



JUL 28 2005

DepED ORDER
No. 43, s. 2005

STANDARD CONSTITUTION AND BY-LAWS OF THE SUPREME STUDENT
GOVERNMENTS IN SECONDARY SCHOOLS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools

1. In recognition of the significant role and contributions of the Supreme Student Government (SSG) in the schools and in line with the Student Government Program (SGP) of the Department of Education-Center for Students and Co-Curricular Affairs (DepED-CSCA), the enclosed Standard Constitution and By-Laws is hereby issued for implementation in all secondary schools.
2. The objectives of the issuance of this Standard Constitution and By-Laws are to:
 - a) strengthen the student governments and the studentry in all secondary schools;
 - b) standardize this important instrument in school student governance in all secondary schools;
 - c) provide easy reference in monitoring and evaluating the performance of the student governments;
 - d) harness the student government as a partner in achieving quality education and academic excellence in schools; and
 - e) make available real exposure, experience and learning in responsible and participative democracy and leadership.
3. Beginning School Year 2005-2006 and every year thereafter, all public secondary schools nationwide shall strictly adopt this Standard Constitution and By-Laws in its entirety. Private secondary schools may freely adopt the same as they see fit.
4. The election of the student government officers every February shall already reflect the new set-up and follow the structure, processes and requirements stated in the Standard Constitution and By-Laws.
5. All School Principals are tasked to ensure and oversee the implementation of this Order in their respective schools. All Regional and Division Coordinators of the Student Government Program are required to report compliance with this Order to the Center for Students and Co-Curricular Affairs (CSCA), DepEd Complex, Meralco Avenue, Pasig City.
6. All previous DepED Orders and Memoranda issued in regard to the Student Government Program not inconsistent with this Order shall remain in force and effect.

7. For clarifications and queries, please call Mr. Joey G. Pelaez, CSCA Executive Director, at telefax numbers 631-8495 or 636-3603.

8. Immediate and widest dissemination of this Order is directed.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

ORGANIZATIONS
 POLICY
 STUDENTS

Madel:c:supreme students
7-14-05

**STANDARD CONSTITUTION AND BY-LAWS OF THE SUPREME STUDENT
GOVERNMENTS OF SECONDARY SCHOOLS**

PREAMBLE

We, the students of _____ HIGH 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 Alma Mater, 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 (name of school).
- Sec. 2 For purposes of this Constitution and By-Laws, SSG refers to the Supreme Student Government of (name of school).

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 (name of school) 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. Train members for effective and efficient leadership
 - c. Help the students develop self-confidence
 - d. Promote unity among leaders and the student body
 - e. Maintain school aspirations to promote quality education and academic excellence
 - f. Serve and protect students' rights and welfare
 - g. Represent the studentry in the policy-making body of the school concerning students' welfare

Article IV

Membership

- Sec. 1 All bonafide 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 enjoy responsible freedom of speech and expression.
- Sec. 2 Every student has the right to avail of all the services offered by the SSG.
- Sec. 3 Every student has the right to conduct and participate in all school activities.
- Sec. 4 Every student has the right to information on all the issues and matters concerning them.
- Sec. 5 Every student has the right to vote, to be nominated and be elected into office.
- Sec. 6 Every student has the right to be represented in the different meetings and assemblies of the school on issues affecting the welfare of the studentry.
- Sec. 7 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 DepEd issuances or by the Parents-Teachers and Community Association in an appropriate resolution.
- Sec. 3 Every student 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/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. Participate in the crafting/formulation of School Improvement Plans (SIP's);
 - h. Act as Coordinating Council of all campus co-curricular organizations;
 - i. 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;
 - j. Spearhead anti-drug abuse, anti-smoking, Brigada Eskwela, Reading and Tutorial Services for Challenged Learners, and environmental programs in the school;
 - 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 on a monthly basis. Terminal report must be submitted to the school authorities and the incoming SSG officers during the turn-over of responsibilities.

Article VIII

Composition, Election and Term of Office of the SSG

- Sec. 1 The officers of the SSG are the duly elected President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, Year Level Chairperson if applicable and the Year Level Representatives.
- Sec. 2 The Year Level Representative/s shall be elected depending on the number of enrollees in the school pursuant to DECS Order No. 37, s. 2001.
- Sec. 3 The Year Level Representative who shall get the highest number of votes among the elected Year Level Representatives in their respective year level shall serve as the Year Level Chairperson of the year level concerned.

- Sec. 4 All SSG elections shall be conducted school wide every third and/or fourth week of February annually.
- Sec. 5 Elections for the First Year Level Representative/s shall be conducted every 1st week of July annually.
- 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 85 and above without any failing grade during the 3rd grading period of the current school year;
 - c. Of good moral character and have not been subject 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 First Year Level Representative/s;
 - e. Considered resigned and ineligible from all elective or designated positions from clubs and organizations once elected.
- Sec. 8 The officers of the SSG shall hold office for one academic year.

Article IX

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. Preside over all meetings and/or may designate another officer to preside for a specific meeting;
 - b. Enforce this Constitution, By-laws and other regulations that may be promulgated;
 - c. Sign all official minutes, resolutions, correspondences, and other official papers of the SSG;
 - d. Represent the SSG in the School Governing Council and any official external or internal affairs/functions;
 - e. Head the Coordinating Council of Campus Co-Curricular Organizations;
 - f. Implement SSG programs and projects;
 - g. Create Ad Hoc Committees, as the need arises, the Chairperson of which shall be appointed by the SSG President; and,
 - h. Perform such other functions inherent and incidental to his/her office.
- Sec. 2 The Vice President shall have the following duties:
- a. Assist the President in all matters where his/her assistance is necessary;
 - b. Assume the Office of the President should the position become vacant;
 - c. Supervise members in planning and arranging meetings or programs of activities;
 - d. Head the Internal Affairs Committee and conceptualize programs and projects and plan activities with the Year Level Representative; and,
 - e. Perform such 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 all pertinent documents and papers of the SSG and make them accessible to the studentry;
 - c. Call and prepare all notices of SSG meetings;
 - d. Head the Student Government Secretariat; and,
 - e. Perform such 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 the annual budget of the SSG;
 - d. Prepare financial reports every month, after an activity, and at the end of term;

- e. Formulate pertinent financial guidelines for the organization
 - f. Head the Finance Committee; and,
 - g. Perform such other duties assigned by the SSG.
- Sec. 5 The Auditor shall have the following duties:
- a. Certify the legitimacy and correctness of the disbursement of funds;
 - b. Audit all expenditures of the SSG funds;
 - c. Assist the Treasurer in formulating guidelines and reports;
 - d. Keep and update inventory of all the SSG's property;
 - e. Act as the assistant head of the Finance Committee; and,
 - f. Perform such other duties assigned by the SSG.
- Sec. 6 The Public Information Officer shall have the following duties:
- a. Popularize the thrusts and objectives of the SSG;
 - b. Build and maintain a credible image of the SSG;
 - c. Take charge in the promotion of SSG projects and activities;
 - d. Head the Publicity Committee; and,
 - e. Perform such other duties assigned by the SSG.
- Sec. 7 The Peace Officer shall have the following duties:
- a. Help the presiding officer to maintain peace and order during meetings;
 - b. Act as disciplinary officer, if needed;
 - c. Maintain peace and order within the premises of the school;
 - d. Act as chief peace officer and over all Sergeant-at-Arms of subordinate organizations and classes;
 - e. Chair the Students' Welfare Committee and appoint its members; and,
 - f. Perform such other duties assigned by the SSG.
- Sec. 8 The Year Level Chairperson/s shall have the following duties, apart from the duties enumerated in Section 9:
- a. Act as the year level head coordinator of all SSG programs and projects in his/her year level.
- Sec. 9 The Year Level Representative/s 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 year 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 X

Permanent Committees in the Supreme Student Government

- Sec. 1 There shall be seven (7) permanent committees in the SSG; namely, the Executive Committee, Internal Affairs Committee, Secretariat, Finance Committee, Publicity Committee, Students' Welfare Committee and the Special Projects Committee. Members of each committee in the SSG shall be appointed by the President from among the officers of the homeroom organizations upon the recommendation of the chairperson of the committee.
- Sec. 2 The Executive Committee shall be headed by the President and shall act as the administrative arm of the SSG.
- Sec. 3 The Internal Affairs Committee shall be headed by the Vice President and shall take charge of all the matters regarding the members of the SSG and their functions.
- Sec. 4 The Secretariat shall be headed by the Secretary and shall be the official SSG work group.
- Sec. 5 The Finance Committee shall be headed by the Treasurer and shall be assisted by the Auditor. This committee shall take charge of all monetary matters and properties of the SSG.
- Sec. 6 The Publicity Committee shall be headed by the Public Information Officer and shall be responsible for disseminating information on matters concerning the SSG.
- Sec. 7 The Students' Welfare Committee shall be headed by the Peace Officer and shall look after the rights of the students and act upon their complaints.

- Sec. 8 The Special Projects Committee shall be headed by a person appointed by the President and shall implement programs and projects on anti-drug abuse, anti-smoking, Brigada Eskwela, Reading and Tutorial Services for Challenged Learners, and environment.
- Sec. 9 Other committees, permanent or ad hoc in nature, may be created by the SSG as the need arises.

Article XI

Homeroom Class Organizations

- Sec. 1 There shall be a homeroom class organization in every section composed of officers parallel to the organizational structure of the SSG.
- Sec. 2 The homeroom class organization shall be responsible in implementing programs and projects of each class.
- Sec. 3 The homeroom class organization shall assist the SSG in implementing its programs and projects.
- Sec. 4 The homeroom class organization shall be guided by the designated class adviser who must be part of the teaching staff of the school.

Article XII

Coordinating Council of Campus Co-Curricular Organizations

- Sec. 1 The Coordinating Council shall be headed by the President of the Supreme Student Government as the Chairperson.
- Sec. 2 The Coordinating Council shall be composed of the different Presidents of all recognized legitimate campus co-curricular organizations.
- Sec. 3 The Coordinating Council shall have the following functions:
- a. Coordinate school-wide activities, which need the participation and involvement of the whole studentry
 - b. Provide a consultative mechanism and support for the implementation of the various programs and projects of all co-curricular organizations
 - c. Plan programs and synchronize student activities in the campus
 - d. Serve as a venue to present accomplishment reports, financial reports and such other reports of the SSG and other organizations as are necessary or required
 - e. Serve as a venue for budget deliberations and appropriations from the School Organization Fee, provided fifty percent (50%) of which shall be for the SSG and the remaining fifty percent (50%) for all recognized school co-curricular organization and activities
- Sec. 4 The Coordinating Council shall meet once a month or upon notice of the Chairperson or upon the request of any of its members or as often as the council may deem necessary.
- Sec. 5 The School Principal/Head shall serve as the Adviser of the Coordinating Council. As such, all resolutions and agreements arrived at by the Coordinating Council shall be noted by the School Principal.

Article XIII

Supreme Student Government Adviser

- Sec. 1 The SSG Adviser shall preferably be the teacher in Social Studies or any competent, able and willing teacher designated by the School Principal.
- Sec. 2 The SSG Adviser shall monitor all programs, projects, activities and meetings of the SSG at all times.
- Sec. 3 The Advisorship in the SSG shall be equivalent to one teaching load (DepED Order No. 43, s. 2002).

Article XIV

Commission on Elections

- Sec. 1 The Commission on Elections, herein referred to as the SSG COMELEC, shall be established within forty-five (45) days before the day of the election.
- 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 eleven (11) 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 three (3) from the First Year Level (incoming Second Year), three (4) from the Second Year Level (incoming Third Year) and four (4) from the Third Year Level (incoming Fourth Year).
- Sec. 5 The members of the SSG COMELEC shall be appointed by the adviser of the SSG.
- Sec. 6 The SSG COMELEC shall have the following duties and responsibilities:
- a. Conduct fair, honest, and systematic elections;
 - b. Validate the electoral proceedings and results;
 - c. Accept or 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 of the guidelines, which have been promulgated.

Article XV

The General Assembly

- Sec. 1 The General Assembly of the SSG shall be composed of all elected Homeroom Class Organization Presidents of the school.
- Sec. 2 The General Assembly shall be a forum for information and consultations, which decisions shall be significantly considered.
- Sec. 3 The General Assembly shall be convened by the President once every two months starting in the month of July and as the need arises.

Article XVI

Membership to the Division, Regional and National Federations of Student Government

- Sec. 1 As a duly constituted SSG, and having adopted this standard Constitution and By-Laws, this SSG shall be, and shall remain to be, an automatic member of the National Federation of Student Government (NFSG), including the Division Federation of Student Government (DFSG) and the Regional Federation of Student Government (RFSG) of the Division or Region where it operates.
- Sec. 2 As such, this SSG shall abide by the rules and regulations issued by the proper federation consistent with the policies and guidelines of the Department of Education.

Article XVII

Meetings 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 only one vote.
- Sec. 5 No proxy shall be allowed when voting.

Article XVIII

Finance

- Sec. 1 The SSG's funds shall be classified into Trust funds and Special funds. Trust funds shall consist of the School Organization Fee, the amount of which shall be recommended by the SSG in consultation and with the approval of the PTCA but in no case shall it exceed the limit set by the Department of Education in an appropriate official issuance, and the Special funds are funds that come from donations, sponsorship, fund-raising projects or any amount derived from legitimate sources.
- Sec. 2 The SSG shall enjoy the freedom to determine its priorities in the disbursement of its share in the Student Organization Fee.

- Sec. 3 The SSG may undertake fund-raising activities to subsidize its projects or activities.
- Sec. 4 The organization can accept cash donations from any member or any public or private person or institution, for as long as it will not affect the integrity of the SSG.
- Sec. 5 The SSG President and the Treasurer shall be the signatory of all fund disbursement of the SSG. All fund disbursements must be accompanied with an SSG resolution duly noted by the SSG Adviser and all expenses supported by official receipts. The School Principal/Head shall be provided a copy of all resolutions relative to the disbursements made.
- Sec. 6 The SSG, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.
- Sec. 7 Funds of the SSG shall be audited at the end of the term, or at the end of every activity.
- Sec. 8 Financial statements shall be posted in the SSG Bulletin Board every month and printed in every issue of the school paper.

Article XIX

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 Two-thirds (2/3) vote of the General Assembly shall be necessary to decide after hearing a case of impeachment.
- Sec. 3 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 a counsel in his defense.
- Sec. 4 Resignation shall be in writing and subject to the approval of the SSG officers.
- Sec. 5 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. 6 Any vacancy in the SSG, except the position of the President, shall be filled, within thirty (30) days from the day the position is rendered or considered vacant, by appointment of the President from among the officers of the SSG. Immediately upon appointment, the officer appointed shall serve the remaining period.
- Sec. 7 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 XX

Amendments

- Sec. 1 This Constitution and By-Laws may be amended or modified in full or in part once every three (3) years from its official issuance through a DepEd Order or Memorandum.
- Sec.2 The school SSG, the Division and/or Regional Federations of Student Governments may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred in by a majority vote of the School SSG officers, the Division or Regional Federation officers concerned voting separately.
- Sec. 3 Proposed amendments shall be transmitted to the Center for Students and Co-Curricular Affairs (CSCA) at least one (1) month before the holding of the National Leadership Training for Student Government Officers or any national conference organized for the purpose, where the same shall be submitted for ratification.
- Sec. 4 Amendments to this Constitution and By-laws shall take effect immediately upon its ratification, and approval of the Secretary of the Department of Education.

