



International British Academy (IBA)
CONSTITUTION AND BY-LAWS OF SUPREME STUDENT GOVERNMENT

We, the students of International British Academy, Secondary School, with the help of God, and believing in the need for a better organized student government, and in the development of the youth as future leaders of the nation, hereby form a unified student organization that shall embody the ideals and principles of democracy, in collective efforts to promote the welfare of all students and the academic standards of our school, do hereby promulgate and adopt this constitution and by-laws that will promote, implement, and maintain our goals and aspirations.

Article I

General Provisions

- Sec. 1 This Constitution and By-Laws shall be known as the Constitution of the Supreme Student Government of the International British Academy (IBA).
- Sec.2 For purposes of this Constitution and By-Laws, SSG refers to the Supreme Student Government of International British Academy.

Article II

Name and Domicile

- Sec. 1 The name of the organization shall be known as the Supreme Student Government.
- Sec. 2 The office of the SSG shall be located inside the premises of the school.

Article III

Declaration of Principles and Objectives

- Sec. 1 The SSG of International British Academy shall promote mutual understanding through social, civic, intellectual, recreational and scientific programs and activities.
- Sec. 2 The SSG shall have the following objectives:
- a. Develop love of God and country, moral character, personal discipline, leadership and efficiency among its members
 - b. Provide a means by which the principles of democracy and good citizenship may be learned and practiced.
 - c. Train members for effective and efficient leadership.
 - d. Serve, promote and protect the general welfare of the student body and the school.
 - e. Join together the student body and the administration and serve as one voice.
 - f. Maintain school aspirations to promote quality education and academic excellence.
 - g. To provide opportunities for members and students to serve the school community through public service or school activities.
 - h. To help out in organizing activities e.g. camp, school sponsored dance, prom nights and sports.
 - i. To uphold the rules and regulations stated on the student handbook.

Article IV
Membership

- Sec. 1 All bonafide secondary students of the school are members of the studentry to whom the SSG shall be accountable at all times.

Article V
Rights of Students

- Sec. 1 Every student has the right to an education.
- Sec. 2 Every student has the right to enjoy responsible freedom of speech and expression.
- Sec. 3 Every student has the right to avail of all the services offered by the SSG.
- Sec. 4 Every student has the right to conduct and participate in all school activities.
- Sec. 5 Every student has the right to information on all the issues and matters concerning them.
- Sec. 6 Every student has the right to vote, to be nominated and be elected into office.
- Sec. 7 Every student has the right to elect, by class suffrage, the officers and student representatives to the SSG.
- Sec. 8 Every student has the right to have his or her position represented by the officers of the Supreme Student Government and to have this position taken into consideration by the School Board, teachers and administration, through the SSG, on appropriate matters.
- Sec. 9 Every student has the right to call a meeting with their respective class members or student government members if the desire to do so exists or the right to attend existing meetings of these groups.
- Sec. 10 Every student has the right to have the rules and regulations stated in the Student Handbook and School Policy on Discipline, fairly applied to himself or herself.
- Sec. 11 Every student has the right to due process.

Article VI
Duties and Obligations of Students

- Sec. 1 Every student has the responsibility to observe the laws of the Republic of the Philippines, and the rules and regulations of the School at all times.
- Sec. 2 Every student must pay on time all SSG fees as approved by the Parent-Teachers Association in an appropriate resolution.
- Sec. 3 Every students must support and promote the thrusts and objectives of the SSG and the School.
- Sec. 4 Every student must abide by the SSG constitution and by-laws.
- Sec. 5 Every student must participate actively in all school activities and strive for academic excellence.
- Sec. 6 Every student must exercise his/her rights and do his/her responsibilities as an SSG member.

Article VII
Powers and Duties of the Supreme Student Government

- Sec. 1 The Supreme Student Government shall be the highest governing body of the entire studentry.
- Sec. 2 The SSG shall have the following functions and responsibilities:
- a. Formulate and recommend programs that will address relevant issues and concerns of the studentry.
 - b. Plan and implement policies and programs designed to protect and promote students' rights and welfare;

- c. Monitor and evaluate the students' activities in the school and in the community;
- d. Create committees necessary to address the needs of the students;
- e. Make recommendations to school authorities regarding student matters, affairs and activities;
- f. Serve as a representative of the studentry in voicing their opinions, suggestions and grievances;
- g. Orient new students;
- h. Assist in the coordination of all campus co-curricular organization and help out in organizing school activities, fund raising, camp, fieldtrips, school dance, prom nights, sports, school functions etc.
- i. Promote good relations between IBA and other schools.
- j. Have such other powers and duties as the school authorities and the studentry may, from time to time, grant or delegate, consistent with stated principles, objectives and school policies;
- k. Monitor and supervise the elections of Student Government Officers for the succeeding school year; and
- l. Turn-over financial assets, papers, documents, properties and other responsibilities to the incoming Student Government Officers.
- m. Submit financial and accomplishment reports to the school authorities. An end-of-the-year report must be submitted to school authorities and the incoming SSG officers during the turn-over of responsibilities.

Article VII

Composition, Election and Term of Office of the SSG

- Sec. 1 The officers of the SSG are the duly elected a President, Vice-President, Secretary, Treasurer and one Year-level representative each from Primary 6 to Secondary 4.
- Sec. 2 All SSG elections shall be conducted school wide every first week of May annually.
- Sec. 3 Offices of the President and Vice-President shall be filled separately, by one vote per person in a general election of the entire school. He or she must be a member of the Secondary 3 or 4 classes. All other officers may come from Secondary 1 or 2.
- Sec. 4 Any student interested in becoming an officer of the SSG for the following year must submit his/her name by means of a filing a Certificate of Candidacy with any one of the teacher advisors.
- Sec. 5 Candidates must write a brief paragraph explaining why they want to be an officer of the SSG, what they want to accomplish, etc. These shall be copied and posted for voters to see prior to the election.
- Sec. 6 Campaign period shall not be more than five (5) school days prior to the SSG elections.
- Sec. 7 Candidates for all SSG elective positions must be:
 - a. Bonafide students;
 - b. Of good academic standing with a general average of 80% and above without any failing grade during the 2nd term of the current school year;
 - c. Of good moral and have not been subjected to any disciplinary sanction;
 - d. Resident of the school for at least one(1) academic year prior to the filing of Certificate of Candidacy, except candidates for Secondary 1 Level Representative;
- Sec. 8 The officers of the SSG shall hold office for one academic year.

Article VIII
Duties and Functions of Officers

- Sec.1 The President shall be the chief executive officer of the SSG. He/she shall have the following duties:
- a. Guide the SSG in identifying and accomplishing its aims and objectives;
 - b. Be responsible for the progress of the SSG by implementing programs and projects of the SSG;
 - c. Plan an agenda for all meetings and make it available;
 - d. Preside over all meetings and/or may designate another officer to preside for a specific meeting;
 - e. Enforce this Constitution, By-laws and other regulations that may be promulgated;
 - f. Sign all official minutes, resolutions, correspondences, and other official paper of the SSG.
 - g. Be the official spokesperson of the SSG;
 - h. Represent the SSG at school management meetings and any official external or internal affairs/functions when deemed necessary.
- Sec. 2 The Vice-President shall have the following duties:
- a. Assist the President in all matters where his/her assistance is necessary;
 - b. Perform duties assigned him/her by the President.
 - c. Assume the duties of the President in the absence of the President.
 - d. Supervise members in planning and arranging meetings or programs of activities;
 - e. Represent the student body at school meetings as requested by the President.
 - f. Be in charge of all committees by leading the conceptualization of programs and projects and plan activities with the Year-level representatives;
 - g. Assume the position of public relations director; and
 - h. Perform other duties assigned by the SSG.
- Sec. 3 The Secretary shall have the following duties:
- a. Keep accurate records of the minutes and document proceedings of every meeting;
 - b. Keep a file of pertinent documents and papers of the SSG and make them accessible to studentry;
 - c. Call and prepare notices of SSG meetings;
 - d. Perform other duties assigned by the SSG.
- Sec. 4 The Treasurer shall have the following duties:
- a. Keep all financial records of the SSG;
 - b. Serve as the disbursing officer of all the SSG's funds
 - c. Prepare an annual budget of the SSG in consultation with the Officers;
 - d. Prepare financial reports every month, after an activity, and at the end of the term.
- Sec. 5 The Year Level Representatives shall have the following duties:
- a. Represent his/her year level in all of the meetings of the SSG;
 - b. Serve as the grievance desk for their respective level;
 - c. Conceptualize and implement programs and projects for their respective year level;
 - d. Assist in the effective implementation of the SSG's programs and projects; and,
 - e. Perform such other duties assigned by the SSG.

Article IX
Form Class Organizations

- Sec. 1 There shall be a form class organization in every section of each Year level composed of the President, Vice-President, Secretary and Treasurer, which is parallel to the organizational structure of the SSG;
- Sec. 2 The form class organization shall be responsible for implementing programs and projects in each class;
- Sec. 3 The form class organization shall assist the SSG in implementing its programs and projects;
- Sec. 4 The form class organization shall be guided by the designated form teachers who must be part of the teaching staff of the school.

Article X
Supreme Student Government Adviser

- Sec. 1 The SSG Adviser shall be the Head of Student Activities, or any competent, able and willing teacher designated by the Headmaster;
- Sec. 2 The SSG Adviser shall monitor all programs, projects, activities and meetings of the SSG at all times;
- Sec. 3 The SSG Adviser can designate Teacher Advisers who shall assist the SSG Adviser on SSG supervision.

Article XI
Commission on Elections

- Sec. 1 The Commission on Elections shall, herein referred to as the SSG COMELEC, shall be established forty-five(45) days before the day of the elections;
- Sec. 2 The SSG COMELEC shall be the only agency that will manage the electoral process, including the campaign;
- Sec. 3 The SSG COMELEC shall be composed of six(6) members represented by each year level who do not have vested interest in the election, or in any way related to any of the candidates, and who shall select a chairperson among themselves;
- Sec. 4 The composition of the members shall be two(2) from Secondary 1 (incoming Secondary 2), two (2) from Secondary 2 (incoming Secondary 3), two (2) from Secondary 3 (incoming Secondary 4).
- Sec. 5 The SSG COMELEC shall have the following duties and responsibilities:
 - a. Conduct fair, honest and systematic elections;
 - b. Validate electoral proceedings and results;
 - c. Accept and revoke candidacy;
 - d. Proclaim the new set of officers;
 - e. Keep all pertinent election papers/documents;
 - f. Decide upon protest relative to the conduct and results of the elections;
 - g. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms and other election related materials, before, during, and after the election; and,
 - h. Disqualify candidates who have violated any guidelines, which have been promulgated.

Article XII

The General Assembly

- Sec. 1 The General Assembly of the SSG shall be composed of all elected Form Class Presidents from Primary 6 to Secondary 4.
- Sec. 2 The General Assembly shall be a forum for information and consultations, which shall be significantly considered for decision-making.
- Sec. 3 The General Assembly shall be convened by the President once every two months starting in the month of September and as the need arises.

Article XIII

Meetings, Voting and Quorum

- Sec. 1 The SSG shall conduct regular meetings every first week of the month or as agreed upon by the officers of the SSG.
- Sec. 2 Special meetings of the SSG may be called upon by the President or by a majority of the SSG officers.
- Sec. 3 Majority of the officers of the SSG (50%+1) shall constitute a quorum.
- Sec. 4 Each officer of the SSG is entitled to one vote. If there is a tie, the President will decide the outcome.
- Sec. 5 No proxy allowed when voting. Any necessary voting of the SSG will be made only by the voting members present.

Article XIV

Impeachment, Resignation and Vacancies

- Sec. 1 The officers of the SSG may be impeached on the following grounds:
- a. Culpable violations of the Constitution and By-Laws;
 - b. Gross misconduct, violence to person in authority, negligence, and disloyalty to the cause of the SSG and the school;
 - c. Non-attendance in regular meetings for six (6) consecutive times; and,
 - d. Abuse or misuse of power and authority.
- Sec. 2 A formal complaint shall be a written letter addressed to the SSG as a whole, by any member of the student body, including an SSG officer, teacher, faculty member, administrator, or a parent.
- Sec. 3 The teacher advisers shall review the complaint. The teacher advisers shall make a recommendation to the General Assembly as to whether or not the aforementioned member should remain as an officer of the SSG, be impeached or be asked to resign.
- Sec. 3 Two-thirds (2/3) vote of the General Assembly, through secret balloting, shall be necessary to decide after hearing of the case of impeachment.
- Sec. 4 The decision of the General Assembly shall be final. However, the officer charged shall be informed twenty (20) days prior to his impeachment case proceedings, of the charge/charges against him/her, to afford him the opportunity to be heard with or without counsel in his defense.
- Sec. 5 At anytime that a member is under disciplinary investigation, resulting in debate or voting, the member shall be asked to not attend meetings.
- Sec. 6 If the aforementioned member is the President, then the Vice-President shall assume all presidential duties.

- Sec. 7 Resignation shall be in writing and subject to the approval of the SSG officers.
- Sec. 8 Any vacancy in any of the positions for the reason of death, resignation, impeachment, shall be filled, subject to the recommendation of the SSG.
- Sec. 9 Any vacancy in the SSG, except for the position of the President, shall be filled, within thirty (30) days from the day the position is rendered vacant of the President from among the officers of the SSG. Immediately upon appointment, the officer appointed shall serve for the remaining period.
- Sec. 10 The SSG COMELEC shall certify as to the vacancy occurring in the SSG and the SSG Adviser shall certify the fact of appointment of the officer to the vacant position

Article XV

School Coordination

The Supreme Student Government (SSG) shall coordinate their functions with the Headmaster, Administrator, Deputies and Head of student clubs and activities.

Article XVI

Amendments

- Sec. 1 This Constitution and By-Laws may be amended or modified in full or in part upon the recommendation of the SSG.
- Sec. 2 The SSG, the SSG Adviser, or the School Management may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred in by a majority vote of the SSG officers and the approval of the SSG Adviser.
- Sec. 3 Amendments to this Constitution and By-laws shall take effect immediately upon its ratification, and approval of the SSG Adviser and Headmaster

SSG Adviser - Norman Blardony- Deputy Headmaster Secondary/ Head of Student Activities

Teacher Advisers- Mrs. Amor de la Cruz, Chris de la Cruz (Primary Representative), Eduardo Abentajado, Jonet Tolentino