

A. WVSU POLICIES AND GUIDELINES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

(Approved by the BOR March 4, 2011)

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A. WVSU Policies and Guidelines for Student Organizations and Activities

(Approved by the BOR March 4, 2011)

I. Background

A. Rationale

Balancing between academics and co-curricular activities is part of a student's life. Education is not confined in the four walls of the classroom alone. Students learn about responsibility and leadership through student organizations and related activities. As an educational institution, WVSU provides learning opportunities for students to develop their talents, abilities and leadership skills by allowing them to manage their student organizations in a framework by which they can be assisted and supervised by faculty advisers to ensure that their activities can promote proper growth and development.

B. Organizational Structure

All student organizations are under the umbrella of the Office of Student Affairs (OSA) which will supervise and coordinate matters pertaining to student organizations and their activities. Specifically, university organizations and their activities will be handled by the OSA. College organizations and their activities will be handled by the respective college committees for student organizations (CCSO) **assigned and chaired by the college deans/directors** for this purpose. External campuses may have their own similar organizational structure.

C. Scope of the Guidelines

The WVSU Guidelines for Student Organizations and Activities covers all student organizations including those at the external WVSU campuses. However, the external campuses may observe similar rules and policies applicable to their situation provided they do not run contrary to the WVSU Guidelines for Student Organizations and are in consonance with the WVSU University Code and Student Handbook.

II. Classifications of Student Organizations

A. According to Scope of Membership

1. **University Organizations** – are student organizations whose members come from two or more colleges/institutes in the university.
2. **College Organizations** – are student organizations whose members come from one college/institute.
3. **Class Organizations** – are homeroom, curriculum or subject student organizations whose members belong to academic program courses.

Examples:

University Organizations	College	Class
University Student Council	Arts & Sciences Student Council (CAS)	E-Pulse .net (IICT)
Forum Dimension	The Lifeline (CON Publication)	MMS (IICT)
Association of Student Assistants	Broadcast Guild (Mass Com)	CAS Senior Curriculum
Campus Crusade for Christ	Political Science Students Society (CAS)	BEED Homeroom I-A
Kapisanang Diwa at Panitik	LINK-EXE (IICT)	
Organization of WVSU Scholars	Order of Asclepius (COM)	
PANAYANA Cultural Group	Circle of Mathematicians (COE)	

B. According to Nature of Activities

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Student Council 2. Publications 3. Academic 4. Interest Groups 5. Cultural 6. Religious 7. Service 8. Sports/Recreation | <ol style="list-style-type: none"> 9. Fraternities/Sororities 10. Cause-oriented 11. Regional Chapters of Recognized National or Regional Organization |
|---|---|

III. Accreditation of Student Organizations

A. The Accreditation Committees

A student organization can only operate legitimately once accredited by the university. The Office of Student Affairs grants accreditation to university organizations. College organizations are given accreditation by their respective deans or directors through their CCSO assigned for this function. Notices of accreditation of the college organizations are submitted to OSA for confirmation. Designations as Advisers of college organizations are issued by the OSA upon recommendation of the deans or directors of the colleges.

The **Accreditation Committees** are composed of the following:

University Organizations

2 student representatives from the USC
2 advisers of university student orgs

2 guidance counselors
1 coordinator of student orgs (who shall as serve as chairman)

College Organizations

2 representatives of the CSC
1 adviser of college student organization
1 guidance counselor of the college
1 dean or director (who shall serve chairman)

B. Types of Accreditation

1. Probationary Accreditation

This is granted to student organization with at least fifteen (15) members besides its set of officers, applying for the first time or applying again after being inactivated for one year or more.

2. Full Accreditation

This is granted to school organizations w/c have complied with all requirements while in their probationary period, and to those which have maintained satisfactory performance while fully recognized.

C. Applying for Accreditation

New and old organizations applying for accreditation should look for an adviser and must elect their officers and recruit their members on **February or March** of the ending school year. Two (2) sets of the following requirements must be submitted to **OSA for university organizations**; and to the **College Committee for Student Organizations (CCSO) for college organizations**. **Deadline** for submission of application together with the requirements is **four (4) weeks after the first day of class in June**. The officers and adviser/s of the organization may be invited by OSA or CCSO, for further discussion about their application. After the evaluation of the Accreditation Committee, a set of the application papers will be given back to the officers of the organization and a set will be retained for office's file.

1. Constitution and By-laws – for approval of the OSA or College Dean /Director (for new organizations) ; with approved amendment/s, if applicable (for old organizations)

2. Application for Accreditation w/ Adviser's Consent. (SO Form A & B)
3. Organizational Profile (SO Form C)
4. List of officers for the academic year including the course & year level, home address, contact number, recent 1x1 picture and signature. (SO Form D)
5. List of members with corresponding I.D. No., Course & year level and signature (SO Form E)
6. Accomplishment Report of projects and activities during the previous academic year, including awards and recognitions received. These should be accompanied with supporting documents such as approved permits, pictures, certificates and write ups in school paper *. (SO Form F)
7. Financial Report for the previous academic year * (SO Form G)
8. Calendar of Activities for the incoming school year. (SO Form H)
9. Original or certified true copies of valid copy of grades in the previous semester of officers

* - Not required for applying new organizations

(Note: The SO Forms are downloadable from the WVSU website.)

D. Bases for Evaluation of Application for Accreditation

Applications for accreditation shall be evaluated according to the documents submitted.

All accredited school organizations are required to have accomplished at least three (3) major activities during the academic year. The activities should be in line with the organization's goals and objectives as stated in their Constitution and By-laws and in their calendar of activities. Only activities which have involved or benefited communities, other students, faculty or staff and not only its members are considered "major". Examples of these activities are outreach programs, trainings and symposiums. Acquaintance parties, fund-raising activities and business meetings are not counted. An organization may lose its accredited status if it fails to meet the following criteria.

- Completion of planned activities that conform to the organization's objectives 50 pts
 - Participation and assistance in university/college programs/ projects/ activities 20 pts
 - Growth in terms of membership and expanded programs. 5 pts
 - Contribution to student development and welfare, service to others 25 pts
- 100 pts

Action on the application shall be based on the following computation:

- 61-100 pts. full recognition
- 41-60 pts probation status; orgs shall be advised to perform better
- 40 pts. & below. . . non-recognition of the organization

IV. Specific Rules for Student Organizations

A. Special Provisions for Student Councils and Publications

Student councils and publications which have approved Constitution and By-laws need not apply for accreditation. However, they are covered by the WVSU Guidelines for Student Organizations and Activities. Student publications are further covered by WVSU Campus Publications Policies and Guidelines.

Before the beginning of the school year, the University Student Council (USC) and Forum Dimension shall submit to the OSA the list of previous year's accomplishments, audited Financial Report, new set of officers, calendar of activities and proposed budget for the incoming school year. The same requirements shall be submitted by the college student councils and publications to their respective CCSO's. Publications must have published at least an issue per semester to avail of the service grant and shall submit to OSA copies of their publications.

B. Rights and Privileges of Accredited Student Organizations

Accredited student organizations have the following rights and privileges:

1. Use of school facilities such as grounds, classrooms and other areas, subject to rules and regulations on such use, provided other academic activities are not prejudiced.
2. Representation through the USC in committees involving student welfare and interest.
3. Officers and members of fully accredited organizations may be appointed by the University President or their college dean/director in community activities.

C. Limitations of Rights and Privileges

1. Only accredited organizations shall be allowed to conduct activities.
2. Sororities and fraternities are prohibited from recruiting freshmen students. Initiations inflicting moral and physical damage are strictly prohibited.
3. Willful violation of the WVSU Guidelines for Student Organizations shall be ground for withdrawal or revocation of accredited status of the student organization.

V. Qualifications, Duties and Responsibilities of Advisers and Officers

1. Advisers of student organizations must be full-time faculty members of the university and have the consent of their respective deans or directors and department chairs. Non-teaching personnel who have the expertise or knowledge in the area covered by the student organization may serve as a co-adviser. A faculty adviser can be an adviser of just one (1) student organization.
2. The duties and responsibilities of officers and advisers should be embodied in the Constitution and By-laws of the student organization and extend to on and off -campus activities.
3. As a mature and experienced mentor in the university, the adviser provides and gives advice to the officers and members of the organizations on how to achieve their goals and objectives and how they can improve the image of WVSU. The adviser inspires them to become responsible and concerned members of society.
4. The adviser shall guide the officers and members on the wise and frugal use of the organization's funds.
5. An officer of a student council must have no failing grade during the semester prior to his/her term of office. However, to avail of the service grant he must have no grade lower than 2.5.
6. A student can hold the position of President or Chairperson in only one (1) organization in a given school year. He/ She can hold lower positions in other organizations.
7. The officers and advisers are responsible for their and their members' conduct and discipline in activities held in and out of campus.

VI. Conduct of Activities

A. General Procedure

1. Only accredited organizations are allowed to schedule activities.
2. All things pertaining to university organizations and their activities shall be supervised by the **Office of Student Affairs (OSA)**. The **College Committee for Student Organizations (CCSO)** shall supervise college organizations and their activities.
3. The OSA or the CCSO shall be informed of changes in the adviser, set of officers or any amendments in the Constitution and By-laws of an organization immediately before these changes are enforced.
4. Notices and announcements shall be approved by the Administrative Officer and shall be posted only on designated areas.
5. Student organizations must keep a portfolio of approved permits, certificates, pictures and write ups in school papers of activities undertaken during the year. This is necessary for evaluation of application for renewal of the organization for the next school year.
6. The student organization shall be responsible for any damage of facilities used as well as for order and cleanliness of the premises during and **AFTER** the activity.
7. Student organizations shall not schedule non-academic activities during the last two (2) weeks of classes of every semester to prepare students for final examinations.

B. Permits

1. All activities including those using WVSU facilities must have an **approved permit as recommended by the adviser and OSA Dean for university organizations or College Dean/Director for college organizations. Use of facilities** must be endorsed by the **venue approving officers**. Permits must be processed early for persons concerned to see the feasibility of the request especially those involving the use of school facilities and reach the OSA or CCSO at least **seven (7) working days** before the activity. Permits filed a day before the activity will NOT be considered unless the activity is urgent and organized by the administration.
2. **Permit B** is used for **non-academic activities** conducted by the university or college organizations. **Approval** is by the **OSA Dean or College Dean/Director, VPAA** (for activity outside the university and inside WV) and the **University President** (for activity outside WV). For **non-academic activities** during class days, the classes or students concerned must have a request for exemption from classes approved by the **college dean and VPAA**.

Non-Academic Activities- are activities conducted by the university or college organizations which are not part or requirement of their academic classes

3. **Permit A** is used for **academic-related activities**. Approval is by the **Director of Instruction and VPAA** (for activities within WVSU). The **University President** approves for activities outside WVSU. The **OSA is given a copy of the permit**.

Academic Activities – are activities initiated by the subject teacher as part of the course requirements

4. Waivers must be attached to permits for activities after 8:00 PM and/or that are out-of campus.
5. All student activities must observe the **curfew hour** established by the university. A **special permit** shall be secured for activities beyond the curfew hour.

C. Procedure for Obtaining the Permit

1. Accomplish Permit Form – 2 copies for Permit B; 3 copies for Permit A.
2. If the activity involves money, a **Budget Plan** prepared by the **treasurer**, concurred by the **chairman**, recommended by the **adviser and department head** should be attached. For **college organizations**, it shall be approved by the **College Dean/Director**. For **university organizations**, the **budget plan** shall be approved by the OSA.
3. Obtain the signatures of recommending and approving officers as specified in the permit.
4. Once approved, leave a copy of the permit to the OSA or CCSO.

D. Activities with Guests or Visitors

1. The OSA for university organizations or CCSO for college organizations must be informed about the presence of a guest speaker or visitor/s in a symposium, lecture or conference scheduled by a student organization.
2. A student organization with an approved permit to conduct an activity and have visitor/s coming to join the activity shall provide the guard a list of the visitor/s. To be allowed into the university, the visitor/s shall present his/her valid ID which can be claimed upon leaving the university premises.

VII. Finances

A. Managing and Safekeeping of Funds

1. Money matters regarding student activities have to be agreed by the members of the student organization and by the faculty adviser.
2. The budget proposal for activities involving money must be approved by the **OSA Dean** for **university organizations** or the **college deans/directors** for **college organizations**.
3. It is recommended that student organizations open bank accounts with the WVSU MPCoop Bank or any reputable bank. **Authorized signatories** are the chairman, treasurer and adviser. Bankbooks shall be submitted to CCSO or OSA at the end of the school year for safekeeping and taken back at the beginning of the school year upon accreditation of the organization.
4. Financial collections must be immediately deposited in the bank and not be allowed to stay long with a person or in an office. Advisers must ensure that money is safely kept and properly used.
5. Funds of student councils and student organizations shall not be lent to anyone.

B. Fund-Raising

1. Fund raising activities may be allowed provided the student organization secures official permit from DSWD and BIR. The purpose of the fund-raising must be specified on the permit. When tickets are issued, they shall be numbered with signatures of the chairman and adviser of the organization and controlled by the organization's faculty adviser and officers. The generated income must be properly expended, monitored, accounted and reported in the financial report.
2. Solicitation letters with reply slips must be numbered for accounting of the auditor and adviser.

C. Disbursement of Funds

1. **Collection and disbursement of funds** of the **university** and **college student councils** shall be accompanied by a resolution **recommended by the Adviser, College Dean/Director and OSA Dean, and approved by the Vice President for Academic Affairs.**

D. Financial Liquidations & Financial Reports

1. **Financial liquidations** containing the list of collections and expenses shall be submitted to **OSA for university organizations** or **CCSO for college organizations** for approval **within TWO WEEKS after each activity**. Receipts and evidences shall support proper use of the money for the approved purpose. Aside from the Chairman, Treasurer and Auditor, the financial liquidation shall bear the signature of the adviser. This is needed before the request for permit for the next activity can be considered.
2. **Financial Reports** for the academic year containing summary of expenses for all activities shall be submitted to **OSA for university organizations** or **CCSO for college organizations**, for approval, **three (3) weeks** before the start of the final examinations in the 2nd semester. This is a requirement for OSA or the college to **clear the officers and advisers** of the school organizations from accountabilities.

VIII. Turning Over of Records and Finances

There shall be a simultaneous turning over ceremony of records and finances to the new set of officers after the organizations have been cleared, toward the end of the school year, preferably a week after the final exams – the date to be announced by the OSA.