

CONSTITUTION AND BY-LAWS

BM INCORPORATED (BM Inc.) LORMA COLLEGES

PREAMBLE

We, the students of the **Business Management Program**, LORMA Colleges, City of San Fernando, imploring the aid of almighty God, in order to establish and build a just, humane and democratic student organization, that shall embody our ideals and aspirations, further our educational growth, uphold and defend academic excellence, encourage active participation in all student activities for personality development, foster unity among members, promote the general welfare, protect our students rights do ordain and promulgate this constitution.

ARTICLE I – NAME AND DOMICILE

Section 1 – This organization shall be called the **BM Incorporated**.

Section 2 – The **BM Incorporated** shall be referred to as the **BM, Inc.** herein and after in this Constitution.

Section 3 – The domicile of the **BM, Inc.** shall be LORMA Colleges, City of San Fernando.

ARTICLE II – DECLARATION OF POLICIES AND PRINCIPLES

Section 1 – The **BM, Inc.** is a democratic and independent student organization in the management of student activities and shall act as the sole and legitimate representative of the Business Management students to the Student Body Organization.

Section 2 – The **BM, Inc.** shall ensure equal protection of the laws rights and privileges to all bonafide members.

Section 3 – The prime duty of the **BM, Inc.** shall be to serve and protect its members.

Section 4 – The **BM, Inc.** shall pursue and promote the goals and objectives of the institution in all phases of academic growth.

Section 5 – The **BM, Inc.** recognizes the vital role of every student in nation and Christian community building, leadership training and shall help promote his physical, moral, spiritual, intellectual and social growth in the academe.

Section 6 – The **BM, Inc.** shall maintain and guarantee the students' equal access to opportunities for academic growth and personality development.

Section 7 – The **BM, Inc.** adheres to the policy of assisting clubs in the attainment of their projects and activities through loans and/or other means.

Section 8 – The **BM, Inc.** aims to achieve the following specific objectives:

- a. To train its members to become future professional business managers and entrepreneurs in the future.
- b. To train future business professionals to be morally upright and guided by the principles of good ethics.
- c. To provide professional education and training for its members preparing themselves for careers in the business management field.
- d. To prepare its members for professional success and social responsibility in the future.
- e. To equip young men and women with the necessary knowledge, skills and attitudes that would enable them to enter the world of business.
- f. To provide professional education and training for its members preparing themselves for future managerial or staff positions, or for the operation of a business, health service facility or division of an industrial, marketing or service enterprise.
- g. To develop in our students the sort of entrepreneurial eye and attitude for a highly competitive business world in the future.
- h. To produce graduates who can have a major impact in the business world and in improving the lives of Filipinos someday.
- i. To produce future business professionals who are receptive to changes in the economy and industry.

Section 9 – The **BM Inc.** shall be the mother club of the Association of Young Entrepreneurs established in Lorma Colleges Special Science High School, San Juan Campus.

ARTICLE III – MEMBERSHIP IN THE BM, Inc.

Section 1- All duly enrolled undergraduate students in the Business Management Program are bonafide members of the **BM, Inc.**

Section 2 – Membership shall commence from the time on the enrollee has been registered and has complied with the requirement for admission.

Section 3 – Membership then ceases or terminates upon:

- a. Issuance of his honorable dismissal.
- b. Non- enrollment for the next school term.
- c. Dropping all his subjects either officially or unofficially.
- d. Graduation.
- e. Violation of any of the rules and regulations of the organization

ARTICLE IV – MEMBERS DUTIES AND RESPONSIBILITIES

Section 1 – Every member shall:

- a. Uphold this Constitution and the rules of the **BM, Inc.**
- b. Vote during elections.
- c. Exert his utmost to develop his potential for service in order to that he becomes an asset to his family, his school and his society.
- d. Uphold the academic integrity of the College and endeavor to attain academic excellence and abide with the rules and regulations governing his academic responsibilities and moral integrity.
- e. Promote and maintain the peace and tranquility of the College by abiding with the rules of discipline; exert effort to attain harmonious relationships with fellow students, college faculty, administrators and other college personnel.
- f. Participate in civic and religious affairs and in the promotion of the general welfare, particularly in the development of his community.
- g. Exercise his rights and responsibilities with the knowledge that he is answerable for any infringement of violation of the public welfare and the rights of others, especially the right of expression and publication.

ARTICLE V – QUALIFICATIONS OF BM, Inc. OFFICERS

Section 1 – No students may be elected **Executive President** unless he/she:

- a. Is at least an incoming fourth year student as certified by the Academic Dean.
- b. Has been a member of the **BM, Inc.** for not less than two (2) successive academic school years.
- c. Has no derogatory record with the school anytime during his past residency as certified by the Dean of Student Affairs.

Section 2 - No students may be elected **Executive Vice-Presidents for Internal and External Affairs** unless he/she:

- a. Is at least an incoming third year student as certified by the Academic Dean.
- b. Has been a member of the **BM, Inc.** for not less than two (2) successive academic school years.
- c. Has no derogatory record with the school anytime during his past residency as certified by the Dean of Student Affairs.

Section 3 – All candidates seeking the position of Corporate Secretary, Corporate Treasurer, Corporate Auditor, Chief Marketing Officer and General Manager shall:

- a. Be at least an incoming third year students as certified by the Academic Dean.
- b. Has been a member of the **BM, Inc.** for not less than two (2) successive academic school years.
- c. Has no derogatory record with the school anytime during his past residency as certified by the Dean of Student Affairs.

ARTICLE VI – MANNER OF ELECTION

Section 1 – Election shall be held on the second week after the opening of classes during the first semester.

Section 2 – The Executive President, Executive Vice-Presidents, Corporate Secretary, Corporate Treasurer, Corporate Auditor, Chief Marketing Officer and General Manager of the **BM, Inc.** shall be elected by the plurality of the votes cast by the members through secret balloting.

Section 3 – The Club Adviser shall be responsible in formulating guidelines for the conduct and manner of election not provided for in the Constitution.

Section 4 – The COMELEC, to be constituted by the club shall preside over the elections. The committee shall be composed of five (5) members to be appointed by the Club Adviser.

ARTICLE VII – DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

Section 1 – The Executive Council of the BM, Inc. shall be:

a. The Executive President, Executive Vice-President for Internal Affairs, Executive Vice-President for External Affairs, Corporate Secretary, Corporate Treasurer, Corporate Auditor, Chief Marketing Officer and General Manager.

b. Elected in a popular election by the entire BM studentry.

Section 2 – The Executive President shall have the power to:

a. Preside over meetings.

b. Call special meetings.

c. Act as the legitimate representative of the BM, Inc. to the Student Body Organization / SML in determining school policies that directly affect the general welfare of the students.

d. Appoint the Chairman of the different standing committees and other committees as the need arises.

e. Perform the functions as the committee may propose.

Section 3 – The Executive Vice-Presidents of the BM, Inc. shall:

a. Assist the Executive President in any of the administrative tasks, and in the absence, temporary incapacity, resignation or death of the Executive President, shall assume the duties of the Executive President.

b. Perform other duties as may be directed by the Executive President.

Section 4 – The Corporate Secretary of the BM, Inc shall:

a. Assist the Executive President in any affairs of the BM, Inc as pertaining to his office.

b. Record all the meetings, proceedings or deliberations of the Executive Council and the BM, Inc.

c. Act as custodian of all records and properties of the BM, Inc except the book of accounts.

d. Prepare notice of all meetings for all members of the Supreme Council.

e. Perform other functions required by the Office and as may be directed by the Executive President.

Section 5 – The Corporate Treasurer of the BM, Inc:

- a. Be the custodian of the BM, Inc funds.
- b. Keep the Book of Accounts which shall be subject to monthly audit by the BM, Inc Auditor.
- c. Prepare the financial statements covering the expenditures from the funds under his custody at the end of each month.
- d. Perform other functions as may be required by the Office and as may be directed by the Executive President.

Section 6 – The Corporate Auditor of the BM, Inc shall:

- a. Have the power to examine and audit the expenditures of the BM, Inc.
- b. Have the power to check the validity of any collection being made before the final approval of the Executive Council.
- c. Assist the Corporate Treasurer regarding financial matters.
- d. Perform other functions as may be required by the Office and/or directed by the Executive President.

Section 7 – The Chief Marketing Officer of the BM, Inc shall:

- a. Serve as link between members and the officers.
- b. Be in charge of the press releases of the BM, Inc which shall be prepared at least twice a month.
- c. Handle all matters related to information regarding the activities of the BM, Inc.
- d. Perform other functions as may be required by the Office and/or directed by the Executive President.

Section 8 – The General Manager of the BM, Inc shall:

- a. Maintain Peace and Order in all activities
- b. Protect the implementation of the Memorandum / orders issued by the Executive Council
- c. Perform other functions as may be required by the Office and/or directed by the Executive President

ARTICLE VIII – MEETINGS

Section 1 – Quorum – The presence of the majority of the total membership of the Club shall constitute a quorum. The Executive Council shall not do any business in the absence of a quorum.

Section 2 – The Executive Council shall meet twice a month. The President will determine when and where to conduct the meeting.

Section 3 – The BM, Inc shall meet twice a month. The Executive Council will determine the time and place of the meeting.

Section 4 – Special Meetings – Whenever necessary, the Executive Council may call for a special meeting of their own to attend to matters that need immediate action.

Section 5 – Modes and Manners in Sessions – Parliamentary procedures shall be adopted in all sessions of any of the bodies.

Section 6 – Decisions – The decisions in all meetings shall be carried with the concurrence of a simple majority vote of those present to do business except wherein it is required otherwise in the Constitution. All meetings must first be approved by the adviser/s and should be attended by the adviser/s.

ARTICLE IX – MODES AND MANNERS OF SUCCESSION

Section 1 – The Executive Council. The hierarchy of the BM, Inc is as follows: Executive President, Executive Vice-President for Internal Affairs, Executive Vice President for External Affairs, Corporate Secretary, Corporate Treasurer, Corporate Auditor, Chief Marketing Officer and General Manager.

Section 2 – In case of vacancy in the Executive Presidency, the Executive Vice-President of Internal and External Affairs shall automatically take over the position of the President whosoever wins a special election between the said two.

Section 3 – Permanent vacancy in the Executive Vice-President for Internal Affairs, Executive Vice President for External Affairs, Corporate Secretary, Corporate Treasurer, Corporate Auditor, Chief Marketing Officer and General Manager shall be subjected to a special election.

ARTICLE X – IMPEACHMENT AND SUSPENSION OF OFFICERS

Section 1 – Applicability of Rules – These rules shall apply to all proceedings for impeachment and suspension under this Constitution.

Section 2 – Grounds for Impeachment and Suspension – Any officer of the BM, Inc. may be impeached or suspended from his post from any of the following reasons:

- a. Any willful violation of this Constitution.
- b. Gross neglect of duty.
- c. Conduct unbecoming of an officer.
- d. Five (5) absences from all meetings except when there is reasonable cause.
- e. Found out to be living an immoral and indecent life.

Section 3 – Manner of proceedings:

- a. Impeachment or Suspension Procedure shall be called upon by the Executive Council.
- b. The President shall preside over the impeachment and suspension proceedings called upon.
- c. The accused after being heard by the Executive Council, shall be placed in a separate room not less than 20 meters from the place where the Executive Council is meeting and be brought back thereto when the verdict is ready for announcement.

Section 4 – Date of Impeachment or Suspension Procedure – The date and time of these procedures shall be five (5) school days upon notification of the party accused.

Section 5 – Opportunity to be heard – The accused shall have the opportunity to be heard by the Executive Council and to defend himself.

Section 6 – Vote Requirement – Impeachment or Suspension of any BMSS officer shall require a majority vote among the members of the Executive Council.

Section 7 – Manner of Voting – Impeachment or Suspension voting shall be done by secret balloting to insure the secrecy and sanctity of the ballot and the proceedings.

Section 8 – Effectivity – The verdict of the Executive Council shall take effect immediately upon the reading of the final verdict.

ARTICLE XI – TENURE OF OFFICE

Section 1 – All elected and appointed officers shall assume office upon their induction until their successors are likewise elected and/or appointed.

Section 2 – The term of office of all elected officers shall cease upon impeachment, expulsion, and official or unofficial dropping from the school.

Section 3 – The **BM, Inc** Executive President, Executive Vice-Presidents and all other elective positions shall be entitled for re-election.

Section 4 – All appointed officers should not be entitled for re-appointment upon completing their one year term.

ARTICLE XII – GENERAL PROVISIONS

Section 1 – Upon enrollment, each student pays the amount of fifty (50) pesos as his membership fee. The said fee shall be the initial fund of the **BM, Inc**.

Section 2 – The **BM, Inc** may adopt an official seal, creed, song or prayer that shall be truly reflective and symbolic of their ideals, objectives and principles and that of the College.

Section 3 – The Records and Book of Accounts of the **BM, Inc** shall be preserved and be open to the public, and such books shall be audited by the Corporate Auditor which shall publish monthly and itemized list of amounts disbursed to and expenses incurred for the activities of the **BM, Inc**.

Section 4 – Any impeached officer shall no longer be eligible to any elective position for his remaining years of stay in this institution.

Section 5 – The Standing Committee of the **BM, Inc** shall be as follows:

- a. Discipline (Executive President as Chairman)
- b. Finance/Budget (Corporate Treasurer)
- c. Publicity/Advertising (Chief Marketing Officer)
- d. Documentation/Records (Secretary)

- e. Research and Extension Services (EVP External)
- f. BM Development (EVP Internal)
- g. Sports (General Manager)
- h. Food (Corporate Auditor)

Section 6 – The Executive President shall appoint Managers for each year level to act as their coordinators and representatives.

ARTICLE XIII – ADVISER/S

Section 1 – The Executive Council shall be the one to select the official adviser for the Club. The Adviser should be a faculty for the Business Management Program. The Department Dean shall be informed of the selection.

Section 2 – The Adviser shall approve and supervise all activities of the **BM, Inc.** and shall see to it that the provisions of this Constitution are strictly implemented and followed.

Section 3 – In case of the absence of the Club Adviser, a designated representative shall act as the Adviser for a temporary period of time.

ARTICLE XIV – AMENDMENTS AND REVISIONS OF THIS CONSTITUTION

Section 1 – Any amendment to or revision of this constitution may be proposed by:

1. Executive Council
2. Constitutional Convention

Section 2 – Amendment to this Constitution may likewise be directly proposed by the students through initiative upon a petition of at least ten (10) percentum of the **BM, Inc.** membership.

ARTICLE XV – EFFECTIVITY OF THIS CONSTITUTION

Section 1 – Ratification of this Constitution requires the plurality of votes cast by the members.

Section 2 – This Constitution shall take effect immediately after the approval of the College Director.

Section 3 – Any approval for the amendment and/or revision of this Constitution shall take effect immediately upon the approval of the Executive Council or a Constitutional Convention by a vote of $\frac{3}{4}$ of the members present in the amendment session.

ARTICLE XVI – ACCEPTANCE OF THE CONSTITUTIONALITY

Section 1 – The members shall take an oath of affirmation to uphold and defend this Constitution.

Prepared by

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Noted by:

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