



Republic of the Philippines
Province of Pampanga

MABALACAT CITY COLLEGE
Rizal Street, Dolores, Mabalacat City, Pampanga



SUPREME STUDENT COUNCIL
ACADEMIC YEAR 2024-2025


The Constitution and By- Laws of the Mabalacat City College Student Council (MCCSC)

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INNOVATIVE, CATALYST OF CHANGE, EXCELLENCE

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Preamble

We, the students of Mabalacat City College, united in our pursuit of academic excellence, personal growth, and active engagement in the community, implore the aid of Divine Providence in establishing a Student Council that will endeavor the welfare and rights of our fellow students, instill holistic consciousness, and promote a closer relationship within the Mabalacat City College Community and society at large, do hereby ordain and promulgate this constitution.

Article I General Provisions

- Section 1.** This Constitution shall be known as “The Constitution and By-Laws of the Mabalacat City College Student Council (MCCSC).”
- Section 2.** This Constitution shall govern the Supreme Student Council and Institute Student Councils of Mabalacat City College.
- Section 3.** For this Constitution, unless the context indicates otherwise:
- “College” signifies the Mabalacat City College.
 - “Mabalacat City College Student Council (MCCSC)” refers collectively to both the Supreme Student Council and Institute Student Councils.
 - “President, Vice President, and Senators” refer respectively to the members of the Supreme Student Council, disparate from the Institute Student Councils of the College.
 - “Governor, Vice Governor, and Board Members” refers to the members of the Institute Student Councils
 - “Quorum” for this Constitution shall be one-half plus one of the total members of a Council.

Article II Declaration of Principles and Objectives

- Section 1.** The Vision of the Mabalacat City College Student Council (MCCSC) is to actively foster community engagement, nurture camaraderie, establish a prominent presence within the community, and empower students to become active contributors to society through extensive events and initiatives by 2026.
- Section 2.** The Mission of the Mabalacat City College Student Council (MCCSC) is to represent the studentry through effective leadership, striving to enhance the overall student experience by promoting excellence in academic, personal, and social responsibility, thereby bridging the gap between students, the administration, and the community.





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Section 3. The Mabalacat City College Student Council (MCCSC) shall embody the following core values:

- A. Catalyst of Change
- B. Innovative
- C. Excellence

Section 4. The Mabalacat City College Student Council (MCCSC) shall at all times:

- A. Uphold a democratic Student Council;
- B. Defend, advocate, and protect the rights and welfare of the students;
- C. Be the utmost representation of the student body in policy and decision-making bodies in the College;
- D. Uphold holistic student development;
- E. Provide a platform for student engagement and expression;
- F. Ensure universal access to quality education for the student body and society;
- G. Foster campus awareness and social consciousness;
- H. Promote societal service and support open discussions on campus issues;
- I. Uphold and advocate for educational reforms and societal issues;
- J. Promote academic freedom; and
- K. Cultivate responsible and engaged student leadership.

Article III
Powers and Duties

Section 1. The Mabalacat City College Student Council (MCCSC) shall exercise the following powers:

- A. Formulate and adopt internal rules and regulations of this College, consistent with this Constitution and By-Laws;
- B. Formulate and publish resolutions, publications, and position statements on relevant matters aligned with the Vision, Mission, and Core Values of the MCCSC;
- C. Organize and accomplish activities and events benefiting the students and community, ensuring compliance with the rules and regulations in and out of the College;
- D. Propose and present recommendations to College Authorities that may impact the welfare of students; and
- E. Review, draft, and amend this Constitution

Section 2. The Student Council shall have the following duties and responsibilities:

- A. Uphold and enforce the Constitution and By-Laws of the Student Council;
- B. Evaluate College policies and recommend improvements;
- C. Address student concerns and matters brought to its attention;
- D. Make decisions, plans, and budgetary appropriations;
- E. Ensure proper administration and allocation of Student Council funds;





- F. Support accredited student organizations in their activities;
- G. Attend and actively engage in all activities and initiatives of the Student Council; and
- H. Represent the student body in policy and decision-making bodies.

Article IV

Bill of Rights

- Section 1.** The Mabalacat City College Student Body shall have the right to:
- A. Enjoy freedom of speech and expression;
 - B. Enjoy press freedom;
 - C. Exercise freedom of religious worship;
 - D. Accessible and quality education;
 - E. Privacy in their personal life, unless legally necessary;
 - F. Information, especially on matters that affect their welfare;
 - G. Address their concerns and be promptly resolved; and
 - H. Suffrage.

Article V

Suffrage, Student Elections, and Qualifications and Requirements

- Section 1.** Every bona fide student of the College shall have the freedom to exercise suffrage and no resolutions, laws, or documents that confines the right to employ suffrage shall be imposed.
- Section 2.** The Commission on Student Elections and Appointments (COMSELECA), an autonomous body separate from the Council, shall govern the student elections and organize the student elections nearing the end of the second Semester of the academic year.
- Section 3.** Any aspiring bona fide student of the College may qualify for the Student Council Positions if they meet the requirements set by COMSELECA.

Article VI

Mabalacat City College Supreme Student Council

- Section 1.** The Mabalacat City College Supreme Student Council, herein referred to as the MCCSSC, is the top governing body of the student, comprising of officers duly elected by the bona fide students of the College.
- Section 2.** The MCCSSC functions as a democratic student government, serving as the voice and liaison between the student body and College Authorities.



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- Section 3.** The MCCSSC shall coordinate with the Office of the Assistant Vice President for Student Life concerning any issues affecting the welfare and interests of the studentry and organizing College-wide events.
- Section 4.** The MCCSSC shall consist of the President, Vice President, and three (3) Senators from each Institute, with the composition subject to adjustment per management directives if the number of institutes changes.
- Section 5.** Every MCCSSC member shall hold office for one academic year and members who fill vacant seats shall hold office for the remainder of the unexpired term.
- Section 6.** Each document of the Supreme Student Council should bear the following official branding: MCCSSC Logo, MCCSSC official name, contact details, and document template. The Council shall present and author a resolution in changing the aforementioned.
- Section 7.** The Official Office of the Supreme Student Council shall only be within the school premises.
- Section 8.** The MCCSSC President shall act as the chief executive officer, responsible for implementing the laws, rules, policies, and programs formulated by the Legislative Committee. In addition, they shall hold the duty to:
- A. Be an automatic member of the College Board of Trustees representing the studentry;
 - B. Convene and preside over all meetings of the MCCSSC, Executive Committee, and General Assembly;
 - C. Directly supervise and oversee the activities of the MCCSSC, Executive Committee, and General Assembly;
 - D. Veto any decree, proposal, and resolution of the Legislative Committee when deemed necessary;
 - E. Refer to the Legislative Committee urgent matters, especially to the appropriate standing committee;
 - F. Sign all resolutions, communications, memorandums, and papers of the MCCSSC, and others under their jurisdiction;
 - G. Represent the student body on occasions and events, on and off of the campus, where representation is necessary;
 - H. Create ad hoc or special committees whenever the need arises;
 - I. Do and perform any lawful act to promote and uphold the best interest of the Student Council and the students; and
 - J. Perform such duties necessary or incidental to the discharge and Performance of the functions of their office.





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- Section 9.** The Vice President shall assume powers and functions of the President in the absence or incapacity of the latter and shall, among others:
- Convene and preside over the Legislative Committee Meeting;
 - Organize, supervise, and monitor directly the activities of the Legislative Committee and Standing Committees;
 - Act as a liaison between the MCCSSC and the MCCISC;
 - Assist the President in all matters when assistance is required; and
 - Perform other functions the President may assign.
- Section 10.** The remaining members of the MCCSSC shall be known as “Senators,” from which Institute they are from, and shall be their General Title.
- Section 11.** The specific functions of the Senators shall depend on the position to which they shall be assigned. Generally, the Senators shall fulfill their task with prudence, tact, and utmost commitment. The MCCSSC Senators are responsible for formulating and deciding upon the resolutions and their implementation.
- Section 12.** The Mabalacat City College Supreme Student Council shall be composed of five (5) boards, namely: Secretariat Board, Budgetary Board, Student Welfare and Rights Board, Publication Board, and Logistic Board. The composition of the boards are following:
- The Secretariat Board shall be composed of the General Secretary, Internal Secretary, and External Secretary;
 - The Budgetary Board shall be composed of the Finance Officer and Audit Officer;
 - The Student Welfare and Rights Board shall be composed of the SWRO Officer;
 - Publication Board shall be composed of three (3) Multimedia Officers and a Editorial Officer; and
 - The Logistic Board shall be composed of two (2) Logistics Officers.
- Section 13.** The General Secretary shall have the additional responsibilities to:
- Report to and update the MCCSSC regarding its activities and undertakings;
 - Issue the Minutes of the Meetings of the MCCSSC and Executive Committee at least three (3) days after the meetings;
 - Prepare the calendar of activities and general plan of action by the MCCSSC and remind them of the schedule;
 - Consolidate any requested details from the MCCISC and recognized Student Organizations; and
 - Issue Memorandums to the Student Councils, Recognized Student Organizations, and other matters under the jurisdiction of the MCCSSC.
- Section 14.** The Internal Secretary shall assume the additional duties to:
- Issue the Minutes of the Meetings of the Legislative Committee at least three (3) days





after the meetings; and

- B. Maintain records of all the resolutions and memorandums of the MCCSSC.

Section 15. The External Secretary will have the supplementary responsibilities to:

- A. Issue the Minutes of the Meetings of the General Assembly at least three (3) days after the meetings; and
- B. Keep the Minutes of the Meetings of the MCCSSC, Executive Committee, Legislative Committee, and General Assemblies.

Section 16. The Finance Officer shall further be tasked to:

- A. Regularly update Supreme Student Council regarding its financial status;
- B. Propose financial requests subject to the approval of the MCCSSC President;
- C. Manage the funds of the Council;
- D. Issue liquidations of the income and expenses activities of the Council;
- E. Ensure that all disbursements of the Council are reasonable, justified, and duly authorized;
- F. Prepare the financial statement of the Council at the end of the semester;
- G. Present a financial report when requested; and
- H. Spearhead any fund-raising-related matters.

Section 17. The Audit Officer shall undertake further responsibilities for:

- A. Assure the legitimacy, authenticity, and correctness of the expenditure of funds;
- B. Audit documents and present them to the MCCSSC;
- C. Maintain a comprehensive record, accompanied by relevant documentation (official receipts, invoices, contracts, deposit, and withdrawal slips), of all financial activities conducted by the MCCSSC; and
- D. Assist the Finance Officer in formulating the financial statement of the Council.

Section 18. The Student Welfare and Rights Officer will have the supplementary role of:

- A. Advocating for student welfare and rights in the Council, College, and broader community;
- B. Spearhead any student grievances form-related matters;
- C. Address student grievances and concerns promptly and effectively; and
- D. Formulate policies that promote the welfare and rights of the student body and its implementation.

Section 19. The Multimedia Officer shall take on the responsibility of:

- A. Create publication materials to support the Student Council's communication and marketing efforts;
- B. Ensure the quality, accuracy, and consistency of all publication materials; and
- C. Ensure copyright laws and ethical standards are adhered to in creating the publication materials.





- Section 20.** The Editorial Officer shall have the additional responsibilities to:
- Generate captions aligned with the publication materials;
 - Oversee the posting of the publication materials of the Council on all social media platforms; and
 - Monitor and analyze the effectiveness and corresponding improvements of publication material through a thorough performance metrics analysis.
- Section 21.** The Logistics Officer shall take on further obligations to:
- Act as the custodian of the properties of the MCCSSC;
 - Keep the supplies and equipment of the Student Council; and
 - Maintain inventory records and ensure proper storage and maintenance of Student Council's assets and resources.
- Section 22.** The MCCSSC President may designate the Senators to undertake additional relevant duties, mutually agreed upon by both parties.
- Section 23.** The MCCSSC shall conduct its regular meetings at least twice a month and may convene a special meeting, if necessary.
- Section 24.** Decisions made by the MCCSSC shall not be valid and enforceable if a quorum of one-half plus one is absent.
- Section 25.** Any absent MCCSSC officer in the meetings outlined in Section 24 of this Article must update themselves by reading and reviewing the minutes of the meetings.

Article VII

Mabalacat City College Institute Student Council

- Section 1.** The Mabalacat City College Institute Student Council, herein referred to as MCCISC, is the democratic governing body in the Institute of the College that fosters collaboration among the student organizations under its purview and the MCCSSC.
- Section 2.** The MCCISC has autonomy in handling its internal affairs and executing its programs and activities. Nonetheless, the MCCISC must coordinate with the MCCSSC at all times in its functions.
- Section 3.** The MCCISC shall consist of the Governor, Vice Governor, and six (6) Board Members.
- Section 4.** Every MCCISC member shall hold office for one academic year and members who fill vacant seats shall hold office for the remainder of the unexpired term.



- Section 5.** Each document of the MCCISC should bear the following official branding: MCCISC Logo, MCCISC official name, contact details, and document template. The Council shall present and author a resolution in changing the formerly noted.
- Section 6.** The Office of the Insitute Student Council shall only be within the school premises.
- Section 7.** The Governor is the chief executive officer of the ISC in their respective Institute and still has the following duties and responsibilities:
- Convene and preside over all meetings of their respective Council;
 - Sign all resolutions, communications, memorandums, and papers of the MCCISC;
 - Inform and update the Council of all its activities and involvement;
 - Set the plan and schedule of activities of the Council;
 - Communicate the plans, programs, and activities of the MCCISC with their adviser, the Institute Dean, the MCCSSC, and the Office of the Assistant Vice President for Student Life;
 - Create ad hoc or special committees whenever needed; and
 - Carry out any duties essential or related to fulfilling and executing the functions of their position.
- Section 8.** The Vice Governor shall assume powers and functions of the given to the absence or incapacity of the latter and shall, among others:
- Supervise the activities of the MCCISC Board Members;
 - Collaborate with various sectors of the College as needed to manage the internal and external affairs of the Council;
 - Assist the Governor in any matters when assistance is required; and
 - Perform other functions the Governor may assign.
- Section 9.** The remaining members of the MCCISC shall be known as “Board Members” and shall be their General Title. The specific duties of the Board Members shall be determined by which position they shall be assigned and shall perform their duties with paramount dedication.
- Section 10.** The Secretary shall have the duty to:
- Issue and keep all the minutes of meetings and proceedings of the Council at least three (3) days after the meeting;
 - Prepare internal and external letters;
 - Issue Memorandums to the Student Council and other matters under their jurisdiction;
 - Keep all resolutions, communications, memorandums, and papers of the MCCISC; and
 - Prepare the calendar of activities of the Council and remind them of the schedule.





- Section 11.** The Budget Officer shall have the same duties as those enumerated for an MCCSSC Finance Officer in Article VI, Section 16 of this Constitution.
- Section 12.** The Auditor shall have the same duties as those enumerated for an MCCSSC Audit Officer in Article VI, Section 17 of this Constitution.
- Section 13.** The Publication Officer shall have the same duties as those enumerated for an MCCSSC Multimedia Officer in Article VI, Section 19 of this Constitution.
- Section 14.** The Public Relations Officer shall have the same duties as those enumerated for an MCCSSC Editorial Officer in Article VI, Section 20 of this Constitution and in addition, shall:
- Section 15.** The Resources Officer shall have the same duties as those enumerated for an MCCSSC Logistics Officer in Article VI, Section 21 of this Constitution and, in addition, shall:
- A. Replenish from time to time the needed supplies of the council subject to the approval of the Governor.
- Section 16.** The MCCISC Governor may assign the Board Members to perform other relevant duties in the Supreme Student Council that both parties agreed with.
- Section 17.** The MCCISC shall have its regular meetings at least twice a month and may convene a special meeting if the need arises.
- Section 18.** Decisions are not valid and enforceable if a quorum of one-half plus one is absent.
- Section 19.** Any absent MCCISC officer in the regular and emergency meetings must read and review the minutes of the meetings to update themselves.

Article VIII Legislative Committee

- Section 1.** The Legislative Committee, hereafter referred to as LEGISCOM, serves as the codification body of the Mabalacat City College Student Council (MCCSC).
- Section 2.** The LEGISCOM is a democratic student council body responsible for making decisions and publishing various decrees, proposals, resolutions, and similar documents.
- Section 3.** The LEGISCOM shall comprise the MCCSSC Vice President and Senators.
- Section 4.** The LEGISCOM shall pass the approved decree, proposal, resolution, or similar





documents to the EXECOM for implementation. In cases the earlier cited is vetoed, the LEGISCOM shall review its contents for revision.

- Section 5.** The LEGISCOM shall elect a Senate President among the Senators. The Senate President shall preside over the meetings of the Legislative Committee when the Vice President is incapacitated to do so or is absent, particularly in meetings containing urgent attention.
- Section 6.** The Chairperson shall not vote in motions for the decree, proposal, or resolution. In cases the vote for a motion is tie, the Chairperson shall vote to determine the outcome. In the same manner, when the Senate President is the presiding officer, their right to vote shall still be in effect, and cannot vote to break ties similar to the Chairperson.
- Section 7.** The MCCSSC Internal Secretary will issue the MOTM of the Legislative Committee. If the Internal Secretary is unavailable during the meeting, the External Secretary shall issue the MOTM in addition to their duties and responsibilities outlined in Section 15 of Article VI.
- Section 8.** The Legislative Committee must convene its regular meetings at least once per month, and may hold emergency meetings when deemed necessary. A quorum of one-half plus one must be present to enforce the decisions made by the LEGISCOM
- Section 9.** Any LEGISCOM member absent in any of the meetings must read and review the minutes of the meetings.

Article IX **Executive Committee**

- Section 1.** The Executive Committee, herein referred to as EXECOM, is the implementing body of the Mabalacat City College Student Council (MCCSC).
- Section 2.** The EXECOM is a democratic student council body that executes various decrees, proposals, resolutions, and similar directives published by the LEGISCOM.
- Section 3.** The EXECOM comprises the MCCSSC President, Vice President, General Secretary, and MCCISC Governors representing their institute student councils.
- Section 4.** The MCCSSC President shall act as the chairperson, who shall take charge of all the affiliations of the Hall of Executive Committee.
- Section 5.** The MCCSSC President has the power to veto any decrees, proposals, and resolutions, and other pertinent documents passed by the LEGISCOM and must elucidate to the Legislative Committee reasons for the veto.





- Section 6.** The EXECOM has the authority to propose decrees, proposals, resolutions, and similar directives regarding the Institutes accredited by the College.
- Section 7.** The EXECOM must forward the resolution mentioned in Section 6 of this Article to the Legislative Committee for review and approval.
- Section 8.** The MCCSSC General Secretary shall issue the MOTM of the Executive Committee. In the absence of the General Secretary during the meeting, the Vice President shall issue the Minutes of the Meeting besides their duties and responsibilities mentioned in Section 9 of Article VI.
- Section 9.** The Executive Committee shall meet regularly at least once a month, and may hold emergency meetings as needed. To enforce decisions made by the EXECOM, a quorum of one-half plus one must be present.
- Section 10.** Any EXECOM member who is absent in any of the meetings mentioned in Section 9 of this Article must read and review the minutes of the meetings.

Article X

Standing and Ad Hoc or Special Committees

- Section 1.** The Standing Committees are permanent and specifically designated branches of the MCCSC. The Standing Committees shall supervise the conditions of the student life and affairs at the College and shall promote and protect the student body as outlined in this Constitution and College Policies.
- Section 2.** The Standing Committee of the MCCSC shall be composed of the:
- Secretariat Committee;
 - Budgetary Affairs Committee;
 - Student Welfare and Rights Committee;
 - Communication and Media Committee; and
 - Logistics Development Committee.
- Section 3.** The MCCSSC President shall appoint one (1) of the Senators to be the Chairperson of the Committees corresponding to their positions.
- Section 4.** The Standing Committees shall be composed of the following:
- The Secretariat Committee shall be composed of the Secretariat Board of the MCCSSC and ISC Secretaries;
 - The Budgetary Affairs Committee shall comprise of the Budgetary Board of the MCCSSC



and ISC Finance Officers and Auditors;

- C. The Student Welfare and Rights Committee shall be constituted by SWRO Board of the MCCSSC and ISC Vice Governors;
- D. The Communication and Media Committee will consist of the Publication Board of the MCCSSC and ISC Publication and Public Relations Officers; and
- E. The Logistics Development Committee will be composed of the Logistic Board of the MCCSSC and ISC Resources Officer.

Section 5. The Secretariat Committee ought to:

- A. Keep all the minutes of the meetings of the standing and ad hoc or special committees;
- B. Keep the records of the documents of the standing and ad hoc or special committees;
- C. Ensure that pertinent documents requested by the Council are accessible; and
- D. Perform other duties as the MCCSSC President may assign.

Section 6. The Budgetary Affairs Committee shall:

- A. Monitor the Collection of the Monthly Funds;
- B. Ensure that all disbursements of the MCCSC are reasonable, justified, and duly authorized; and
- C. Perform other responsibilities as the MCCSSC President may direct.

Section 7. The Student Welfare and Rights Committee must:

- A. Spearhead any student grievances and concerns brought to its attention;
- B. Address student grievances and concerns promptly and effective policies;
- C. Advocate, promote, and defend the rights of the student body; and
- D. Perform duties deemed necessary by the MCCSSC President.

Section 8. The Communication and Media Committee is obliged to:

- A. Delegate student council events and relevant resources through law-abiding publication materials;
- B. Reflect the values that the Student Council stands for by means of distinguished publication materials; and
- C. Carry out responsibilities assigned by the MCCSSC President.

Section 9. The Logistics Development Committee must:

- A. Maintain inventory records, along with proper storage and maintenance of the resources of the MCCSC;
- B. Communicate logistical matters such as venues, facilities, and equipment to concerned offices; and
- C. Fulfill responsibilities delegated by the MCCSSC President.





- Section 10.** The Chairperson of the standing committees shall pass any resolutions and ordinances from their respective committee to the Legislative Committee for approval, and hereof to the Executive Committee for implementation.
- Section 11.** The respective Standing Committees shall meet monthly on a regular basis, and hereof may convene supplementary meetings as deemed necessary.
- Section 12.** The MCCSSC President has the sole power to create an Ad Hoc or Special Committee for the purpose of service to the Mabalacat City College Student Council (MCCSC) and shall not contradict this constitution. The Ad Hoc or Special Committee shall be accompanied by a resolution indicating the powers, duties, and responsibilities of the said Committee.

Article XI

General Assemblies

- Section 1.** The General Assemblies shall be convened by the MCCSSC President and may be attended by the Mabalacat City College Student Council.
- Section 2.** A quorum of one-half plus one must be met for the decisions of the general assembly to be valid and enforceable.

Article XII

Funds

- Section 1.** The Mabalacat City College Student Council (MCCSC) shall collect Php 20.00 every month of the semester as a primary source of funds for student activities.
- Section 2.** Regardless of population, 10% of the collected monthly funds of the MCCISC shall be allocated to the MCCSSC.
- Section 3.** All liquidations, hereof, shall be prepared by the MCCSC monthly with valid financial evidence.
- Section 4.** The Mabalacat City College Student Council is not permitted to collect the monthly funds for the succeeding month if Section 3 of this Article for the preceding month is not met.
- Section 5.** Every end of the semester, the MCCSC shall submit financial statements to the Office of the Assistant Vice President for Student Life and to the student body.
- Section 6.** All pertinent documents outlined in this Article shall freely be accessible to the student body.





Article XIII

Disciplinary, Impeachment, and Removal from Office of Student Council Officers

- Section 1.** The following shall be classified as Minor Offenses and will be subject to disciplinary action:
- Failure to submit reports on time;
 - Failure to attend a meeting without a valid reason;
 - Irregular and infrequent tardiness; and
 - Delayed or interrupted any of the Student Council meetings.
- Section 2.** The following shall be considered Major Offenses and may lead to impeachment:
- Willful violation of this Constitution and By-Laws;
 - Overstepping the authority granted by one's position;
 - Neglecting or abandoning duties;
 - Falsifying, altering, or tampering with Council or school-related documents;
 - Three consecutive unexcused absences from regular Student Council meetings;
 - Unauthorized use of Student Council equipment and supplies;
 - Intentional destruction of council property;
 - Unauthorized representation of the Student Council in any event or proceedings;
 - Misappropriation and embezzlement of Student Council funds;
 - Disbursing funds for a legal transaction without a receipt and proper documentation, regardless of the amount;
 - Disrespect, whether through words or actions, toward any Student Council member;
 - Any form of misconduct that tarnishes the reputation and dignity of any Student Council Officer or the Student Council as a whole; and
 - Three (3) minor offenses.
- Section 3.** A Mabalacat City College Supreme Student Council (MCCSC) officer will be removed from office based on the following:
- Resignation;
 - Death;
 - Failure to enroll to the College while being in position;
 - Incapacity due to psychological and physical impairment; and
 - Impeachment

Article XIV

Vacancy and Transitory Provisions for the Student Council Officers

- Section 1.** The duly elected Student Councils of Mabalacat City College shall hold office for one academic year, including the summer term. The official commencement of the term of office of the duly elected Mabalacat City College Student Councils shall start on the first





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day of the academic year, succeeding the election, and ending on the last day of the academic year.

- Section 2.** The Mabalacat City College Student Councils from the previous academic year shall mentor the newly elected Mabalacat City College Student Councils for 30 days after the election.
- Section 3.** A permanent vacancy occurs when a Student Council officer vacates the office because of death, resignation, impeachment, expulsion from the College, or a permanent illness preventing them from fulfilling their duties.
- Section 4.** A temporary vacancy arises when a Student Council officer leaves the office due to a temporary physical incapacity, mental illness, suspension, or any other reason that leaves the possibility of resuming their duties before the expiration of their term.
- Section 5.** If a permanent vacancy occurs in the MCCSSC/MCCISC office, the following procedures shall be observed:
- A. If the positions of MCCSSC President/MCCISC Governor become permanently vacant, the MCCSSC Vice President/MCCISC Vice Governor will assume the role;
 - B. Should the vacancy arise in the position of Vice President/Vice Governor due to any reason or their succession to the presidency/governor, the MCCSSC/MCCISC will select a new Vice President/Vice Governor from among the MCCSSC Senators/MCCISC Board Members;
 - C. If both the MCCSSC President and Vice President/MCCISC Governor and Vice Governor are temporarily unable to perform their duties, the MCCSSC Senators and MCCISC Board Members will choose temporary replacements amongst themselves. These acting MCCSSC President and Vice President/MCCISC Governor and Vice Governor will serve until the permanent officers resume their roles, at which point they will step down. Under no circumstances will the Council be dissolved or become inactive; and
 - D. Should a permanent vacancy occur with the MCCSSC Vice President and Senators/MCCISC Vice Governor and Board Members, the MCCSSC President / MCCISC Governor has the sole authority to appoint who shall assume the vacant positions.
- Section 6.** If all the candidates ranked next in line for the same position decline to take office, or there are no subsequent candidates to assume office, the MCCSSC President/MCCISC Governor shall appoint a new MCCSSC Vice President and Senator/MCCISC Vice Governor and Board Member as approved by the Student Council.
- Section 7.** The new Student Council officers, appointed to hold office by the MCCSSC President or MCCISC Governor, must meet the same qualifications stated in Article IV of this Constitution.





- Section 8.** The outgoing Student Council officers shall turn over all the properties, records, supplies, equipment, and money, certified by the Secretary of Finance and Secretary of Audit/Board Member on Finance and Board Member on Audit, under their custody to the succeeding Student Council officers.
- Section 9.** The newly elected Student Councils will not be held responsible for any liabilities accrued by the outgoing Student Councils.

Article XV Community Engagement

- Section 1.** The Mabalacat City College Student Councils (MCCSC) shall promote community engagement by encouraging student involvement in service projects, fostering partnerships with local and international organizations, raising awareness about civic responsibility, role in social challenges, promoting volunteerism, sustainability, and organizing events to benefit the local and international community by integrating the Sustainable Development Goals (SDGs) set by the United Nations (UN).
- Section 2.** Sustainable Development Goals:
- A. Sustainable Development Goal 1 – No Poverty;
 - B. Sustainable Development Goal 2 – Zero Hunger;
 - C. Sustainable Development Goal 3 – Good Health and Well-Being;
 - D. Sustainable Development Goal 4 – Quality Education;
 - E. Sustainable Development Goal 5 – Gender Equality;
 - F. Sustainable Development Goal 6 – Clean Water and Sanitation;
 - G. Sustainable Development Goal 7 – Affordable and Clean Energy;
 - H. Sustainable Development Goal 8 – Decent Work and Economic Growth;
 - I. Sustainable Development Goal 9 – Industry, Innovation, and Infrastructure;
 - J. Sustainable Development Goal 10 – Reduced Inequalities;
 - K. Sustainable Development Goal 11 – Sustainable Cities and Communities;
 - L. Sustainable Development Goal 12 – Responsible Consumption and Production;
 - M. Sustainable Development Goal 13 – Climate Action;
 - P. Sustainable Development Goal 14 – Life Below Water;
 - Q. Sustainable Development Goal 15 – Life on Land;
 - R. Sustainable Development Goal 16 – Peace, Justice, and Strong Institutions; and
 - S. Sustainable Development Goal 17 – Partnerships for the Goals
- Section 3.** The MCCSC shall incorporate the Sustainable Development Goals (SDGs) in all events, undertakings, and community engagement measures by the Student Councils.





Article XVIII Amendments

- Section 1.** Any amendments to, or revisions of, this Constitution and By-Laws may be proposed by:
- A Student Council Officer (SSC or ISC);
 - The Executive Committee; and
 - The Legislative Committee
- Section 2.** To amend this Constitution and By-Laws, an affirmative vote of two-thirds of all the Council Members is required.
- Section 3.** Any amendments to or revisions of this Constitution shall be valid when ratified by majority votes of the entire Student Council, approved by the MCCSSC President, ISC Governors, and two two-thirds vote of the student body. The Assistant Vice President for Student Life and Student Leadership and Development Office must note the amendment or revision of the Constitution and By-Laws upon its approval.
- Section 4.** This Constitution and By-Laws may be amended or revised after three (3) Academic Years of its ratification.

ARTICLE XXI EFFECTIVITY

- Section 1.** This Constitution and By-Laws shall take effect immediately upon the approval of the MCCSSC President, MCCISC Governors, two-thirds vote of the student body, and the signing of the Assistant Vice President for Student Life and Student Leadership and Development Officer called for this purpose shall supersede all previous Constitutions.

Amended and Ratified:

By: Mabalacat City College Student Council A.Y. 2024 – 2025

