

REVISED GUIDELINES GOVERNING THE RECOGNITION OF STUDENT ORGANIZATIONS IN UPLB (May 2019)

This set of rules called the Revised Guidelines Governing the Recognition of Student Organizations in **UPLB** shall apply exclusively to govern the recognition and activities of student organizations, fraternities, sororities and other associations of students organized for purposes not contrary to law. **These rules shall not apply to the UPLB Perspective, the University Student Council and College Student Councils** whose organizations and activities are subject to rules approved by the Board of Regents and authority of the Chancellor as delegated by the BOR.

I. DEFINITION OF TERMS

- A. A *student organization* is a group of at least 15 students who have common goals and interests. It is set out on joint activities in search of its goals and meets regularly to foster closer relationship.

Student organizations in UPLB may be classified as:

1. Academic
2. Cultural
3. Fraternity
4. International
5. Political
6. Religious
7. Socio-civic
8. Sorority
9. Sports and Recreational
10. Varsity

- B. *OSAM System* is the online management information system that serves as Student Organizations and Activities Division (SOAD) database and facilitates organization-related transactions and recognition of student organizations in UPLB.

- C. A *point person (PP)* is an appointed member of the organization that serves as the liaison between the organization and the University. In most organizations, the secretary, external vice president, or the head serves as the point person. He/she is in-charge of processing the recognition of the organization, securing activity permits, informing the members of the rules, guidelines, announcements from the Office of Student Affairs – Student Organizations and Activities Division (OSA-SOAD) and the University, among others.

- D. The *Organization Orientation (OO)* is an annual gathering of student leaders that serves as a venue for training and equipping organizations in areas of leadership, character development, and service skills, among others.

- E. *Student organization activities* are projects, programs, and events in and out of the University organized by members of student organizations. These activities may be classified according to the following.

1. Organizational development deals with activities internal to the organization. This generally aims to develop certain aspects in the organization such as camaraderie and team spirit, skills, internal policies, etc. (e.g., general assembly, acceptance rites, workshops, educational discussion, induction, and rehearsals).
2. Community service deals with activities that try to address certain development concerns related, but not limited to education, health, livelihood, child development, nutrition, environment, employment, and general welfare (e.g., blood drive, feeding program, clean-up drive, medical and dental missions, tree planting, and tutorial).
3. Promotion includes activities or events that showcase the organization itself including its vision, mission, objectives, etc. (e.g., exhibit, orientation, and distribution of giveaways).
4. Academic development refers to scholarly activities that aim to strengthen or enhance learning in a particular field or develop the academic performance of students and other stakeholders (e.g., symposium, forum, conference, workshop, career orientation, demo, contest, seminar, debate, tutorials, and exhibit, lecture).
5. Cultural development refers to activities that showcase various manifestations of collective human intellectual achievements such as arts, language, social habits, music, religion, and

others (e.g., concert, play, cultural night, recital, film showing, contest, exhibit, symposium, seminar, talent show, and forum).

6. Sports and Recreation refers to athletic and recreational activities that are usually competitive in nature (e.g., tournament, contest, demo, and fun run).
 7. Fundraising refers to activities done to seek financial support (e.g., film showing, concert, play, raffle, food selling, quiz contest, and fun run).
 8. Celebration It deals with social activities which aim to commemorate or celebrate a special day/event for the organization (e.g., motorcade, open tambayan, concert, exhibit, and alumni homecoming).
- F. A *convergence area* or *tambayan* is a space in UPLB that may be designated to a student organization. Its members regularly occupy this area in order to socialize and conduct activities. [see provisions in IV for tambayans]
- G. A *UPLB freshman* is a student who has earned not more than 15 units in his/her academic degree.

II. APPLICATION FOR OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS

- A. Any student organization seeking to attach the name of the University (UPLB, UP, etc.) to the name of the organization. Only recognized student organizations can use university facilities in the conduct of their activities or partner with any UP Unit or participate in activities led by UP.
- B. Application for recognition shall be done every two academic years with regular updating every semester to the OSA-SOAD via the OSAM System. The minimum requirement for new organizations is at least 15 members (including officers) and two advisers. Organization members must be bona fide UPLB students, currently enrolled and has passed at least fifteen (15) units in the university. The organization must attend the Organization Orientation and must submit a copy of its constitution and by-laws together with the recognition forms. Recognition and organization records must be updated every semester.
- C. Student organizations must send one representative to the annual Organization Orientation for student leaders. Only the head or any duly authorized representative (and other members) may participate in this training. Participants must complete the Organization Orientation.
- D. Student organizations that have completed the OO may fill out the recognition forms through OSAM System (<https://uplbosa.org/orgs>).
- E. Period of application for recognition shall be at the start of the registration period for the first semester until one week after the last day of late registration.
- F. The following must be accomplished (F-form):
 - F1 - Certificate of Correctness and Completeness
 - F2 - Application for Recognition
 - F3 - Adviser's Profile
 - F4 - Membership Roster
 - F5 - Pledge Against the Use of Hazing, Violent Form of Initiation Rites and all other Forms of Violence, and Recruitment of New Freshmen
 - F6 - Advisers' Pledge
 - F7 - Data Privacy

Note: Please refer to the appendices for details concerning the forms listed above.

- G. SOAD shall evaluate the application for recognition and shall release the results two (2) weeks after the deadline for submission of recognition forms.

- H. A student organization may not be recognized for any of the following reasons:
1. Failure to attend the annual Organization Orientation;
 2. Non-submission of recognition forms on time;
 3. Non-compliance with the Revised Rules and Regulations Governing Fraternities, Sororities, and Other Organizations/RA 8049/Freshmen Recruitment;
 4. Currently serving its penalty/ies at the time of its application;
 5. It has unsettled financial accountability with the University and other concerned institutions at the time of its application;
 6. It did not conduct one community service for the past academic year;
- I. All recognized student organizations must renew their recognition every second semester. The following must be accomplished:
1. Revised membership roster indicating new members (and officers, if any);
 2. Clearance from accountabilities (if any) in the University (through OSA);
 3. Financial and narrative reports of activities held during the first semester;
- J. Recognized organizations shall receive their certificates of recognition during the recognition rites. Recognition is effective until the day prior to the succeeding recognition date.
- K. Appeals must be addressed to the OSA Director through the SOAD Head. Decisions on appeals are final and irrevocable.

III. CONDUCT OF ACTIVITIES

- A. ACTIVITY PERMIT (AP): Activities conducted inside the University
1. AP should reach OSA-SOAD not later than five (5) working days before its scheduled implementation. AP must be generated via OSAM System.
 2. AP must be signed by both advisers. Electronic signatures will not be honored. If the adviser is not available, he/she may request another UPLB faculty member or Research, Extension, and Professional Staff (REPS) to sign on his/her behalf. The full name of the requested signatory must be written.
 3. The Point Person must claim the AP from SOAD within two working days after approval.
- B. LETTER OF INFORMATION (LOI): Activities conducted outside the University
1. LOI should be reached OSA-SOAD not later than five (5) working days before its scheduled implementation. This must be accomplished via OSAM System.
 2. LOI must be signed by both advisers. Electronic signatures will not be honored. If the adviser is not available, he/she may request another UPLB faculty member or Research, Extension, and Professional Staff (REPS) to sign on his/her behalf. The full name of the requested signatory must be written.
 3. Student organizations may present the recognition certificate as a proof that the organization is officially recognized by the University, and therefore, shall no longer need the endorsement of the University.

C. Attachments for AP and LOI:

Activity Permit (AP) and Letter of Information (LOI) submission must include documents related to the activity to be conducted

D. Activity Implementation

The presence of advisers in the activities of the organizations is a must, especially during initiation rites, as per Republic Act 8049, Section 3. The organizations' advisers will be held liable for any untoward incident that may happen during these events.

E. Activity Reports

Submit narrative and financial reports, including two (2) to three (3) photos of the activity, and clearances from the Barangay and Mayo's Office for open parties outside the university and the likes via OSAM System within ten (10) working days after the activity.

IV. USE OF BENCHES OR TAMBAYAN

Lifted from the Memorandum No. 15 series of 2000 of the Office of the Vice Chancellor for Community Affairs (OVCCA) dated September 20, 2000:

- A. Benches or *tambayans* are open for all on a first come, first use basis.
- B. A student organization, individual or group has the right to own or claim exclusive use of these concrete benches or *tambayan*.
- C. A student organization, individual, or group has the no right to vandalize or post logos or tarpaulins on any University infrastructure or property, including trees, roads, and signages. Violations will be reported to the Student Disciplinary Tribunal (SDT).
- D. Requests to put up or use space for *tambayans* must be addressed to the venue administrator, in cases when the space needed is within a facility. For open spaces, request should be addressed to the Office of the Vice Chancellor for Community Affairs (OVCCA). Approved AP should be attached.

V. OTHER POLICIES

1. Student organizations shall not schedule activities after the last day of holding activities
The activities of the UPLB Perspective, the University Student Council, and the College Student Councils, which are recognized as autonomous under Rules approved by the BOR, to be held beyond the last day for holding activities being primarily initiated by students shall be approved by the Chancellor subject to recommendation by the Director of Student Affairs. This provision shall apply strictly to activities of the UPLB Perspective, University Student Council, and the College Student Councils.
2. Teasers, posters, and other promotional materials, which are to be placed within University premises must have a corresponding AP.
3. Cases of dishonesty, perjury, and falsification of documents, etc. will be filed at the Student Disciplinary Tribunal (SDT). Failure to comply with any of the provisions of these guidelines is subject to disciplinary action as provided in the Rules and Regulations on Student Conduct and Discipline.
4. Motorcades during organization celebrations are not allowed within the University.

Appendix 1. Process of Applying for Recognition

Guidelines enumerated here are strictly implemented. Organizations are advised to adhere to the guidelines to expedite the processing of application for recognition. Transactions involving the application for recognition of UPLB organizations must be done through the organization's point person (PP).

A. Change of Point Person (PP)

Only the head of the organization or the point person is authorized to assign a new PP via OSAM System.

B. New Organizations (NOT yet registered to OSAM System)

1. PP must register the organization in OSAM System (Forms->Register Organization).
2. PP must complete organization profile and membership roster.
3. All members must login to OSAM System using their UP-mail account to confirm their membership.
4. All members must update their profiles, upload valid photos.
5. PP must generate and print recognition forms.
6. Officers and advisers must sign the recognition forms.
7. Officers and advisers must sign every page of the constitution.
8. PP must submit the recognition forms along with the constitution on or before the deadline.

C. Existing Organizations (already registered to OSAM System)

1. PP can apply for renewal of recognition via OSAM System (Forms->Renew Recognition).
2. PP must update organization profile and membership roster.
3. All members must login to OSAM System using their UP-Mail account to confirm their membership. All resident members, both active and inactive, must confirm their membership yearly. If a member wishes to file for inactivity, he/she must declare this via OSAM System.
4. A member may be removed from the roster if and only if he/she has:
 - a) passed away;
 - b) already graduated;
 - c) filed for leave of absence (LOA);
 - d) been absent without leave (AWOL);
 - e) been dismissed from the University; and
 - f) been expelled from the organization.
5. All members must update their profiles and upload valid photos.
6. PP must generate recognition forms.
7. PP must print ONLY the Certificate of Correctness and Completeness (CCC).
8. Officers and advisers must sign the CCC. Electronic signatures will not be honored.
9. PP must submit the CCC on or before the deadline.

Appendix 2. Notes regarding the Recognition Forms

F1 - Certificate of Correctness and Completeness

The printed CCC is submitted by old organizations. Signing the CCC means all signatories have agreed to the electronic version of the recognition forms which were sent to them through e-mail. This form attests to the correctness and completeness of the forms submitted to SOAD. The signatures of the organization's president, vice president, secretary, treasurer and advisers must be affixed to this form. Electronic signatures will not be honored.

F2 - Application for Recognition

1. This form stipulates all pertinent information describing the organization. This includes the ORG ID (located in their respective OSAM System profiles), mailing address, tambayan (if applicable), e-mail address, website, date established, date officially recognized by SOAD-OA, SEC Registration (if applicable), brief description, vision, mission, and objectives.
2. PP must ensure that all information is correct.

F3 - Advisers' Profile

1. There should be two advisers per organization. An adviser may either be a faculty member or Research, Extension and Professional Staff (REPS).
2. All information about the advisers must be complete and correct.

F4 – Membership Roster

1. The list of members should be complete, and the designation of each member is clearly indicated. Label whether they are part of the executive committee or members only.
2. Make sure that all information regarding each member is updated.

F5 - Pledge Against the Use of Hazing, Violent Form of Initiation Rites and all other Forms of Violence, and Recruitment of New Freshmen

This form certifies that organizations on behalf of the organization's president together with both advisers upon signing are not allowing hazing or any other forms of violence to take place in their activities and their organization in general in accordance to RA 11053.

F6 – Adviser's Pledge

This form certifies that the advisers upon signing are aware of the organization's activities and are taking full responsibility in ensuring that the organization is abiding by the rules of the University. This also certifies that the advisers have verified the correctness and completeness of the forms submitted.

F7 – Data Privacy

This form certifies that the organization are freely and voluntarily give consent to the collection of data, which may include personal information and/or sensitive information in accordance to Data Privacy Act of 2012.