THE CONSTITUTION AND BYLAWS

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES MATHEMATICS CLUB

November 9, 2026

Overview

About the document

The governing charter of the PUP Mathematics Club: its identity, members, officers, election rules, discipline and amendment process.

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Preamble, Mission and Vision

The opening statements declare why the club exists and what it aims to become. Members unite to promote academic excellence in mathematics, free expression and scientific growth, and to serve God and country through brotherhood.

- **Preamble:** solidarity for academic excellence, conviction and freedom of expression.
- **Mission:** peer guidance, validated learning resources, collaborative inquiry; a safe, inclusive space for students unsure of their path.
- **Vision:** a dynamic organization nurturing excellence, inclusivity and passion for mathematics for every student, regardless of background.
- **Motto:** *"Built on logic, Driven by purpose."*

Article I: Name, Emblem, Domicile and Fiscal Year

Establishes the organization's official identity: its name, abbreviation, emblem, office location and the fiscal year it follows.

- **Name (Sec. 1):** Polytechnic University of the Philippines Mathematics Club, or **PUPMC**.
- **Emblem (Sec. 2):** the PUP Pylon encircled by an infinity loop, symbolizing a never-ending drive to be better academically and otherwise.
- **Domicile (Sec. 3):** College of Science Office, 6th floor dome, Mabini Campus.
- **Fiscal year (Sec. 4):** follows the university academic calendar, from the first to the last day of the academic year.

Article II: Membership and Adviser

Defines who the members are and how the club is guided by faculty advisers.

- **Automatic membership (Sec. 1):** all students officially enrolled in **BS Mathematics** and **BS Applied Mathematics**, for the fiscal year of enrollment.
- **General Assembly:** the official members. **Board of Executives:** the officers.
- **Advisers (Sec. 2):** one or more regular faculty of the Department of Mathematics and Statistics (DMS).
- Appointment is subject to the recommendation of the **DMS Chairperson** and the **Dean of the College of Science**.

Article III: Duty of the Members

Lists the responsibilities every member is accountable for, from legal compliance to active participation and mutual help.

Six duties (Sec. 1)

1. Comply with Philippine law and PUP rules at all times.
2. Uphold the constitution and by-laws, and ratify amendments.
3. Actively engage in club activities and meetings.
4. Abide by club decisions and stand by its commitments.
5. Help members in need, as specified by the Board.
6. Perform other duties designated by a Board resolution.

Article IV: Election of Officers

Sets who may be elected to the Board of Executives, the qualifications required, and how the COMELEC runs a fair election and the turnover of officers.

- **Electors (Sec. 1):** all bona fide members elect the 20 Board positions (President, VPs and their Pure/Applied Math assistants).
- **Candidate qualifications (Sec. 2):** good moral standing and character with no derogatory record, no financial obligation, and enrolled in at least 2 semesters of the current fiscal year.

Article IV: COMELEC and Election Rules

COMELEC (Secs. 3–5)

- One representative per class, not running for any post.
- The *only* body managing the election and campaign.
- Conducts fair, honest, systematic elections; validates results; accepts or revokes candidacy; proclaims officers; keeps election papers; prepares forms and materials; disqualifies violators.

Timing and turnover (Secs. 6–8)

- Held at least **one month before the end of the 2nd semester**, within the PUP Main Campus.
- After tallying, outgoing officers are relieved; new officers take over with endorsement at induction.
- **Insufficient candidates:** proceed if 2 or more run for a post, otherwise appoint; COMELEC and advisers open applications using the Sec. 2 qualifications.

Article V: Board of Executives

Names the elected officers who make up the Board of Executives, the central governing body of the club.

- The Board is the **central assembly**, composed of the duly elected officers.
- It acts under the guidance of the **Math Club Officer/s** (advisers).
- Each VP has two assistants (Pure Math, Applied Math), except Audit, which has a single assistant.

Positions

President
VP: Academic Affairs, Special Affairs, Secretariat, Finance, Audit, Publicity & Communications, Ways & Means
Plus the assistant VPs of each office.

Article VI: Powers and Duties of the Board

Spells out the powers and duties of the President and each Vice President. Every VP is assisted by an assistant VP who takes charge of the duties in the VP's absence.

Roles

President	chairs, represents, signs contracts, emergency power
VP Academic Affairs	guards the constitution, chairs discipline, successor to President
VP Special Affairs	recreation, athletics, off-campus activities
VP Secretariat	records, reports, custody of property
VP Finance	fees, collections, financial reports
VP Audit	verifies disbursements, audits, inventory
VP Publicity & Comm.	image, advertising, publications
VP Ways & Means	new opportunities, research, project improvement

Article VI: President and VP Academic Affairs

President (Sec. 1)

- Chairs the General Assembly and Board; presides over meetings.
- Represents the club in domestic and international conferences.
- **Emergency power** on urgent matters, with prompt notice to members.
- Executes contracts with the adviser's consent.
- Works with VP Finance and VP Audit; countersigns disbursements.
- Submits an annual report to the General Assembly.
- Designates duties; certifies financial reports with the auditor.

VP Academic Affairs (Sec. 2)

- Vanguard and **custodian of the constitution and by-laws**.
- Chairs disciplinary action proceedings and the constitution commission.
- Promulgates rules for updating constitutional provisions.
- Assists the President on academic matters.
- **Assumes the Presidency if vacant.**
- Heads the Academic Committee.

Article VI: VP Special Affairs, Secretariat and Finance

Special Affairs (Sec. 3)

- Assists the President on recreational and athletic matters.
- Chairs activities outside school premises.
- Co-chairs disciplinary proceedings.
- Heads the Special Affairs Committee.

Secretariat (Sec. 4)

- Keeps records of General Assembly and Board proceedings.
- Transmits directives and memoranda.
- Updates records; custodian of organizational property.
- Monthly, post-activity, term-end and annual accomplishment reports.
- Ensures President's letters carry complete signatures.

Finance (Sec. 5)

- Chairs the finance committee.
- Issues notices of fees and dues (adviser-approved); handles collections and delinquency notices.
- Countersigns disbursements authorized by the adviser.
- Submits financial reports certified by the President and auditor.

Article VI: VP Audit, Publicity & Communications, Ways & Means

Audit (Sec. 6)

- Certifies legitimacy and correctness of disbursements.
- Acts as accounting officer; audits all expenditures.
- Prepares audit documentation for the President and adviser.
- Keeps the property inventory.
- Helps VP Finance with guidelines and reports.

Publicity & Comm. (Sec. 7)

- Popularizes the club's thrust and objectives.
- Builds and maintains a credible image.
- Liaises with members and other organizations.
- Advertises activities and makes publication materials.

Ways & Means (Sec. 8)

- Scouts new opportunities, talents and assets, inside and outside the club.
- Recommends based on findings and studies.
- Heads the research committee.
- Improves project development and quality of service.

Article VII: Terms and Duties of Officers

Fixes the officers' term, organizes the Board into six committees, sets who may join a committee, and states what each committee is responsible for.

- **Term (Sec. 1):** starts at the COMELEC's proclamation and ends at the second semester of the current fiscal year.
- **Committee eligibility (Sec. 3):** enrolled in the current fiscal year, good moral standing and character, no derogatory record, no financial obligation.
- All members may join committees, under Board supervision.

Article VII: Committees and Their Responsibilities

Six committees (Secs. 2 and 4)

Committee	Headed by	Responsibility
Academic Affairs	VPAA	update the constitution; oversee academic programs for relevance and quality
Special Affairs	VPSA	recreation and athletics; event props, on and off campus
Secretariat	VP Secretariat	documents, event documentation, minutes of meetings
Finance and Audit	VPF and VPA	budget, financial reports, official receipts, property inventory
Creatives and Technical	VPPC	visual materials and brand; sound, video, multimedia and club applications
Ways and Means	VPWM	recommendations, service quality; partnerships and sponsorships

Each committee is co-headed by the Pure Math and Applied Math assistant VPs.

Article VIII: Disciplinary Actions

Describes when an officer may be suspended or removed, how complaints are filed and heard by the Disciplinary Action Committee (DAC), the penalties, and the right to appeal.

Grounds for removal or suspension (Sec. 1.1)

- Culpable violation of the constitution and by-laws.
- Neglect of duty, including more than **3 absences** from General Assembly meetings (grounds for impeachment).
- Dishonourable or disorderly conduct; deficient sense of honour and responsibility; conflict of interest or lack of urgency.

Article VIII: Procedure, Penalties and Appeal

Procedure (Sec. 1.2–1.3)

- An officer under investigation is **automatically suspended**.
- A sworn, signed complaint goes to the adviser; otherwise the President files it.
- **Who files if the accused is:** President → VPAA; VPAA → VPSA; VPSA → a chair elected by the Board.
- Heard at the next General Assembly.
- **DAC:** chairperson, adviser(s), and 3 uninvolved Board members chosen by the advisers.

Penalties (Sec. 2)

1. Written warning (minor offenses).
2. Suspension of up to 1 month.
3. Removal or expulsion and/or revocation of membership (grave misconduct).

Appeal and vacancy (Secs. 3–4)

- Appeal to the DAC within **5 days**; the DAC votes the final decision.
- Removal triggers a **special election** under the election committee.

Article IX: Amendments

The constitution may be amended, altered or repealed through a written recommendation, circulation to the Board, and ratification by majority vote of the General Assembly.

Process

1. Written recommendation of the majority of the Assembly (Sec. 1).
2. Text circulated to the Board at least one month beforehand (Sec. 2).
3. Board presents it to the General Assembly (Sec. 3).
4. Ratified by **majority vote** of the General Assembly (Secs. 3–4).
5. Copies circulated to all members at least **2 weeks** before the plebiscite (Sec. 5).

Safeguards

- Non-compliance **invalidates** the amendment (Secs. 2, 6).
- Amendments go into the **appendices** without altering original copies (Sec. 7).

Built on logic, Driven by purpose.

For the advancement of mathematical excellence,
academic growth, and service to the PUP community.