



Republic of the Philippines

Bicol University Polangui
TLEADERS' LEAGUE

tle.league.bup@gmail.com
09153849663



Constitution and By-laws

BU POLANGUI-TLEaders' League

Definition of Terms:

- a. **Constitution** is comprised of the fundamental laws and principles that prescribe the nature, functions, and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates.
- b. **By-laws** are secondary laws, which rule or govern the internal affairs of an organization. Basically, by-laws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

PREAMBLE

We, the TLEaders' League of Bicol University Polangui, Polangui, Albay, imploring the aid of Almighty God, recognizing the salience of Technology and Livelihood Education program in the progressing society of 21st century, carrying out several programs and activities that accentuate the significant contributions of TLE to students' academic welfare, establishing strong sense of camaraderie among students for academic and social benefits and do hereby ordain and promulgate this constitution.

ARTICLE I

DECLARATION AND MOTTO

Section 1: The name of the organization shall be TLEADER'S LEAGUE of the Bicol University Polangui, hereinafter be referred to as TLE League.

Section 2: The official logo of the organization shall bear the name of the organization, objects that signify the cause of the organization, and the torch of wisdom as the symbol of Bicol University.

Section 3: The motto of TLE League shall be "Transcend! Lead! Empower! TLEads on top!"

Section 4: Vision and Mission

- a. **VISION:** A premier organization of future educators who are innovative and service-driven, empowering change in technology and livelihood education for a transformative university
MISSION: To create an environment where Bachelor of Technology and Livelihood Education students acquire essential skills, build meaningful relationships, and demonstrate a commitment to service that benefits the student body and the organization.



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

tle.league.bup@gmail.com
09153849663



ARTICLE II

PURPOSE OF THE ORGANIZATION

The TLE League is an organization formed by BTLED students with the following purpose:

Section 1: Encourage students to unleash their potential in technology and other livelihood- related field.

Section 2: Cater to students' needs in developing and nurturing numerous skills necessary in their academic and personal endeavors.

Section 3: Conduct several activities and programs that will help the students display and utilize their skills for their own good and the institution's as well.

Section 4: Provide an impactful and lasting benefit to students and the university in general.

Section 5: Create a healthy and safe space where strong sense of camaraderie among students can be formed.

Section 6: Instill the importance of service and commitment among the members of the organization for the welfare of the students and the institution in general.

ARTICLE III

MEMBERSHIP OF THE ORGANIZATION

Section 1: All bona fide students of Bicol University Polangui enrolled in the Bachelor of Technology and Livelihood Education (BTLED) program shall be considered automatic members of the TLEaders' League.

Section 2. Membership Fee. Every member of the organization shall pay a membership fee of forty pesos (Php 40.00) annually, to be collected upon registration or during the first month of the academic year.

Section 3. Non-Discrimination. Membership shall be open and equal to all BTLED students regardless of age, sex, gender identity, religion, or social status.

Section 4. Prohibition. There shall be NO hazing or any activity that involves harassment, violence, or discrimination in any form within the organization.

ARTICLE IV

RIGHTS OF THE MEMBERS

Section 1: All members shall have the right to freedom of speech and of the press, and of peaceful assembly if it is for the good of the studentry and follows the Constitution and By-laws of the organization.

Section 2: Every member shall have the right to petition for redress of grievances and to present views and opinions that reflect sound ideas concerning student welfare, subject to authorities.



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

t.league.bup@gmail.com

09153849663



Section 3: Every member shall have the right to be informed of the rules and regulations affecting them.

Section 4: Every member shall have the right to vote during an assembly.

Section 5: Every member shall be eligible to be elected, nominated, or appointed to office within the organization.

Section 6: All members shall have the right to inspect all records, documents, books, financial statements, and other relevant materials pertaining to the organization.

Section 7: Every member shall enjoy his or her respective rights and privileges within the organization.

ARTICLE V

DUTIES AND RESPONSIBILITIES OF THE MEMBERS

Section 1: It shall be the duty of every member to uphold the Constitution and By-laws of the TLEaders' League.

Section 2: It shall be the duty of every member to obey policies, decisions, and regulations promulgated or agreed upon by the organization.

Section 3: Every member shall participate in all meetings, programs, projects, and activities conducted by the organization.

Section 4: Every member shall cater to the needs of other members and students in terms of skills development.

Section 5: Every member shall pay membership fees and other organization expenditures as agreed upon by the members.

Section 6: It shall be the duty of every member to conform to any other lawful requirements set by the organization.

Section 7: It shall be the duty of every member to carry out tasks and duties delegated to them by the organization adviser and President.

ARTICLE VI

OFFICERS AND THEIR FUNCTIONS, POWERS, AND DUTIES

Section 1: The officers of the organization shall be the President, Internal Vice President, External Vice President, Secretary General, Deputy Secretary General, Treasurer, Assistant Treasurer, Auditor, Business Managers, Public Relations Officer, Year Level Representatives and Ambassador and/ Ambassador



Republic of the Philippines

Bicol University Polangui
TLEADERS' LEAGUE

t.league.bup@gmail.com
09153849663



Section 2: The President is the chief executive officer of the organization. As the highest governing official, he or she shall have the following functions, powers, and duties:

- a. Preside over meetings of the organization;
- b. Carry out and implement the constitution, policies, rules, and resolutions passed by the organization's Executive Committee;
- c. Create ad hoc and standing committees and appoint their chairpersons. In the case of committee members, the chairperson shall select the members, as provided by the President.
- d. The President may act as an ex-officio member of all committees;
- e. Represent the organization in his or her official capacity as President on occasions and events where representation is required; and
- f. Perform such other duties as may be required by the council and the assembly.

Section 3: The Internal Vice President shall have the following functions, powers, and duties:

- a. Assist the President in all matters where his or her assistance is required;
- b. Serve as the head of the Internal Affairs Committee;
- c. Perform the duties, responsibilities, and obligations of the President and assume his or her powers in case of absence or any other similar cause; and
- d. Take over the duties of the President in the event of the President's absence, disability, resignation, or removal for cause.

Section 4: The External Vice President shall have the following functions, powers, and duties:

- a. Assist the President in all matters where his or her assistance is required;
- b. Serve as the head of the External Affairs Committee; and
- c. Perform the duties, responsibilities, and obligations of the President and assume his or her powers in case of absence or any other similar cause.

Section 5: The Secretary General, as the recording officer and custodian of all records, shall have the following functions, powers, and duties:

- a. Record and register minutes of meetings, communications, and all other papers relating to the organization;
- b. Make an accurate record of all proceedings during meetings;
- c. Maintain a complete and updated directory of all members of the organization;
- d. Serve as the head of the Secretariat Committee; and
- e. Perform such other duties as may be assigned by the President and Vice Presidents (Internal/External).

Section 6: The Deputy Secretary General shall have the following functions, powers, and duties:

- a. Assist the Secretary General in all matters where her assistance is required;
- b. Take over the duties of the Secretary General in the event of absence, disability, resignation, or removal from office;
- c. Serve as co-chair of the Secretariat Committee; and
- d. Work closely with the Secretary General.



Republic of the Philippines

Bicol University Polangui
TLEADERS' LEAGUE

tle.league.bup@gmail.com
09153849663



Section 7: The Treasurer, as the finance officer and custodian of all funds of the organization, shall have the following functions, powers, and duties:

- a. Collect fees and/or contributions from the members;
- b. Maintain a record of all income and expenditures, which shall be ready for inspection by the Auditor or any member of the organization at all times;
- c. Oversee and sign all accounts and disbursements of funds as appropriated by the organization, with the approval of the President;
- d. Serve as the head of the Finance and Audit Committee; and
- e. Prepare and submit a financial report two weeks before the end of the academic year.

Section 8: The Assistant Treasurer shall have the following functions, powers, and duties:

- a. Assist the Treasurer in all matters where his assistance is required;
- b. Take over the duties of the Treasurer in the event of absence, disability, resignation, or removal for cause;
- c. Serve as co-chair of the Finance and Audit Committee; and
- d. Work closely with the Treasurer.

Section 9: The Auditor shall have the following functions, powers, and duties:

- a. Examine and audit all accounts and records of the Treasurer to ensure that all funds are duly accounted for and that all disbursements are proper and in accordance with the duly approved budget motions or resolutions of the organization;
- b. Serve as co-chair of the Finance and Audit Committee; and
- c. Submit audited reports to the organization a week before the end of the academic year.

Section 10: The Business Managers shall have the following functions, powers, and duties:

- a. Oversee all the business affairs of the organization;
- b. Assist the organization in promoting business relations with other recognized organizations within or outside Bicol University Polangui;
- c. Serve as the head of the Ways and Means Committee;
- d. Coordinate with other organizations in their programs and activities as required; and
- e. Fulfill other duties delegated by the President.

Section 11: The Public Relations Officer shall have the following functions, powers, and duties:

- a. Be in charge of releasing information to the mass media, subject to the approval of the President;
- b. Serve as the head of the Public Relations Committee; and
- c. Direct the preparation of publications and maintain contact and foster relationships with other college organizations and media outlets.

Section 12: The Year Level Representatives shall have the following functions, powers, and duties:

- a. Assist the Public Relations Officer in disseminating information regarding activities and programs of the organization;



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

tle.league.bup@gmail.com
09153849663



- b. Actively participate in at least one committee;
- c. Fulfill duties and functions delegated by the President; and
- d. Represent the students of their respective year levels within the organization.

Section 13: The Ambassador and Ambassadors shall have the following functions, powers, and duties:

- a. Serve as official representatives and symbols of the TLEaders' League in programs, competitions, and external engagements;
- b. Promote the image, vision, and mission of the organization to the university and the broader community;
- c. Assist the Public Relations Committee in promoting organizational activities and campaigns;
- d. Serve as role models in embodying leadership, service, and excellence among members;
- e. Perform such other duties as may be assigned by the President, Internal Vice President, or the Assembly

ARTICLE VII

STANDING COMMITTEES

Section 1: The organization's committees shall be the Executive Committee, Internal Affairs Committee, External Affairs Committee, Secretariat Committee, Finance and Audit Committee, Ways and Means Committee, and Public Relations Committee.

Section 2: Each committee shall consist of a chairperson and appointed members from the organization's body. The chairperson serves for one (1) academic year unless otherwise specified or removed for just cause.

Section 3: All committees shall report their activities and progress to the Executive Committee. They may also present findings and recommendations at general meetings or organizational forums.

Section 4: The Executive Committee functions as the central governing body, managing the organization's overall strategic direction and administration. It has the following roles and composition:

- a. Composed of the President, Internal Vice President, External Vice President, Secretary General, Deputy Secretary General, Treasurer, Assistant Treasurer, Auditor, Business
- b. Managers, Public Relations Officer, and Year Level Representatives;
- c. Oversee the strategic planning and execution of organizational activities;
- d. Address urgent matters arising between General Assembly meetings;
- e. Supervise other committees and resolve issues as needed; and
- f. Chaired by the President.

Section 5: The Internal Affairs Committee ensures the well-being of members and manages internal rules, discipline, and relations. Its functions and composition are as follows:

- a. Focuses on the internal operations of the organization;
- b. Handles member welfare, conflict resolution, and discipline;
- c. Ensures proper documentation of meetings and activities;
- d. Oversees compliance with the organization's constitution and rules; and
- e. Chaired by the Internal Vice President.



Republic of the Philippines

Bicol University Polangui
TLEADERS' LEAGUE

t.league.bup@gmail.com

09153849663



Section 6: The External Affairs Committee manages relationships with external stakeholders. Its functions and composition are:

- a. Manages external relationships;
- b. Facilitates partnerships with other organizations, sponsors, and institutions;
- c. Organizes outreach programs, community services, and collaborations; and
- d. Chaired by the External Vice President.

Section 7: The Secretariat Committee manages the organization's administrative operations, ensuring efficient communication and record-keeping. Its functions and composition are:

- a. Prepares and distributes meeting agendas, minutes, and reports;
- b. Manages records, official documents, and correspondence;
- c. Oversees membership registration and internal communications;
- d. Coordinates with university administration for compliance with institutional requirements; and
- e. Chaired by the Secretary General.

Section 8: The Finance and Audit Committee oversees the organization's financial management to ensure accountability and transparency. Its functions and composition are:

- a. Prepares the annual budget for approval;
- b. Regularly reviews financial standing and presents reports to the Executive Committee;
- c. Maintains accurate financial records;
- d. Conducts regular audits to ensure transparency;
- e. Recommends fiscal policies and practices; and
- f. Chaired by the Treasurer.

Section 9: The Ways and Means Committee develops strategies to raise funds and gather resources for the organization's programs. Its functions and composition are:

- a. Organizes fundraising events and initiatives, ensuring compliance with university policies;
- b. Identifies grant opportunities, sponsorships, and donations;
- c. Collaborates with the Finance and Audit Committee for financial sustainability;
- d. Ensures fundraising efforts comply with legal and ethical standards; and
- e. Chaired by the Business Managers.

Section 10: The Public Relations Committee promotes the organization's image within the university and broader community through effective communication strategies. Its functions and composition are:



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

tle.league.bup@gmail.com
09153849663



- a. Manages the organization's communication platforms;
- b. Develops and executes visibility strategies;
- c. Serves as liaison to the College Student Council;
- d. Establish a Documentation Team to record and archive the organization's activities and events;
- e. Form a Creatives Team to design and produce promotional materials and content for the organization;
- f. Coordinates public appearances and manages the organization's reputation; and
- g. Chaired by the Public Relations Officer.

Section 11: Committees shall meet regularly as determined by the chairperson in consultation with members. Committee meetings must follow university guidelines for student organizations. A simple majority of members shall constitute a quorum for conducting business.

ARTICLE VII

ELECTION OF OFFICERS

Section 1: Election of officers of TLE League shall be conducted on the date, time, and place as decided by the incumbent officers of the organization.

Section 2: All the registered members of the organization shall elect the officers at large.

Section 3: The election shall take place in an open general system. The candidates for each position receiving the highest number of votes are elected into office. In case of a tie in a given position, another voting shall take place until the tie is broken.

Section 4: The elected officers shall hold office for a term of one academic year or until their successors shall have been elected.

Section 5: An officer shall be eligible for a re-election.

Section 6: Vacancies due to death, incapability, impeachment or other like cause shall be filled up by applying the generally accepted rule of succession, sanctioned by the adviser of the organization.

Section 7: Elected officers shall take their office right after the election or induction, if there is any.



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

t.league.bup@gmail.com

09153849663



ARTICLE IX

MEETING, QUORUM, AND DECISION-MAKING

Section 1: A general meeting of all officers and members shall be held after the election of officers for special transaction. General meetings of the officers and members shall be held on the regular basis.

Section 2: A regular meeting of the officers shall be held at least once or twice a month at a date, time, and place to be decided upon by the president and sanctioned by the adviser.

Section 3: Emergency or special meetings may be called for by the President or by request of the majority of all members with the permission of the adviser, if necessary.

Section 4: In all regular and special meetings of the members, a majority of all the officers of the organization shall constitute quorum, and any measure is considered approved if it gets the vote of the majority.

Section 5: Each member or officer of the organization is entitled to only one (1) vote.

Section 6: The General Assembly of all members shall take place on the date, time, and place decided upon by the president.

ARTICLE X

FINANCES/FISCAL RESPONSIBILITIES

Section 1: The organization has set a fee for membership that is amounting to **forty pesos (Php 40.00)**.

Section 2: The Treasurer shall take charge of the collection of the fee upon payment.

Section 3: Initial fund of the organization shall be taken from the remaining balance of the previous term and from the membership fee of the current members.

Section 4: TLE League Alumni donations and solicitations are hereby acknowledged as additional source of funds.

ARTICLE XI

IMPEACHMENT AND SUSPENSION FROM OFFICE

Section 1: Any member or officer shall be removed from office by a two-thirds vote of the active members present at the meeting of the organization.

Section 2: Any member or officer shall be removed from office in any of the following grounds:

- a. Willful culpable violation of this constitution.
- b. Neglect of duty
- c. Disloyalty to the organization
- d. Grave misconduct



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

tle.league.bup@gmail.com
09153849663



- e. Three (3) absences in organization meetings.

Section 3: A letter must be sent to the member or officer who will be removed from office one week before proceeding to the plan and listen attentively to his or her explanation/reason as to why he or she failed to maintain his or her duty as an active member or officer of the organization.

ARTICLE XII

AMENDMENTS

Section 1: This constitution may be modified, altered, or amended by the affirmative vote of at least two-thirds of all members of the organization on a regular or special meeting called for purpose.

ARTICLE XIII

EFFECTIVITY

Section 1: This constitution shall take effect immediately after its ratification by the members and proper approval of the Adviser, College Students Affairs and Service Coordinator, and the Dean.

ARTICLE XIV

CLEANLINESS, ORDERLINESS, AND BEAUTIFICATION

Section 1: The organization shall conduct activities that contribute positive impact to the environment, campus, and community in general such as Clean-Up Drive Activity.

Section 2: The Clean-up Drive activity shall take place every month at the premises of Salceda Building at BU Polangui.

ARTICLE XV

GENERAL ASSEMBLY

Section 1: The General Assembly shall be the highest governing and policy-making body of the TLEaders' League. It shall be composed of all bona fide members of the organization.

Section 2: The General Assembly shall exercise the highest authority in deciding on matters affecting the organization, including but not limited to approval of amendments, organizational programs, and resolutions proposed by the Officers and Members.



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

t.league.bup@gmail.com
09153849663



Section 3: A Regular General Assembly shall be convened at least once every academic year at a date and time determined by the Officers, subject to the approval of the Adviser.

Section 4: A Special General Assembly may be convened upon the call of the President, a majority of the Executive Committee, or by written petition of at least one-third (1/3) of the general membership.

Section 5. Quorum. A simple majority (50% +1) of the total active membership shall constitute a quorum for the General Assembly to transact official business.

Section 6: Each member shall have one (1) vote. Decisions shall be made by majority vote of those present, unless otherwise provided in this Constitution and By-Laws.

Section 7. Parliamentary Procedure.

- a. The General Assembly shall be governed by the recognized rules of Parliamentary Procedure (Robert's Rules of Order), insofar as they are applicable and not inconsistent with this Constitution and By-Laws.
- b. The ruling of the Presiding Officer shall be final unless overruled by a majority vote of the members present.

Section 8. The agenda for the General Assembly shall be prepared by the Officers. Members may propose additional agenda items subject to approval by the body. Resolutions adopted by the General Assembly shall be binding upon the organization.

ARTICLE XV

THE ADVISER/S

Section 1. Qualifications

- a. The Adviser shall be a faculty member of Bicol University Polangui, preferably from the Teacher Education Department or directly connected to the Bachelor of Technology and Livelihood Education (BTLED) program.
- b. The Adviser must possess leadership, professional competence, and moral integrity.
- c. The Adviser shall be officially recognized by the College Student Affairs and Services Coordinator (CSASC) and the College Dean.

Section 2. Duties and Responsibilities

- a. Provide counsel and professional guidance to the officers and members of the organization;
- b. Ensure that all activities, programs, and projects of the organization adhere to the University's policies, ethical standards, and the University Student Handbook;
- c. Review, approve, and endorse proposals, resolutions, communications, and financial statements of the organization before submission to university offices;
- d. Supervise the conduct of organizational elections, general assemblies, and other major activities;
- e. Attend organizational meetings and provide constructive feedback, recommendations, and directions when necessary;



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

t.league.bup@gmail.com
09153849663



- f. Mediate and assist in resolving internal conflicts, disputes, or grievances among members or officers;
- g. Serve as the organization's representative to the College and University administration when required.
- h. Guide the officers in financial management to ensure transparency, accountability, and compliance with university policies.
- i. Act as co-signatory for financial matters, if deemed necessary, together with the President and Treasurer.
- j. Perform such other duties as may be assigned by the College Dean or required by University policies concerning student organizations.

Section 3. Sanctions

- a. In cases where the Adviser fails to fulfill his/her duties, the Executive Committee of the organization may recommend appropriate action to the General Assembly.
- b. The Adviser may be subject to replacement if a majority vote of at least two-thirds (2/3) of the General Assembly is reached, upon due process and consultation with the College Dean.
- c. Grounds for replacement may include but are not limited to:
 - 1. Gross neglect of duty,
 - 2. Persistent failure to attend meetings or organizational activities without valid reason,
 - 3. Misconduct detrimental to the reputation of the organization,
 - 4. Violation of university rules and regulations.
 - 5. In the event of replacement, the organization shall formally request the Office of Student Affairs and Services to appoint a new Adviser in accordance with University policy.

Section 4. Term of Office

- a. The Adviser shall serve for one (1) academic year and may be reappointed subject to the approval of the College Dean and recommendation of the officers and members of the organization.



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

t.league.bup@gmail.com
09153849663



RATIFICATION CLAUSE

We, the members of the **BU Polangui – TLEaders' League**, having been duly convened in a General Assembly, do hereby ratify and adopt this **Constitution and By-Laws** on this **19TH** day of **August**, 2025 at Bicol University Polangui, Albay.

TLEADERS' LEAGUE OFFICERS

AY 2025-2026

NAME OF OFFICERS	POSITION	Signature
JAYSON C. ORTEGA	President	
AMANDA NICOLE T. REY	Internal Vice President	
JOEBERT BIÑAN	External Vice President	
ALHAYZA MAE MILLANO	Secretary General	
JAELA RAJA ANTE	Deputy Secretary General	
YZERE YHANNE LALAGUNA	Treasurer	
MERLANGEL JACOB	Assistant Treasurer	
SHIELA MAE BASILLA	Auditor	
ROGELIO D. FIRAZA III	Public Relations Officer	
JOHANN JOSH SALCEDO	Business Manaer	
KENGIE VALENZUELA	Business Manager	
SAMANTHA NICOLE BOY	1 st Year Representative	
MARC VINCENT GARCIA	2 nd Year Representative	
KRISTINE ESPARRAGUERRA	3 rd Year Representative	



Republic of the Philippines

**Bicol University Polangui
TLEADERS' LEAGUE**

tle.league.bup@gmail.com
09153849663



MICO I. ORNIDO	4 th Year Representative	
MERRY JOYCE SOLATARIO	Ambassador	

NAME OF ADVISER		Signature
JHONNY PET P. TOPASI, MAIE	Senior Adviser	
RICARDO S. BELBES JR., MAIE	Junior Adviser	