



# GUIDELINES ON STUDENT CLUBS

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## SECTION I: CLUB FOUNDATION AND RECOGNITION

- Recognition refers to the approval given by the Student Formation Office, through the Formation Director, to a club of students organized for a specific aim.
- In order to be recognized by the Student Formation Office as a Student Club, it must have at least 10 members during the incorporation. Incorporation refers to the founding of the club for recognition.
- The founding members shall determine the name and aims or projects of the club. The aims and activities of the club must align with the following general objectives:
  - o Academic and professional improvement of the members (like mentoring, tutorial sessions in math, computer)
  - o Spiritual and Outreach initiatives/ projects for the benefit of students and the community (like catechism classes, computer literacy training for kids, tree planting, advocating 5S)
  - o Other activities that will foster culture and goodwill (like excursions, sports, movie appreciation classes, classes of business manners/social graces)

## SECTION II: MEMBERSHIP

- Any student can become a member provided he is acknowledged by majority of all club members. Membership shall remain in force as long as the member is enrolled.
- Membership is open any time provided the club is still recognized by CITE. The club reserves the right to accept or deny any membership application.
- Each club shall collect a membership fee of not more than 50.00 per members.

## SECTION III: OFFICERS AND ADVISER

- The club officers shall be President, Vice-president and Secretary. They will form the executive committee of the club.
- The club shall have at least one adviser. The Club appoints in an honorary capacity of a staff, preferably member of the faculty, or any accredited alumnus of CITE as the Club Adviser.
- Election procedures shall be reserved to the prudence and practice of every club provided they conform to these guidelines.
- All club council officers have rights to elect the Clubs High Council composed of a Director, Vice-Director and Secretary. The CITE Clubs Coordinator shall automatically assume the position of Adviser of the High Club Council.

## SECTION IV: DUTIES OF THE OFFICERS

- The president shall preside at all meetings of the club and the executive committee.
- The vice-president shall assume the duties of the president in the president's absence and shall succeed to the presidency in case of a vacancy.
- The secretary shall keep in the official minutes a record of all club and executive committee meetings.

- The Adviser shall help the Club officers in implementing the aims of the Club. He can co-preside with the President during club meetings and activities. The Club Adviser, though he is consulted most of the time and may join the meetings, is only an honorary member of the executive committee and has no vote on issues requiring decisions of the committee.

#### **SECTION V: MEETINGS AND ACTIVITIES**

- The club shall hold at least one meeting per month preferably during SMT. The minutes of the meeting shall be taken down by the secretary and be kept for submission.
- The activities of the student club are under the control of the executive committee. The executive committee shall meet prior to club meetings, throughout the school year. All meeting minutes, records, and cash shall be left in the possession of the club at the end of the term.
- A quorum and a majority vote would be 50 % plus one including at least two of the executive committee members being present.
- Since the club has the right to accept new members, they are therefore entitled to have exclusive memberships by section or department if needed by their particular situations, ie. Lawyers Club is best suited to Law students only.
- A member who is not attending more than 3 club meetings with unexcused reason may be voted out of the club.

#### **SECTION VI: REPORTS**

- The student club shall file two reports to CITE Student Formation Office. The first report, with request for Recognition, shall list the executive committee and list of the members before the end of the first trimester. The second report, due at the end of each school year, will summarize the club's activities for the year, may provide a summary of the chapter's budget, and list the officers elected for the following year or club term.
- The submission of reports would also determine the renewal of recognition or non-recognition status of the club.

#### **SECTION VII: SUPPRESSION OF THE CLUBS**

- The non-recognized clubs are automatically suppressed. This happens when a club has not shown activities promoting its aims.
- Any club who has not applied for recognition or renewal of recognition.
- A club may also be suppressed if it takes part, supports, sponsors or encourages an activity contrary to CITE Rules and Regulations, statutory and regulatory laws of the country and dictates of propriety and morals. Example is distributing leaflets promoting alcoholism.
- Other reasons that may merit suppression.

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Approved by:

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