



CSU BAKSU

BENEVOLENT ADHERENTS OF K-POP STUDENT UNION

**CONSTITUTION AND BY-LAWS OF THE
CARAGA STATE UNIVERSITY –
BENEVOLENT ADHERENTS OF K-POP
STUDENT UNION**

ADOPTED ON SEPTEMBER 13, 2025 AT
CARAGA STATE UNIVERSITY, AMPAYON, BUTUAN CITY

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PREAMBLE

We, the members of the Caraga State University Benevolent Adherents of K-Pop Student Union (CSU BAKSU), united by our passion for K-pop, culture, and community, hereby establish this Constitution to uphold inclusivity, foster creativity, and strengthen camaraderie among fans. Guided by our shared dedication, we aim to inspire, empower, and celebrate talents while promoting respect, unity, and harmony within the university and beyond.

DESCRIPTION

The Caraga State University Benevolent Adherents of K-Pop Student Union (CSU BAKSU) is a service-oriented organization led by passionate K-pop fans and open to all students of Caraga State University who share an interest in the organization's vision, mission, goals, and objectives. The organization strives to broaden students' knowledge and appreciation of music and the arts while fostering inclusivity and creativity. By serving as a bridge that connects diverse individuals, regardless of age or gender, the Caraga State University Benevolent Adherents of K-Pop Student Union (CSU BAKSU) promotes a welcoming environment that inspires meaningful activities aligned with the spirit of K-pop—unity, passion, and cultural appreciation.

CONSTITUTIONS

ARTICLE I. NAME AND PURPOSE

- Section 1. The organization shall be known as Caraga State University Benevolent Adherents of K-Pop Student Union (CSU BAKSU).
- Section 2. The acronym BAKSU is derived from the Korean word meaning "to give applause/hand", symbolizing recognition and encouragement for student members who connect with others in the university through their shared love of K-Pop.
- Section 3. The purpose of CSU BAKSU shall be to:
- a. Promote K-pop music and culture as a medium for fostering unity, inclusivity, and appreciation for diverse artistic expression of every member;
 - b. Provide a supportive community for students with common interests;
 - c. Organize activities such as performances, workshops, and social gatherings that develop student talents and strengthen camaraderie; and
 - d. Extend service to the community through outreach and cause-oriented programs inspired by advocacies promoted within the K-pop community.

ARTICLE II. AFFILIATION

- Section 1. *Affiliation with the Student Government Organization*
The CSU BAKSU is recognized by, and acts in accordance with the constitution, bylaws, legislation, and executive actions of the League of Campus Organizations of Caraga State University.
- Section 2. *Affiliation with the Student Organization*
The CSU BAKSU shall maintain a mutual affiliation with all student organizations of Caraga State University,

**ARTICLE III.
SCOPE AND JURISDICTION**

- Section 1. The Constitution and By-laws of the CSU BAKSU shall be the sole governing law of all bona fide CSU BAKSU members.
- Section 2. The Constitution and By-laws of the CSU BAKSU shall be the legal basis of its existence and actions, unless amended in the manner prescribed by pertinent provisions embodied herein.

**ARTICLE IV.
VGMO**

VISION

To be a dynamic and inclusive student organization that fosters creativity, service, and cultural appreciation through the advocacies of K-pop, particularly in promoting inclusivity, quality education, cultural appreciation, and community development while contributing to the United Nations Sustainable Development Goals.

GOALS

- Section 1. The CSU BAKSU is a social organization composed of Korean Pop fans and university students who express an interest in the organization's commitments. The CSU BAKSU goals are:
- a. Promote K-pop music and culture as an avenue for positive student engagement and mental well-being;
 - b. Provide opportunities for holistic learning, leadership, and talent development beyond the classroom;
 - c. Create a safe and inclusive community that respects diversity and fosters gender equality;
 - d. Build strong networks within and outside the University to strengthen partnerships and community engagement;
 - e. Organize cause-oriented programs that contribute to social responsibility and community service.
- Section 2. The organization's main activities consist of social gatherings, talent showcase for a cause programs, and outreach/donation programs.

MISSION

To establish a student organization that amplifies the University's values of service, excellence, and inclusivity by promoting K-pop as a platform for cultural appreciation, personal growth, and community involvement, while actively supporting applicable UN-SDGs in its activities and advocacies.

OBJECTIVES

To achieve its mission and goals, CSU BAKSU shall:

- a. Conduct creative events and activities that showcase members' talents and promote cultural exchange;
- b. Provide platforms for students to learn about the K-pop community as a global cultural movement, encouraging appreciation of diversity;

- c. Establish charity, outreach, and advocacy programs that contribute to the welfare of local communities;
- d. Promote inclusivity, respect, and equality within the organization and in all its activities;
- e. Build collaborations with student organizations, external partners, and advocacy groups to amplify impact.

**ARTICLE V.
ORGANIZATIONAL STRUCTURE**

Section 1. *The CSU BAKSU shall be composed of the following:*

- a. Officers
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Assistant Secretary
 - 5. Treasurer
 - 6. Auditor
 - 7. Business Manager
 - 8. Public Relation Officer
 - 9. Graphic Design Director
 - 10. Graphic Design Associate
 - 11. Media Director
 - 12. Media Associate
 - 13. Performance Director
 - 14. Event Coordinator
 - 15. Consultant
- b. Members
- c. Performers
- d. Adviser/s

**ARTICLE IV.
DUTIES AND RESPONSIBILITIES OF THE OFFICERS**

Section 1. *The President shall:*

- a. Be the Chief Executive Officer of the organization;
- b. Preside in all meetings of the members of the organization;
- c. Coordinate with the University's Student Affairs division;
- d. Execute all resolutions and/or decisions of the organization;
- e. Formulate policies and issues such as directive, circulars, or memoranda for proper implementations, with the concurrence of the majority of the officers;
- f. Sign all important correspondences, legal documents and contracts, upon prior approval of the officers;
- g. Appoint all important Chairpersons of Standing Committees and Subcommittees, with the concurrence of the majority of the officers;
- h. Approve or disapprove expenditures in accordance with the current budget;
- i. Submit to the members an annual report of the activities and accomplishments, as well as the financial statement during his/her incumbency;
- j. Promote the Constitution and By-laws of the organization;
- k. Represent the cause the CSU BAKSU to be represented in all affairs wherein it has an interest and in functions to where the organization is invited to participate; and
- l. Perform other tasks as maybe required by the organization.

- Section 2. *The Vice President shall:*
- a. Assume the powers and responsibilities of the President in their absence or incapacity, ensuring continuity in leadership and organizational operations;
 - b. Oversee the implementation of policies and programs established by the President, ensuring they are properly executed and aligned with the organization's objectives;
 - c. Coordinate the activities of various committees to prevent overlapping of functions, promote collaboration, and ensure efficiency and success in their initiatives;
 - d. Act as an advisor and support system to the President, providing input and assistance in decision-making and strategic planning;
 - e. Represent the organization in official capacities when delegated by the President;
 - f. Foster a collaborative environment among officers and members to promote teamwork and effective communication;
 - g. Perform other tasks as maybe required by the organization.
- Section 3. *The Secretary shall:*
- a. Send to all officers/members concerned notices of all meetings in timely manner;
 - b. Attend all meetings of the officers/members as well as prepare the business agenda and keep records of the proceedings thereto;
 - c. Keep all the minutes of meetings of the officers/members, in a book;
 - d. Inspect from time to time, the records of the organization, see to it that they are properly kept, and submit a report of findings to the President;
 - e. Prepare and maintain the Minutes of Book of the organization and keep on file every approved application for membership;
 - f. Circulate all publications, directives, circulars, and such other printed materials intended for the members; and
 - g. Perform other tasks as maybe required by the organization.
- Section 4. *The Assistant Secretary shall:*
- a. Assume the responsibilities and duties of the Secretary in their absence, ensuring continuity of administrative tasks and organizational functions;
 - b. Attend all meetings of the officers and members, accurately record the minutes of the meeting, including discussions, decisions, and actions taken, and ensure these records are properly organized and accessible;
 - c. Assist the Secretary in preparing and distributing meeting agendas, notices, and other official documents to members;
 - d. Help maintain and update organizational records, ensuring all documentation is current and well-organized;
 - e. Act as a liaison between the Secretary and other officers or members to facilitate effective communication and coordination;
 - f. Perform other tasks as may be required by the organization to support its administrative and operational needs.
- Section 5. *The Treasurer shall:*
- a. Have general supervision of the financial affairs, funds, receipts, and disbursements of the organization;
 - b. Be responsible for and exert diligent efforts for the prompt collection of fees and all amount due;
 - c. Issue official receipts for each and every payment and/or collection received;
 - d. Keep all funds of the organization in bank/s as the officers/members may designate;
 - e. Keep and have charge of the book of accounts which shall be opened to inspection by any member of the organization, whenever the account of the- financial condition of the organization is needed and all of transactions made by her/him as treasurer;

- f. Be the chairman of the Finance Committee, devise ways and means of raising necessary funds to finance various programs, projects, and activities to ensure their proper implementation;
- g. Serve as financial adviser to the President;
- h. Prepare monthly and annual financial report for the approval of the officers;
- i. Sees to it that only those items of expenditures expressly provided for or which are clearly implied in the budget to carry out the objectives and activities organization are funded; and
- j. Perform other tasks as maybe required by the organization.

Section 6.

The Auditor shall:

- a. Examine and verify the organization's financial records, ensuring accuracy, transparency, and compliance with standard accounting practices;
- b. Conduct regular audits of the organization's financial books and records to identify discrepancies and maintain accountability;
- c. Review and certify all entries recorded by the Treasurer in the book of accounts, ensuring they are complete and accurate;
- d. Prepare audit reports and present findings to the organization's leadership or members during meetings, highlighting financial performance and areas for improvement;
- e. Provide recommendations for improving financial management and internal controls to enhance the organization's financial stability.
- f. Work closely with the Treasurer and other officers to address any financial issues or irregularities identified during audits;
- g. Perform other tasks as maybe required by the organization.

Section 7.

The Business Manager shall:

- a. Oversee and manage all transactions of the organization, ensuring transparency, accountability, and alignment with its goals;
- b. Focus on fundraising initiatives, managing events, coordinating financial transactions, and ensuring the effective use of resources to support the organization's activities;
- c. Develop and implement strategies to generate income or secure sponsorships to sustain the organization's programs and operations.
- d. Maintain accurate records of all business-related activities, including financial reports, contracts, and agreements, for future reference and audits;
- e. Collaborate with other officers to ensure efficient resource allocation and financial stability.
- f. Build and maintain professional relationships with external partners, sponsors, and vendors to enhance the organization's opportunities and growth;
- g. Perform other tasks as maybe required by the organization.

Section 8.

The Public Relation Officer shall:

- a. Disseminate information to all members of the organization through publication materials, infographics, social media platforms, and other communication channels to ensure timely and effective communication;
- b. Assist in the preparation, processing, and facilitation of documents or papers that require signatures or organizational approval;
- c. Manage the organization's public image by crafting and sharing announcements, event promotions, and updates that align with the group's values and objectives;
- d. Build and maintain relationships with external stakeholders, including media outlets, sponsors, and partner organizations, to promote the organization's activities and initiatives;
- e. Organize and oversee the creation of promotional content such as posters, videos, and press releases for events and campaigns.

- f. Act as the primary point of contact for public inquiries about the organization and its activities;
- g. Perform other tasks as maybe required by the organization

Section 9. *The Graphic Design Director shall:*

- a. Collaborate with the Public Relations Officer (P.R.O.) to design and prepare publication materials, ensuring that all outputs align with the organization's branding and communication goals;
- b. Take charge of conceptualizing, planning, and executing creative designs for promotional content, including posters, banners, infographics, and digital assets;
- c. Oversee the quality and consistency of all graphic materials produced by the organization to maintain a professional and cohesive visual identity;
- d. Stay updated on design trends and tools to enhance the organization's creative outputs and improve audience engagement;
- e. Work closely with other departments or committees to provide graphic design support for events, campaigns, and other organizational initiatives;
- f. Maintain an organized archive of all design materials for future reference and use;
- g. Perform other tasks as may be required by the organization.

Section 10. *The Graphic Design Associate shall:*

- a. Assist the Graphic Design Director in crafting publication materials, ensuring that designs meet the organization's standards and objectives;
- b. Provide creative input and support during the conceptualization and execution of graphic design projects;
- c. Help ensure timely completion of design tasks by coordinating with the Graphic Design Director and other team members;
- d. Participate in brainstorming sessions to develop innovative ideas for visual content;
- e. Learn and adapt to new design tools and techniques to enhance their skills and contribute effectively to the organization;
- f. Maintain a backup of design files and assist in organizing the archive of graphic materials for future use;
- g. Perform other tasks as maybe required by the organization.

Section 11. *The Media Director shall:*

- a. Be responsible for managing and running the official social media platforms of the organization, including creating and posting publication materials to ensure consistent and effective communication with the audience;
- b. Develop social media strategies to enhance the organization's online presence, engagement, and visibility;
- c. Monitor social media trends and audience engagement to optimize content and improve outreach;
- d. Collaborate with other officers, including the Public Relations Officer and Graphic Design Director, to ensure that the content aligns with the organization's branding and messaging;
- e. Oversee the scheduling and consistency of posts across platforms, ensuring timely and relevant updates;
- f. Perform other tasks as maybe required by the organization.

Section 12. *The Media Associate shall:*

- a. Assist the Media Director in managing the official social media platforms and content creation. The Media Associate shall be flexible enough to undertake the duties of the Media Director when needed;
- b. Help in the creation of multimedia content such as images, videos, and graphics to be shared on social media;

- c. Monitor and report on social media performance, assisting in analyzing engagement metrics and suggesting improvements;
- d. Support the Media Director in maintaining a content calendar and ensuring that posts are timely and aligned with organizational goals;
- e. Perform other tasks as maybe required by the organization.

Section 13. *The Performance Director shall:*

- a. Serve as the official leader and representative of the Performers' Division within CSU BAKSU;
- b. Acts as the primary liaison between performers and officers, ensuring clear communication and effective coordination;
- c. Provide guidance, mentorship, and training to performers to enhance individual and group performance quality, professionalism, and cohesion;
- d. Serve as the head of planning and executing performance-related events, including rehearsals, workshops, special projects, and other performance related activities;
- e. Perform other tasks as maybe required by the organization.

Section 14. *The Event Coordinator shall:*

- a. Be responsible for planning, organizing, and coordinating the future events of the organization. This includes collaborating with the President, Vice President, and Consultant to ensure events align with the organization's goals and objectives;
- b. Oversee all logistical aspects of event planning, including venue selection, scheduling, budgeting, and coordinating with vendors, sponsors, and participants;
- c. Manage the promotion of events, working closely with the Public Relations Officer and Media Director to ensure effective communication and engagement with the target audience;
- d. Ensure that events run smoothly, handling any issues or adjustments that arise during the planning and execution stages;
- e. Be in charge of transactions related to events, such as payments, contracts, and managing event-related resources;
- f. Collaborate with other officers and committees to ensure resources are allocated efficiently and events are successful;
- g. Perform other tasks as maybe required by the organization.

Section 15. *The Consultant shall:*

- a. Understand the needs and objectives of the organization, providing expert advice and guidance to the officers in decision-making processes;
- b. Analyze and evaluate organizational strategies, offering insights and recommendations to improve efficiency, effectiveness, and overall success;
- c. Assist in identifying potential challenges and opportunities, helping the leadership team make informed decisions;
- d. Offer specialized knowledge and expertise in areas such as strategic planning, operations, financial management, or any other area relevant to the organization's growth and development;
- e. Provide ongoing support and advice to the officers, ensuring that decisions align with the long-term goals and values of the organization;
- f. Perform other tasks as maybe required by the organization.

Section 16. *Procedure for Officer Resignation:*

- a. An officer intending to resign must announce their intent at least one to two weeks prior to the effective date of resignation to allow sufficient time for preparation and coordination;
- b. A meeting must be conducted with all officers' present to discuss the resignation. The resigning officer must clearly state their reasons, ensure transparency and enable the officers to deliberate on the necessary adjustments or replacement;

- c. After the announcement and meeting, the resigning officer is required to submit a formal resignation letter addressed to the President, clearly stating the reason for resignation and the effective date;
- d. Before the resignation becomes effective, the officer must complete all pending tasks and properly turn over all responsibilities, documents, and assets to the next-in-line officer or an appointed interim officer;
- e. Any vacant position due to resignation will be addressed through a special election, appointment of an interim officer, or reassignment of duties as decided by the remaining officers, with the concurrence of the Adviser;
- f. The resignation will only take effect upon formal approval by the President, Consultant, the officers, and the Adviser during the meeting or through written acknowledgment.

Section 17. An officer not fulfilling his/her duties satisfactorily may be removed from the office by a majority vote of the officers, with the concurrence of the Adviser.

**ARTICLE VII.
QUALIFICATION, COMMITTEE AND ELECTION OF OFFICERS**

Section 1. *Qualifications of the Candidates:*

- a. Must be a bona fide student of Caraga State University;
- b. Must be an official member of CSU BAKSU;
- c. Must exhibit strong leadership skills, commitment, and the ability to work collaboratively with other officers and members;
- d. Must not have been previously removed or resigned from any position in any organization due to misconduct or neglect of duties.

Section 2. *Election Committee:*

- a. There shall be an Election Committee composed of a COMELEC Commissioner and two (2) Deputy Commissioners;
- b. The COMELEC Commissioner and two (2) Deputy Commissioner shall be appointed by the President;
- c. The COMELEC Commissioner shall be the chairman on the Election Committee and two Deputy Commissioners shall be the members of the Election Committee;
- d. The Election Committee must not be a candidate for any position during the election;
- e. The Election Committee shall:
 - 1. Enforce and administer all laws and regulations related to the conduct of elections, including plebiscites;
 - 2. Ensure the conduct of a free, orderly, honest, peaceful, and credible election;
 - 3. Prepare reports on proceedings, election results, plebiscites, and related matters;
 - 4. Proclaim the new set of officers after the election.

Section 3. *Election of Officers:*

- a. Officers shall be elected and/or appointed by the general membership;
- b. Members who meet the qualifications outlined in Article VII; Section 1 (Qualifications of the Candidates) are eligible to run for office;
- c. Procedures for voting shall be determined annually by the current officers, with the concurrence of the Adviser;
- d. *Nomination Process:*
 - 1. A nomination period must be announced by the current officers at least 1 week before the election date;
 - 2. Members will nominate themselves;
 - 3. All nominations must be verified by the Election Committee.
- e. *Election Process:*

1. Elections and/or appointments of officers shall take place before the start of the first semester of the academic year, with the deadline for completion established by the University's League of Campus Organizations;
 2. Voting will be done via an online voting platform to ensure fairness and confidentiality;
 3. Each position will be decided by a majority vote;
 4. The Election Committee shall be responsible for verifying nominations, preparing ballots, and counting votes.
- f. *Announcement of Results:*
1. Election results will be announced immediately after the votes are tallied and verified by the Election Committee;
 2. The results must be documented and signed by the COMELEC Commission, the Adviser, and the outgoing President.
- g. *Assumption of Office:*
1. Newly elected officers will assume their roles immediately after the announcement;
 2. An official turnover ceremony or meeting will be conducted to formalize the transition;
 3. In case of an unanticipated vacancy, the new set of officers will have the authority to appoint a replacement to ensure that the responsibilities of the vacant position are fulfilled. The appointed individual must be qualified for the role and assume the duties immediately to maintain the smooth operation of the organization.

ARTICLE VIII. MEMBERS

Section 1. *Eligibility of Members:*

- a. Membership shall be conducted during officially designated "Membership Days," and is open only to officially enrolled undergraduate students of Caraga State University;
- b. The organization is open to all undergraduate students of Caraga State University regardless of course, year level, or background. Graduate students are not eligible for membership;
- c. The rights, privileges, and obligations of members shall be governed by this Constitution and By-laws and/or by duly approved resolutions of the organization;
- d. Graduated members shall be recognized as alumni of the organization; however, they shall no longer have the right to vote, be nominated, adhere as members, or interfere in the official affairs and decision-making of the organization;
- e. Membership may be terminated through expulsion, suspension, or any form of academic absence from the University.

Section 2. *A member shall have the following rights:*

- a. To enjoy his/her basic human rights such as the right of expression, freedom of religion, freedom of speech and the right to air grievances in accordance with the laws of the Republic of the Philippines.
- b. To exercise the right to vote on all matters relating to the affairs of the organization;
- c. To be eligible in any elective or appointive office of the organization upon subject to qualification/s as provided for in this constitution;
- d. To participate in all deliberation/s meetings of the organization;
- e. To examine all the records or books of the organization's business hour/s;
- f. To be informed with all information concerning his/her membership in the organization;
- g. To form and/or join other organizations provided that it will not be contradictory to the existing rules of the organization.

- Section 3. *Duties and Responsibilities of Members:*
- a. To obey and comply the Constitution and By-laws, rules and regulations that may be promulgated by the organization from time to time;
 - b. To attend all meetings that may be called by the President and co-officers;
 - c. To pay membership dues and other assessment fees of the organization;
 - d. Contribute ideas in advancing the interests, goals and objectives of the organization;
 - e. Active participation in every activity set or held by the organization;
 - f. Promote the welfare of its members of the organization;
 - g. When elected or appointed to an office, to discharge diligently and faithfully the duties appertaining thereto;
 - h. Bring to the immediate attention of the organization in writing any remark made unfavorable to, or action done against the organization or any of its activities so that the same may be appropriately acted on by the association with the least delay; and
 - i. Perform other tasks as maybe required by the organization.

**ARTICLE IX.
ADVISER/S**

- Section 1. The officers shall have the power to elect an Adviser(s) during the emergency or first regular meeting.
- Section 2. The Adviser is open to all faculty members of the school, but priority shall be given to those who are KPOP fans, as they are more likely to be familiar with the dynamics of the organization.
- Section 3. The Adviser shall serve for two semesters of the Academic Year and may be subject to re-election for the succeeding year.
- Section 4. The board of Advisers of the organization shall have a maximum of 3 persons.
- Section 5. *Duties and responsibilities of the Adviser/s:*
- a. Provide guidance in all activities and undertakings of the organization;
 - b. Facilitate good relationship between the organization, College and University Administration;
 - c. Ensure observance and compliance of existing laws and regulations of the Philippine Government and the University in drafting policies, rules and regulations of the organization and implementation thereof;
 - d. Mediate and settles conflict among officers and/or members of the association;
 - e. Ensure smooth transition and turn-over of responsibilities from an incumbent to the succeeding administration; and
 - f. Promote the welfare of the association.
- Section 6. *Termination of the Adviser/s:*
- a. The termination of the Adviser's term shall occur upon the appointment of a new Adviser.
 - b. The officers by election, shall have the power to choose another Adviser for replacement in case of Adviser's death, disability or termination of contract (for contractual).

**ARTICLE X.
PERFORMERS**

- Section 1. *Auditions and Selection of Performers:*
- a. CSU BAKSU officers shall conduct auditions to select performers for various events and activities;
 - b. The auditions aim to identify and build a team of talented performers who will represent the organization in different events.
- Section 2. *Performance Representation:*

- a. Performers selected through auditions by the organization shall perform during CSU BAKSU events or when invited to represent the organization in external events;
- b. The performers may be called upon by the officers or through invitations to perform for specific events, ensuring CSU BAKSU's presence and representation.

Section 3. *Appointment of the Performance Director:*

- a. A Performance Director for the group of performers shall be appointed or elected to ensure effective communication and coordination;
- b. The Performance Director will serve as the primary point of contact between the officers and the performers. If there are any tasks or instructions for the performers, the officers will communicate directly with the Performance Director;
- c. The Performance Director can either be a performer or an officer, depending on who is selected through the appointment or election process;
- d. If an officer is chosen as the Performance Director, their responsibilities as an officer must not be affected or compromised by their additional role as the Performance Director of performers.

Section 4. *Responsibilities of the Performance Director:*

- a. The Performance Director shall oversee the coordination of rehearsals, performances, and other related tasks for the performers;
- b. The Performance Director shall ensure that all performers are informed of event details, rehearsal schedules, and other necessary instructions;
- c. The Performance Director will be responsible for maintaining order and discipline within the performer group and ensuring smooth communication with the officers.

Section 5. *Performance Participation:*

- a. All performers are expected to actively participate in rehearsals and performances, except when they have academic-related activities or other valid reasons that would require an excuse from participation;
- b. Performers are required to participate in at least two (2) performances per semester, which may be in the form of live events, campus programs, or promotional videos produced by the organization;
- c. Valid reasons for excusal should be communicated to the pd and officers in advance, and appropriate arrangements should be made to ensure the performer can catch up with any missed rehearsals or activities;
- d. The performance group should work together to ensure a high standard of performance and contribute to the success of CSU BAKSU events;
- e. Failure to meet performance requirements without valid reason may result in evaluation and possible replacement, as determined by the officers.

ARTICLE XI.

POLICIES FOR OFFICERS, MEMBERS, AND PERFORMERS

Section 1. Vulgar, violent interactions, bullying, harassment, discrimination is not allowed.

Section 2. Collection of money without any relevant events is strictly not allowed.

Section 3. Responsible usage of social media for officers and performers. Social media could lead to confidential information unintentionally being shared online. Sharing personal information and spreading malicious contents are prohibited.

Section 4. Officers and performers are discouraged to participate in any events outside campus without the knowledge and permission from the President to avoid unexpected circumstances.

Section 5. All officers and performers are responsible and committed to the organization once being appointed and elected. Officers/performers who show inactivity from the organization shall be removed.

- Section 6. All unannounced activities/events shall remain privately within the officers and performers before relaying it publicly.
- Section 7. Officers must not use their position as an excuse to avoid or be exempted from academic-related activities. If such behavior is discovered, the officer will be given a first warning. If the behavior is repeated, the officer may be removed from their position through a majority vote of the officers, with the concurrence of the Adviser.

ARTICLE XII. SANCTIONS

- Section 1. *First warning:* Shall involve a personal talk with the President and/or Consultant themselves.
- Section 2. *Second warning:* Hiatus of the involved people and is/are prohibited to join any contests, performances, or events bringing the name of BAKSU.
- Section 3. *Third warning:* Removal from the organization and cannot re-apply for the next administration.

ARTICLE XIII. FUNDS

- Section 1. An Organization Fee, to be approved by the Officers and Advisers shall be collected from all CSU BAKSU members for whole academic year. This fee shall cover all the expenses related to the operation, activities and other undertakings of the organization.
- Section 2. Additional contribution may also be collected when necessary to further enhance the operation of the organization and/or as the need arises. Such contributions shall be recommended by the Finance Committee and approved by the officers only upon an approved resolution after consultation with the majority of members.
- Section 3. Gifts, Donations, Benefits, and Grants including proceeds from any Revenue-Generating initiatives of the CSU BAKSU shall be declared as legitimate source of funds of and for the CSU BAKSU.
- Section 4. Withdrawal of funds of the organization, whether by check or any other Instruments shall be signed by the treasurer, and countersigned by the president and approved by the adviser.

ARTICLE XIV. MEETINGS AND CONFERENCES

- Section 1. There shall be the following classes of meetings:
- a. *GENERAL ASSEMBLY MEETING* - This shall be held at least once for the whole academic year at a place and date/s to be determined by the officers;
 - b. *REGULAR MEETING* - which shall be held every first Wednesday of the month as agreed by the majority of the officers upon an approved resolution within the Academic Year. The time and place shall be determined by the Secretary of the organization. The Secretary shall notify all its members as to the time, place and program for such meeting;
 - c. *SPECIAL MEETING* - which shall be held when there are matters of general interest on which urgent action is required and cannot wait for the regular meeting. Special meetings must be called for by the President.
 - d. *COMMITTEE CONFERENCE* - the different committees or subcommittees may hold their respective meetings as often as may be required by the urgency of the business on hand.
- Section 2. Either the Secretary or Assistant Secretary should be present at meetings as they will be responsible for taking the minutes.

**ARTICLE XV.
AMENDMENTS AND REVISIONS**

- Section 1. *Any amendment of this Constitution and By-laws can only be proposed by:*
- a. Any officer
 - b. Any member
- Section 2. *The process for amendment shall be as follows:*
- a. Any proposal in writing shall be submitted to any CSU BAKSU officers who shall submit it to the Secretary for inclusion in the agenda.
 - b. Any proposal for amendments shall be deliberated upon by officers.
 - c. Any proposal approved by the officers shall then be subjected to plebiscite.
- Section 3. *Validity of the amendments or revisions shall only take effect only when it satisfies the following requisites:*
- a. Two- third (2/3) votes of the officers' present at the meeting;
 - b. Twenty percent (20%) votes of the overall number of members, cast in plebiscite, held by during ratification; and
 - c. Approval of the adviser.
- Section 4. *Amendments:*
- a. Amendments to this Constitution and By-Laws may only be authorized three years after its effectivity, or earlier when deemed necessary by the officers through an approved resolution.

**ARTICLE XVI.
TRANSITORY PROVISION**

- Section 1. The incumbent officers shall hold office until the election of newly elected set of officers.
- Section 2. The amendments of this Constitution and By-Laws shall take effect upon compliance of all the requisites for validity and posting of the notice informing all members and officers of the acceptance of the amendments made in this constitution in conspicuous places in the University for two weeks after.

**ARTICLE XVII.
SEPARABILITY CLAUSE**

- Section 1. If any clause, provision, paragraph or part hereof shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate or impair any other part hereof, but such judgment shall merely be confined to the clause, provision, paragraph or part directly involved in the controversy upon which such judgment has been rendered.

**ARTICLE XVIII.
ADOPTION**

- Section 1. This Constitution and By-Laws were adopted by the majority of the officers and members through a plebiscite conducted on September 13, 2025, during the 1st General Assembly at Caraga State University, Ampayon, Butuan City, and were duly approved by the Adviser.

IN WITNESS WHEREOF, having participated at the meeting and voting there at in favor of the amendments made in this Constitution and By-Laws, we, as the CSU BAKSU Officers, have affixed our signatures thereto.

Signed:

SIGNED

ANDREA GLECY A. SEMINE
President, CSU BAKSU

SIGNED

MA. THERESA MAE D. SIONZON
Vice President, CSU BAKSU

SIGNED

LAURENCE PAUL JIGGER R. EGAY
Secretary, CSU BAKSU

SIGNED

RHIAN T. PASION
Assistant Secretary, CSU BAKSU

SIGNED

CLARE JHENYL A. COCOS
Treasurer, CSU BAKSU

SIGNED

ALEIA CENDELLE A. CONSTANTE
Auditor, CSU BAKSU

SIGNED

YSA MIKAELA VENICE A. MONTEJO
Business Manager, CSU BAKSU

SIGNED

KUERL I. LAGUNA
Public Relation Officer, CSU BAKSU

SIGNED

JONATHAN M. GABATO
Graphic Design Director, CSU BAKSU

SIGNED

SOPHIA MAY T. ILOGON
Graphic Design Associate, CSU BAKSU

SIGNED

CLINT BENEDICT D. RAMOS
Media Director, CSU BAKSU

SIGNED

CLAUD NHICOLIE M. GILDO
Media Associate, CSU BAKSU

SIGNED

HAROLD VINCENT LEONE P. BAGUIO
Performance Director, CSU BAKSU

SIGNED

AEON L. CEBRIAN
Event Coordinator, CSU BAKSU

SIGNED

SEAN ALBERT D. GO
Consultant, CSU BAKSU

Noted:

SIGNED

ENGR. JOHN RUDMARK L. EBOL
Adviser, CSU BAKSU