.

Section II. Scope

The scope of the Membership Department covers all responsibilities related to managing and supporting the members of the QCU-SSC. This includes taking charge of the orientation and welcoming of new members, as well as assessing and addressing their needs throughout their involvement in the organization. The committee is responsible for processing all membership applications, maintaining updated information on the class schedules of all officers and members, and keeping organized records of all identification documents. It also ensures that all relevant information is properly disseminated to members and facilitates the registration of every project and activity organized by the QCU-SSC. Additionally, the committee is tasked with preparing and submitting periodic reports to support transparency and effective organizational management.

Section III. Definition of Terms

- a. **Confidential Information** – Any non-public QCU-SSC data, including plans, documents, minutes, or communications that must not be disclosed without authorization.
- b. **Due Process** – The fair procedure followed before any disciplinary action, ensuring the member's right to explanation and appeal.
- c. **Executive Council** – The governing body responsible for the overall administration and decision-making of the QCU-SSC.
- d. **Legislative Council** – The body that oversees policies, rules, and disciplinary measures within the QCU-SSC.
- e. **Leave of Absence (LOA)** – A temporary approved absence from QCU-SSC duties, categorized as Regular or Long-Term Leave.
- f. **Council of leaders (COLS)** – A student officially accepted into the QCU-SSC who fulfills all qualifications, requirements, and obligations of membership.
- g. **Membership Application** – The formal request submitted by a student to join the QCU-SSC, including all required documentation.
- h. **Council of Leaders for Membership** – The standing committee of the QCU-SSC responsible for recruiting, orienting, managing, and supporting members.
- i. **Orientation** – A program or session conducted to introduce new members to the SSC, its policies, and activities.
- j. **Request Sheet** – A formal document used by department heads or members to request information, resources, or assistance from another member..
- k. **Resignation** – The voluntary withdrawal of a member from the QCU-SSC, following submission of a formal letter and completion of pending tasks.
- l. **Suspension** – A temporary disciplinary action imposed on a member for violations of QCU-SSC rules, restricting participation for a defined period.
- m. **Termination** – The permanent removal of a member from the QCU-SSC due to serious violations, negligence, or breach of confidentiality.





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Section IV. Governance Structure

- a. **Councilor for Membership** – Leads and oversees all operations and reports directly to the Legislative Council.
- b. **Deputy Secretary for Membership** – Assists the Councilor and assumes leadership in their absence. Handle documentation, minutes, and database management.
- c. **Council of Leaders for Membership** – Assigned to specific duties such as attendance checking, recruitment, and information management

Section V. General Qualification -

- a. Be a bona fide student of QCU in good standing (Article III, Section 1 & 2, SSC Constitution).
- b. Pay the membership fee of P50.00 or any amount as approved by the current officials (Article III, Section 3, SSC Constitution).

Section VI. General Requirements

- a. Submit a formal application and must be a passer upon recruitment period..
- b. Attend mandatory orientations and training sessions.
- c. Maintain academic performance in accordance with QCU standards.
- d. Comply with all SSC policies, including payment of membership dues, attendance and participation in all programs (Article IV, Section 1, SSC Constitution).

Section VII. Roles & Responsibilities

- a. To take charge of the orientation of the new members.
- b. To take charge of welcoming new members.
- c. To provide and determine the needs of the members.
- d. To process all applications and membership to QCU-SSC.
- e. To maintain information about the schedule of classes of all Officers and Members of the organization.
- f. Must be responsible to facilitate the registration of every project and activity that the QCU-SSC will organize.
- g. Focus on keeping record of all identification documents of each member of the QCU-SSC.
- h. To render periodic Committee reports. (Article VI, Section 1, SSC Constitution)

Section VIII. Rights & Privileges

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

- a. Vote and be voted upon
- b. Participate in all activities of SSC
- c. Make suggestion, proposals, and recommendations and file motion
- d. Participate in the formulation of policies, program development and action plan
- e. Propose amendments
- f. Avail of due process before any sanction is imposed
- g. Represent the organization
- h. Receive and access documents and information on policies, program, records, and finance of the organization (Article V, Section 1, SSC Constitution)
- i. Assess the performance of the officers and fellow members





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Section IX. MEMBERSHIP Guidelines

A. Recruitment for Council of Leader

1. Requirements

- a. A copy of the **Registration Form or Enrollment Form** for each applicant.

File Name Format:

[Surname]_RegForm_QCUSSC

- b. A copy for each **Resume** applicant.

File Name Format:

[Surname]_Resume_QCUSSC

- c. A **Portfolio** for applicants of **Documentation and Reports Department** only.

File Name Format:

[Surname]_Portfolio_QCUSSC

2. Requirements should be passed through the email of Councilor for Membership:
qcucouncilormembership.ssc2526@gmail.com with this format in PDF

[QCU-SSC_COLS_Application2526]

3. Interview

4. **Evaluation** - the applicants will be evaluated through scoring guidelines. Officers who attended the interview are eligible to vote unless there is a video recording.

5. Acceptance

B. Recruitment for Special Election

6. Requirements

- a. A copy of the **Registration Form or Enrollment Form** for each applicant.

File Name Format:

[Surname]_RegForm_QCUSSC

- b. A copy for each **Resume** applicant.

File Name Format:

[Surname]_Resume_QCUSSC

- c. A **Portfolio** for applicants of **Documentation and Reports Department** only.

File Name Format:

[Surname]_Portfolio_QCUSSC

7. Requirements should be passed through the email of Councilor for Membership:
qcucouncilormembership.ssc2526@gmail.com with this format in PDF

[QCU-SSC_COLS_Application2526]

8. Interview





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9. **Evaluation** - the applicants will be evaluated through scoring guidelines. Officers who attended the interview are eligible to vote unless there is a video recording.
10. **Acceptance**
11. **Position Offer** - for those applicant who did not pass the election, they can be offered another position.

C. Attendance and Registration

To ensure the accurate tracking of participation and engagement of all QCU-SSC members during official meetings, assemblies, and university-approved events. This process ensures transparency, fairness, and accountability in measuring active involvement within the Council.

1. Tools To Be Used

- a. **Manual Logbook / Printed Attendance Sheet** – for physical sign-ins.
- b. **Google Form / QR-based Attendance Form** – for online or hybrid activities (must be requested to the executive auditor).
- c. **Excel Attendance Database** – for encoding, summaries, and monthly reporting.

2. Preparation before the activity

- a. The Membership Committee prepares the attendance sheet or digital form **at least one (1) day before the event**.
- b. Include these fields:

1.Event title, date, time, venue, and facilitator.

2. Columns for Full Name, Student ID, Program, Campus Time In, Time Out, Signature, and Remarks. If the event is online, generate a Google Form link and enable automatic timestamp.

Example:

QCU SUPREME STUDENT COUNCIL

[**EVENT TITLE**]
[**DATE & TIME**]

No.	Name	Section	Signature
1.	Juan A, Dela Cruz	BAAC- 2A	

3. Recording During the Activity

- a. Members must personally sign or submit their attendance—no proxy or shared signing is allowed.
- b. Time-in should be recorded upon arrival or joining.
- c. Late arrivals (15 minutes or more beyond the official start time) must be marked as “Late.”
- d. Two (2) consecutive late attendances equal one (1) absence.
- e. Members leaving early without permission should be noted in the “Remarks” column.
- f. For online sessions, screenshots of the participant list or system timestamps shall serve as supporting evidence.

4. After the Activity





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- a. The assigned Attendance Officer collects and verifies all signatures or online responses.
- b. Data is encoded in the **Master Attendance Database** maintained by the Membership Committee.
- c. The Committee consolidates attendance data from all events into a **Monthly Attendance Report**.
- d. The report must indicate:
 1. Total number of member
 2. Attendance rate per event
 3. Late and absence statistics
 4. Notable attendance issues
- e. The **Membership Councilor** signs the report and submits it to the **QCU SSC Executive Secretary** every end of month.
- f. A digital copy is uploaded to the committee's [Google Drive folder](#)

5. Record Management and Confidentiality

- a. All attendance records must be labeled with the event name and date.
- b. Physical sheets should be scanned and stored digitally.
- c. Attendance data is classified as **confidential** and shall only be accessed by authorized SSC officers.
- d. Data shall be used solely for performance evaluation, participation tracking, and documentation.
- e. **Records older than one (1) academic year** may be archived or deleted in accordance with the **Data Privacy Act of 2012 (RA 10173)**.

6. Non-Compliance and Penalties

- a. Failure to sign attendance without valid reason will be marked "**Absent.**"
- b. Two (2) unexcused absences may trigger a formal warning from the Membership Committee.
- c. Continuous non-participation shall be referred to the **Grievance Committee** for evaluation, following the SSC Constitution and By-Laws.

Section X. Leave of Absence

A. Qualifications

1. Only active and officially recognized members or officers may apply for a Leave of Absence (LOA).
2. The applicant must be in good standing, with no ongoing disciplinary case, suspension or pending deliverables in the council.
3. The request must be supported by a specific and legitimate reason, such as medical needs, academic requirements, family matters, emergencies, or Vacation Leave.
4. Supporting documents must be submitted when required (e.g., medical certificate, school letter or any valid documents)
5. Applicants must file within the required timeframe and remain reachable unless the nature of the leave prevents it (e.g., medical confinement).

B. Types of Leave & Filing Procedures

1. Regular Leave

- a. Filed at least 48 hours before the absence.
- b. Must include complete details: name, date/s of leave, reason, and supporting documents if needed.





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- c. Limited to three (3) consecutive days unless upgraded to Long-Term Leave with proper documentation.

2. Long-Term Leave

- a. Absence exceeding three (3) consecutive days and maximum of 1 week.
- b. Filed at least 48 hours before the absence.
- c. Must include proper documentation (medical note, school letter, etc.).

C. Approval, Conditions, and Restrictions

1. All LOA requests must be approved by the **QCU-SSC President, QCU-SSC Vice President for Operations, QCU-SSC Vice President for Internal Affairs, QCU-SSC Vice President for External Affairs, and QCU-SSC Executive Secretary.**
2. Members are **excused only** within the dates stated in the approved LOA.
3. Failure to file an LOA results in the absence being marked unauthorized, with corresponding consequences.
4. Members **may not exceed one (1) LOA** per semester without approval.
5. LOA cannot be used to avoid responsibilities during major events, evaluations, or required activities.
6. The organization reserves the right to deny or modify an LOA request if it affects operations, manpower, or event preparation.
7. Any changes or cancellations to an approved LOA must be reported 24 hours before, unless due to emergencies.

Section XI: Termination

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

- a. Exceeding two (2) suspensions
- b. Willful and culpable violations of the SSC CBL
- c. Gross negligence
- d. Acts of maliciousness.
- e. Leakages of confidential information such as important meetings, documents, activity plans, screenshots, photos, videos, screen recordings, and minutes of the meeting.
- f. Organizing events/gatherings without the approval of the Executive Council. Before any disciplinary action takes effect, the due process shall be observed. (Article III, Section 4.2, SSC Constitution)

Section XII: Suspension

Any member of QCU-SSC may be suspended by the Legislative and Executive 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. Absent for two (2) consecutive meetings without acceptable reason and approval of the Committee Councilors or due authority.
- d. Absence for two (2) consecutive activities and/or projects assigned to the official or member, without acceptable reason and approval of the Committee Councilors or due authority.
- e. Recipients of two (2) consecutive warnings shall be subject to suspension.
- f. Leakages of confidential information such as important meetings, documents, activity plans, screenshots, photos, videos, screen recordings, and minutes shall be subject to immediate disciplinary warning. However, before any disciplinary action takes effect, the due process shall be observed. The suspension shall not exceed 2 weeks. (Article III, Section 4.1, SSC Constitution)





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Section XIII. Resignation

Any member of SSC may resign at any time upon written notice providing a valid reason and effective date. Upon submission of the Resignation Letter, the Grievance Committee should conduct a consultation. If the member is decided, the Grievance and Membership Committee shall approve and sign the documents that will be issued by the member. Upon signing the documents and the confidentiality agreement, the member will no longer be associated with QCU - SSC. Resignation process will not be valid unless the pending tasks are properly endorsed. Any resigned members are not allowed to join the organization for 1 academic term. (Article III, Section 5, SSC Constitution)

Section XIV Effectivity

This **Membership Department Manual 2025–2026** shall take effect upon approval of the **Executive and Legislative Councils of the Quezon City University Supreme Student Council**, and shall remain valid until amended or superseded.

Section XV. Amendments or Revisions

The Officers whereby duly authorized by the president-executive shall then be authorized given thereof the exclusive power to revise and amend this policy.

Any amendments to or revisions to this policy may be proposed by any executive officers upon a written request of such member, thereby stating the reasons thereto.

Any request for amendments and revisions as well as proposed amendments must initially be reviewed by the Auditor attested by the Club Adviser and shall then be forwarded to the QCU-SSC Officers for discussion, editing, and final approval.

The QCU-SSC Officers shall have the right to debunk any proposed revisions and amendments, submitted to them by the Auditor, which are deemed unnecessary.

The final decision on any inclusions and exclusions to this policy must be determined by a majority vote of all Officers in which the Project Head, Co-Head's is included.

Amendments to particular provisions in this policy shall be allowed provided that such amendments shall be communicated to the concerned participants.

