

Policy No:	ACA-POL-0026
Policy Title:	Student Organization Policy
Implementation Procedure:	<ul style="list-style-type: none"> <li>• Application for student organization (procedure number here)</li> <li>• Application of RSO in-campus and off-campus activities (procedure number here)</li> </ul>
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of Student and Cultural Affairs (OSCA) Director, OSCA
"Supersedes" Notification:	Contains a note when a policy issued supersedes a previously issued policy.
Purpose of Policy:	This policy shall govern the application and recognition of student organizations in the Collegiate level. Likewise, application and approval of RSO activities is covered by this policy.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. In recognition of the constitutional guarantee of academic freedom, the right of students to form or be a member of a recognized student organization (RSO) is open to all students not otherwise disqualified by law or by the policies and rules of the Colegio or the Commission on Higher Education (CHED).</li> <li>2. All RSOs shall have their constitution and by-laws duly ratified by its members and approved by the Director of OSCA. The constitution and by-laws shall be in consonance with the philosophy and objectives of the Colegio and not contrary to law.</li> <li>3. Membership of any RSO shall be strictly limited to bonafide students of the Colegio.</li> <li>4. The officers of a RSO shall be elected by the members subject to the provisions of their constitution and by-laws.</li> <li>5. A RSO shall have an adviser chosen by the officers, endorsed by the Director of OSCA and approved by the VP for Academic Affairs.</li> <li>6. Qualifications of a RSO adviser shall be the following: <ul style="list-style-type: none"> <li>• preferably a full-time employee (preferably) of the Colegio</li> <li>• preferably with at least one (1) year residency in the Colegio de San Juan de Letran</li> <li>• preferably in the area of expertise related to the nature of the organization</li> </ul> </li> <li>7. A RSO shall have a certificate of recognition to be entitled with all the rights and privileges granted by the Colegio. Revocation or cancellation of such shall be caused by the following: <ul style="list-style-type: none"> <li>• violation of the provisions of the student handbook and other relevant rules and regulations of the Colegio.</li> <li>• conduct of activities without due approval from concerned approving authority</li> <li>• failure to meet the objectives of the organization after periodic assessment.</li> </ul> </li> <li>8. All RSO activities shall be noted by the adviser and dean, and approved by the Director of OSCA.</li> <li>9. All RSO shall not have any activity schedule two (2) weeks before and during the scheduled major examinations (mid-term and finals) unless approved by the VP for Academic Affairs.</li> <li>10. Admission procedure involving body contact, physical injury, mental and psychological torture, any form of hazing, or any act that degrades human dignity is strongly prohibited.</li> <li>11. All RSO activities co-sponsored by an unrecognized organization shall not be</li> </ol>

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	<p>allowed.</p> <p>12. Permission of RSO in-campus activities shall be subjected to agreed terms and conditions. Any violation in the agreed terms shall automatically void the permission granted and make the officers liable for disciplinary actions without prejudice to any possible civil or criminal liability.</p> <p>13. The Vice-President for Academic Affairs shall approve permission of RSO off-campus activities. The Dean shall approve academic related off campus activities.</p> <p>14. The adviser and faculty members shall directly supervise all off-campus RSO activities.</p> <p>15. All RSO fund raising activities shall be noted by the Dean, recommended by the director of OSCA and PAO, and approved by the VPAA.</p> <p>16. The President of the RSO shall submit a financial report of the fund-raising activity ten (10) working days after the conduct of the activity. Failure to submit shall be a ground for revocation of the RSO recognition or non-approval of the succeeding fund raising activities.</p>
Applicability:	Applicable to all collegiate and graduate school students.
Policy Approval Authority:	Director, OSCA
Related Policies or References	<ul style="list-style-type: none"> <li>• Policy on student discipline (ACA-POL-0025)</li> <li>• Student handbook</li> </ul>
Definition:	RSO – is any association, club, council or any form of organized group of students granted permission to operate within the Colegio by the Office of the Rector upon the recommendation of the OSCA and other concerned departments.
Prepared by:	Planning, Funding, and Development Center
Approved by:	<p>_____</p> <p>Ms. Edna Marco</p>
Date Approved:	

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