

**(Enclosure No. 1 to DepEd Order No. 47, s. 2014)**

**THE CONSTITUTION AND BY-LAWS OF SUPREME PUPIL GOVERNMENTS AND  
STUDENT GOVERNMENTS IN ELEMENTARY AND SECONDARY SCHOOLS**

**PREAMBLE**

We, the students of [name of school], believing in the need for a better organized Supreme Pupil Government and Supreme Student Government and in the development of the youth as future leaders of the nation, do hereby promulgate and adopt this Constitution and By-Laws of the Supreme Pupil Governments and Supreme Student Governments in Elementary and Secondary Schools that shall advance, implement, and maintain our goals and aspirations, embody the ideals and principles of freedom, equality, justice and democracy, and promote the welfare of all students and academic standards of our Alma Mater.

**Article I  
General Provisions**

- Section 1            This Constitution and By-Laws shall be known as the Constitution and By-Laws of Supreme Pupil Governments and Supreme Student Governments of [name of school] which shall hereinafter be referred to as the SPG / SSG.
- Section 2            For the purposes of this Constitution and By-Laws, the following words used shall have the meaning as ascribed to them in this section.
- 2.1.        "SPG" refers to the Supreme Pupil Government.
- 2.2.        "SSG" refers to Supreme Student Government.

**Article II  
Name and Domicile**

- Section 1            The name of this Supreme Pupil Government / Supreme Student Government shall be known as the [name of school] Supreme Pupil Government / Supreme Student Government which shall hereinafter be referred to as the SPG / SSG.
- Section 2            The seat of the SPG / SSG shall be located inside the premises of the school.

**Article III  
Declaration of Principles, Objectives and Policies**

**Principles**

- Section 1            The SPG / SSG shall have the power which emanates from the student body. It shall be an autonomous, unified, and the highest democratic representative of the student body.
- Section 2            The SPG / SSG shall uphold and adhere with the Mission Statement of the Department of Education "to protect and to promote the right of every Filipino to quality, equitable, culture-based and complete basic education" where "students learn in a child friendly, gender-sensitive, safe and motivating environment."

2.1. The Mission Statement of the Department of Education shall serve as the guide of the SPG / SSG in working to serve the best interest of the student body.

Section 3 The SPG / SSG is founded on the principles of participatory democracy, responsible servant-leadership, collaboration, unity, accountability, and efficiency in serving the student body.

Section 4 The SPG / SSG shall be committed in putting these values, principles, and ideals into action through academic, socio-civic, leadership programs and activities.

### Objectives

Section 5 The SPG / SSG shall be the forefront of the students' rights and welfare, and shall be the model of the students' excellence, grounded on good character, and deep sense of moral values.

Section 6 The Supreme Pupil Government / Supreme Student Government shall have the following objectives:

- 6.1. To help students develop passionate love of country, values, and competencies that will enable them to realize their full potential and to contribute meaningfully in building the nation;
- 6.2. To represent the students in the policy-making body of the school concerning the students' rights and welfare;
- 6.3. To help develop a student-friendly, safe, and motivating learning environment;
- 6.4. To nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community;
- 6.5. To help develop self-confidence, critical thinking, problem-solving, decision-making, and learning among the student body and to utilize these skills in contributing towards nation building;
- 6.6. To empower the students to strive for excellence in the academics, leadership, and social responsibility; to encourage the students to be proactive members of the society;
- 6.7. To uphold the values, principles, and ideals of the Department of Education;
- 6.8. To serve, to protect, and to promote the rights and welfare of every student.

### Policies

Section 7 The SPG / SSG shall be the highest governing body of the students.

Section 8 The SPG / SSG shall pursue at all times, the values of honesty and integrity in service, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the school and the Department of Education.

Section 9 The SPG / SSG shall encourage an open communication and dialogue with other student organizations, movements, and other sectors of society not inconsistent with its principles and purposes.

Section 10 The SPG / SSG shall remain at all times, accountable and transparent with all of its transactions involving the interest of its constituents who they must serve with outmost responsibility, integrity, loyalty, efficiency, and professionalism.

Section 11 The SPG / SSG shall strive to pursue an independent stand, not dictated by any other sector, other than the students, as long as these are not contrary to the Mission - Vision Statement and Core Values of the Department of Education.

**Article IV**  
**Membership**

Section 1 All bona fide students of [name of school] are members of the student body to whom the SPG / SSG shall be committed to serve and to be accountable at all times.

**Article V**  
**Bill of Rights**

Section 1 Every student has the right to learn in an inclusive, child-friendly, gender-sensitive, safe, and motivating environment.

Section 2 Every student has the right to enjoy responsible freedom of speech and expression.

Section 3 Every student has the right to avail of all the services offered by the SPG / SSG which includes but not limited to organizing, joining, and actively participating in clubs, organizations, groups, and other associations for purposes not contrary to existing policies.

Section 4 Every student has the right to conduct and to actively participate in all school activities and programs.

Section 5 Every student has the right to information of the programs, rules, policies, regulations, and other matters concerning them.

Section 6 Every student has the right to suffrage, to apply for a position, to nominate, and to be elected into office, and to exercise other electoral practices.

Section 7 Every student has the right to responsible and independent operation of the student elections and student publications.

Section 8 Every student has the right to proper representation and participation in different meetings and assemblies of the school on issues affecting the welfare of the student body.

Section 9 Every student has the right to recall their SPG / SSG representatives.

Section 10 Every student has the right to due process.

- Section 11 Every student has the right to professional competence from the teachers and school administration.
- Section 12 Every student has the right to be academically evaluated based on equal and objective criteria.
- Section 13 Every student has the right to an open and regular student-teacher and student-school administration dialogue.
- Section 14 Every student has the right to freely and responsibly express their concerns, views, and grievances.
- Section 15 Every student has the right to equal, legitimate, and responsible use of adequate, safe, clean, and efficient school facilities.
- Section 16 All other rights as specified in DepEd Order No. 40, s. 2012 entitled DepEd Child Protection Policy but are not specified herein are included as rights of the students.

**Article VI**  
**Duties and Obligations of Students**

- Section 1 Every student has the responsibility to observe and to uphold the laws of the Republic of the Philippines, the rules and regulations of the School, and this Constitution at all times.
- Section 2 Every student shall exercise his/her rights responsibly and in good faith.
- Section 3 Every student shall support and promote the ideals, principles, thrusts, and objectives of the SPG / SSG, the School, and the Department of Education.
- Section 4 Every student shall uphold the values of honesty and integrity.
- Section 5 Every student shall endeavor to achieve academic excellence and shall abide by the rules and regulations governing his/her academic responsibilities.
- Section 6 Every student shall pursue to nurture an inclusive, service-oriented, gender-sensitive, and environment conscious community.
- Section 7 Every student shall abide by the Supreme Pupil Government and Supreme Student Government Constitution and By-Laws.
- Section 8 Every student shall support the activities and programs of the SPG / SSG and the Department of Education as approved by the appropriate DepEd issuances.
- Section 9 Every student shall strive to become a proactive member of the society and to contribute in the development of his/her community.

**Article VII**  
**Powers, Duties and Responsibilities of the SPG / SSG**

Section 1                   The SPG / SSG shall be the highest governing body of the students.

Section 2                   The SPG / SSG shall have the following functions and responsibilities:

- 2.1. To uphold and enforce the provisions of the Supreme Pupil Government / Supreme Student Government By-Laws and Constitution;
- 2.2. To support and to promote the ideals, principles, thrusts, and objectives of the SPG / SSG, the School, and the Department of Education;
- 2.3. To ensure fair, efficient, and effective delivery of services to student body;
- 2.4. To formulate and to recommend programs that will address relevant issues and concerns of the students;
- 2.5. To plan, to implement, and to enforce policies designed to protect and promote the students' rights and welfare;
- 2.6. To monitor and to evaluate the students' activities in the school and in the community;
- 2.7. To create committees as may be necessary to address the needs of the students;
- 2.8. To make recommendations to school authorities regarding student matters, affairs, and activities;
- 2.9. To serve as a representative of the students in voicing their opinions, suggestions and grievances;
- 2.10. To participate in the crafting and formulation of School Improvement Plans (SIPs);
- 2.11. To act as a Coordinating Council of all co-curricular organizations in the School;
- 2.12. To have such powers and duties as the school authorities and the student body may, from time to time, grant or delegate, consistent with stated principles, objectives, and school policies;
- 2.13. To spearhead all DepEd driven thrusts, projects, programs, and activities of the SPG / SSG;
- 2.14. To monitor and to coordinate with the Supreme Pupil Government / Supreme Student Government Commission on Elections every election period;
- 2.15. To monitor and to coordinate elections of other recognized campus co-curricular organizations;
- 2.16. To recommend to the School Head the granting, renewal or revocation of accreditation of campus student organizations;
- 2.17. To turn over financial assets, papers, documents, properties, and other responsibilities to the incoming SPG / SSG Officers; and,
- 2.18. To submit financial and accomplishment reports to the school authorities on a monthly basis. A terminal report must be submitted to the school authorities and the incoming SPG / SSG Officers during the turn-over of responsibilities.

## Article VIII

### Composition, Election, Qualifications and Term of Office of the SPG / SSG

- Section 1           The officers of the SPG are the duly elected President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, and Grade Level Councilors.
- Section 2           The officers of the SSG are the duly elected President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer, Grade Level Chairperson if applicable and the Grade Level Representatives.
- Section 3           The Grade Level Councilor / Grade Level Representative who shall get the highest number of votes among the elected Grade Level Councilors / Representatives in their respective grade level shall serve as the Grade Level Chairperson of the grade level concerned.
- Section 4           All SPG / SSG elections shall be conducted school-wide annually.
- Section 5           The campaign procedures and elections shall be in accordance with the SPG / SSG COMELEC Standard Election Code.
- Section 6           Candidates for all the SPG / SSG elective positions shall:
- 6.1.    Be bona fide students;
  - 6.2.    Be of good academic standing with a general average of 85 and above without any failing grade during the 1<sup>st</sup> to 3<sup>rd</sup> grading period of the current school year;
  - 6.3.    Be of good moral character;
  - 6.4.    Have not been subjected to any disciplinary sanction;
  - 6.5.    Have submitted the SPG / SSG Election Application Packet to be approved by a representative of the SPG / SSG Commission on Elections;
- Section 7           Once elected, all SPG / SSG Officers, except the Grade Level Chairpersons, Councilors and Representatives, shall be considered resigned and ineligible from all major elective or appointive positions in other clubs and organizations. Major elective or appointive positions shall refer to the positions of President, Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, Peace Officer or equivalent positions, including Editor-in-Chief, Managing Editor and Associate Editor of the School Paper or Publication.
- Section 8           No residency shall be required of the candidates for all the SPG / SSG elective positions.
- Section 9           The officers of the SPG / SSG shall hold office for one (1) school year.

**Article IX**  
**Duties and Functions of Student Government Officers**

- Section 1            The SPG / SSG President shall be the chief executive officer of the SPG / SSG. He/She shall have the following duties:
- 1.1. Officially represent the student body at any function on or off the campus;
  - 1.2. Preside over all meetings and/or may designate another officer to preside for a specific meeting;
  - 1.3. Serve as ex-officio member of all executive committees;
  - 1.4. Enforce this Constitution, By-Laws, and other regulations that may be promulgated;
  - 1.5. Sign all the official minutes, project proposals, resolutions, correspondences, and other official papers of the SPG / SSG;
  - 1.6. Represent the SPG / SSG or designate his/her representative for any external or internal affairs/functions;
  - 1.7. Head the Coordinating Council of School Co-Curricular Organizations;
  - 1.8. Implement SPG / SSG programs and projects;
  - 1.9. Create Ad Hoc Committees, as the need arises. The Chairperson of which shall be appointed by the SPG / SSG President; and,
  - 1.10. Perform other functions inherent and incidental to his/her office.
- Section 2            The Vice-President shall have the following duties:
- 2.1. Assist the President in all matters where his/her assistance is necessary;
  - 2.2. Assume the Office of the President should the position become vacant;
  - 2.3. Supervise members in planning and arranging meetings, or programs of activities;
  - 2.4. Head the Internal Affairs Committee, conceptualize programs, projects, and plan activities with the Grade Level Councilors / Representatives; and,
  - 2.5. Perform other duties assigned by the SPG / SSG.
- Section 3            The Secretary shall have the following duties:
- 3.1. Keep accurate records of the minutes and document proceedings in every meeting;
  - 3.2. Keep a file of all the pertinent documents and papers of the SPG / SSG and make them accessible to the student body;
  - 3.3. Provide immediate documentations and reports for every implemented project;
  - 3.4. Call and prepare all notices of SPG / SSG meetings;
  - 3.5. Head the SPG / SSG Secretariat; and,
  - 3.6. Perform other duties assigned by the SPG / SSG.
- Section 4            The Treasurer shall have the following duties:
- 2.3. Keep all financial records of the SPG / SSG and be the one responsible for any information related to the student activity fund;
  - 2.4. Serve as the disbursing officer of all the SPG / SSG's funds;
  - 2.5. Prepare the annual budget of the SPG / SSG;
  - 2.6. Prepare accurate and transparent financial reports every month, after every activity, and at the end of term;
  - 2.7. Formulate pertinent financial guidelines for the organization;

- 2.8. Serve as an ex-officio member of any and all Finance Committee for the purpose of considering budgetary and/or financial matters of the SPG / SSG;
- 2.9. Conduct an inventory of all SPG / SSG property and submit a report, in writing, of its condition and state; and,
- 2.10. Perform other duties assigned by the SPG / SSG.

Section 5

The Auditor shall have the following duties:

- 5.1. Certify the legitimacy and correctness of the disbursement of funds;
- 5.2. Audit all expenditures of the SPG / SSG funds;
- 5.3. Assist the Treasurer in formulating guidelines and reports;
- 5.4. Keep and update the inventory of all the SPG / SSG's property;
- 5.5. Act as the assistant head of the Financial Committee; and,
- 5.6. Perform other duties assigned by the SPG / SSG.

Section 6

The Public Information Officer shall have the following duties:

- 6.1. Disseminate and promote the thrusts and objectives of the SPG / SSG;
- 6.2. Build and maintain a credible image for the SPG / SSG;
- 6.3. Take charge in the promotion of SPG / SSG projects and activities;
- 6.4. Head the Publicity Committee; and,
- 6.5. Perform other duties assigned by the SPG / SSG.

Section 7

The Peace Officer shall have the following duties:

- 7.1. Help the presiding officer in maintaining peace and order during the meetings;
- 7.2. Act as disciplinary officer, if necessary;
- 7.3. Maintain peace and order within the premises of the school;
- 7.4. Act as chief peace officer and over all Sergeants-at-arms of subordinate organizations and classes;
- 7.5. Chair the Students' Welfare Committee and appoint its members; and,
- 7.6. Perform other duties assigned by the SPG / SSG.

Section 8

The Grade Level Chairperson/s shall have the following duties:

- 8.1. Act as the grade level head coordinator of all SPG / SSG programs and projects to the Grade Level Councilor/s / Representative/s of his/her grade level.
- 8.2. Perform other duties assigned by the SPG / SSG.

Section 9

The Grade Level Councilor/s and Representative/s shall have the following duties:

- 9.1. Represent his/her grade level in all of the meetings of the SPG / SSG;
- 9.2. Serve as the grievance desk for their respective grade level;
- 9.3. Conceptualize and implement programs and projects, and recommend policies for their respective grade level;
- 9.4. Assist in the effective implementation of the SPG / SSG's programs and projects; and,
- 9.5. Perform other duties assigned by the SPG / SSG.



**Article X**  
**Permanent Committees in the Pupil/Student Government**

- Section 1            There shall be seven (7) permanent committees in the SPG / SSG; namely, the Executive Committee, Internal Affairs Committee, Secretariat, Finance Committee, Publicity Committee, Students' Welfare Committee and the Special Projects Committee. Members of each committee in the SPG / SSG shall be appointed by the President from among the officers of the homeroom organizations upon which the recommendation of the chairperson of the committee.
- Section 2            The Executive Committee shall be headed by the President and shall act as the administrative arm of the SPG / SSG.
- Section 3            The Internal Affairs Committee shall be headed by the Vice President and shall take charge of all the matters regarding the members of the SPG / SSG and their functions.
- Section 4            The Secretariat shall be headed by the Secretary and shall be the official SPG / SSG work group.
- Section 5            The Finance Committee shall be headed by the Treasurer and shall be assisted by the Auditor. This committee shall take charge of all monetary matters and properties of the SPG / SSG.
- Section 6            The Publicity Committee shall be headed by the Public Information Officer and shall be responsible for disseminating information on matters concerning the SPG / SSG.
- Section 7            The Students' Welfare Committee shall be headed by the Peace Officer and shall look after the rights of the students and act upon their complaints.
- Section 8            The Special Projects Committee shall be headed by a person appointed by the President and shall implement special programs and projects of the Department of Education.
- Section 9            Other Committees, permanent or ad hoc in nature, may be created by the SPG / SSG as the need arises.

**Article XI**  
**Homeroom Class Organizations**

- Section 1            There shall be a homeroom class organization in every section composed of officers parallel to the organizational structure of the SPG / SSG.
- Section 2            The homeroom class organization shall be responsible in implementing programs and projects of each class.
- Section 3            The homeroom class organization shall assist the SPG / SSG in implementing its programs and projects.

Section 4 The homeroom class organization shall be guided by the designated class adviser who must be part of the teaching staff of the school.

#### Article XII

##### Coordinating Council of Campus Co-Curricular Organizations

Section 1 The Coordinating Council shall be headed by the President of the SPG / SSG as the Chairperson.

Section 2 The Coordinating Council shall be composed of the different Presidents of all recognized legitimate campus co-curricular organizations.

Section 3 The Coordinating Council shall have the following functions:

- 3.1. Coordinate school-wide activities, which need the participation and involvement of the whole student body;
- 3.2. Provide and support a consultative mechanism for the implementation of the various programs and projects of all co-curricular organizations;
- 3.3. Plan programs and synchronize student activities in the campus;
- 3.4. Serve as the venue to present accomplishment reports, financial reports, and such other reports of the SPG/SSG and other organizations as needed or required; and,
- 3.5. Set rules and standards for the collection of membership fees or contributions by recognized campus co-curricular clubs or organizations for the approval of the School Head.

Section 4 The Coordinating Council shall meet at least once every quarter or upon notice of the Chairperson upon the request of any of its members as often as the council may deem necessary.

Section 5 The School Head shall serve as the Adviser of the Coordinating Council. As such, all resolutions and agreements arrived at by the Coordinating Council shall be noted by the School Head.

#### Article XIII

##### Adviser

Section 1 The SPG / SSG Adviser shall be endorsed to the School Head from among the three (3) teacher-nominees submitted by the newly-elected SPG / SSG officers through a resolution.

Section 2 The SPG / SSG Adviser shall have the following qualifications:

- 2.1. Have experience in organizational management;
- 2.2. With good character and reputation in the school and community;
- 2.3. Competent, able, and willing to work with the student leaders from planning to implementation of projects, programs and activities.

- Section 3 The SPG / SSG adviser shall monitor all programs, projects, activities, and meetings of the SPG / SSG at all times.
- Section 4 The Advisorship in the SPG / SSG shall be equivalent to one teaching load as per Republic Act No. 4670
- Section 5 The SPG / SSG COMELEC Adviser shall be endorsed to the School Head from among the three (3) teacher-nominees submitted by the COMELEC Chair through a resolution.
- Section 6 The SPG / SSG COMELEC Adviser shall have the following qualifications:
- 6.1. Have experience in organizational management;
  - 6.2. With good character and reputation in the school and community;
  - 6.3. Must be non-partisan and experienced in handling student government elections.
- Section 7 The SPG / SSG COMELEC adviser shall monitor all activities and meetings of the SPG / SSG COMELEC at all times.

**Article XIV**  
**Commission on Elections**

- Section 1 The Commission on Elections, herein referred to as the SPG / SSG COMELEC, shall be established within (21) days before the day of election.
- Section 2 The SPG / SSG COMELEC shall be the only agency that will manage the electoral process, including the campaign.
- Section 3 The SPG/SSG COMELEC members shall have the following qualifications:
- 3.1. Must be non-partisan;
  - 3.2. Do not have a vested interested in the election; and
  - 3.4. Not in any way related to any of the candidates
- Section 4 The composition of the members in the SPG COMELEC shall be three (3) from Grade 4 and Grade 5, and four (4) from Grade 6.
- Section 5 The composition of the members in the SSG COMELEC shall be three (3) from each Grade level.
- Section 6 The members of the SPG / SSG COMELEC shall select a Chairperson among its members.
- Section 7 The SPG / SSG COMELEC shall have the following duties and responsibilities:
- 7.1. Conduct fair, honest, and systematic elections;
  - 7.2. Adhere to the Standard SPG / SSG Election Code;
  - 7.3. Validate the electoral proceedings and results;
  - 7.4. Accept or revoke candidacy;
  - 7.5. Proclaim the new set of officers;
  - 7.6. Keep all pertinent election papers/documents;

- 7.7. Decide on protests relative to the conduct and results of elections;
- 7.8. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the election; and,
- 7.8. Disqualify candidates who have violated any of the guidelines, which have been promulgated.

**Article XV**  
**The General Assembly**

- Section 1           The General Assembly of the SPG / SSG shall be composed of all elected Homeroom Class Organization Presidents of the school.
- Section 2           The General Assembly shall be a forum for information and consultations, from which decisions shall be significantly considered.
- Section 3           The General Assembly shall be convened by the SPG / SSG President once every two months and as the need arises.

**Article XVI**  
**Membership to the Division, Regional and National Federation of Supreme Student Governments**

- Section 1           The SSG shall be, and shall remain to be, an automatic member of the Division, Regional and National Federation of Supreme Student Governments.
- Section 2           As such, the SSG shall abide by the rules and regulations issued by the proper federation consistent with the policies and guidelines of the Department of Education.

**Article XVII**  
**Meeting and Quorum**

- Section 1           The SPG / SSG shall conduct regular meetings every first and third week of the month or as agreed upon by the officers of the SPG/SSG.
- Section 2           Special meetings of the SPG / SSG may be called upon by the SPG / SSG President or by a majority of the SPG / SSG officers.
- Section 3           Majority of the officers of the SPG / SSG (50%+1) shall constitute a quorum.
- Section 4           Each member of the SPG / SSG is entitled to only one vote.
- Section 5           If the votes end in a draw, the SPG / SSG President or the Acting Chair of the meeting shall cast the vote to break the tie.
- Section 6           No proxy shall be allowed when voting.

## Article XVIII

### Finance

- Section 1 All receipts of moneys from all sources shall be evidenced by acknowledgement receipts.
- Section 2 A monthly report on the receipts and/or collections made duly signed by the Treasurer and the President, and noted by the SPG / SSG Adviser shall be posted on the SPG / SSG bulletin board and be submitted to the School Head.
- Section 3 The SPG / SSG shall deposit all funds received collected and shall maintain banking connection for the regular deposit and savings account of the SPG / SSG.
- Section 4 The organization may accept cash donations from any member or any public or private person or institution, as long as it will not affect or compromise the integrity of the SPG / SSG.
- Section 5 The SPG / SSG may undertake fund-raising activities to subsidize its projects and activities as long as it will not affect or compromise the integrity of the SPG / SSG.
- Section 6 The SPG / SSG shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be actually, directly, and exclusively used to support and/or finance SPG / SSG programs, projects and activities.
- Section 7 All disbursement and bank withdrawals shall be made in accordance with the programs, projects and activities of the SPG / SSG embodied in the yearly action plan endorsed by the SPG / SSG Adviser and duly approved by the School Head.
- Section 8 The SPG / SSG President and the Treasurer shall be the signatory of all fund disbursements and bank withdrawals of the SPG / SSG. All fund disbursements and bank withdrawals must be accompanied with an SPG / SSG resolution duly noted by the SPG / SSG Adviser. All expenses must be supported by official receipts. The School Head shall be provided a copy of all the resolutions relative the disbursements made.
- Section 9 The SPG / SSG, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.
- Section 10 At the end of every activity, the SPG / SSG shall liquidate expenses before another disbursement. Without this, succeeding bank withdrawals shall not be authorized. Funds of the SPG / SSG shall be audited at the end of the term of the SPG / SSG and at the end of every activity.
- Section 11 Financial statements shall be posted in the SPG / SSG Bulletin Board every month, printed in every issue of the School Paper and, the School Head must be furnished with a copy.

**Article XIX**  
**Impeachment, Resignation and Vacancies**

- Section 1           The officers of the SPG / SSG may be impeached on the following grounds:
- 1.1.   Culpable violations of the Constitution and By-Laws;
  - 1.2.   Gross misconduct, violation to person in authority, negligence, and disloyalty to the cause of the SPG / SSG and the school;
  - 1.3.   Non-attendance in both regular and special meetings for three (3) times without valid cause; and,
  - 1.4.   Abuse or misuse of power and authority.
- Section 2           Two-thirds (2/3) vote of the General Assembly shall be necessary to decide after hearing a case of impeachment.
- Section 3           The decision of the General Assembly shall be final. However, the officer charged shall be informed twenty (20) days prior to his/her impeachment case proceedings, of the charge/charges against him/her, to afford him/her the opportunity to be heard with or without a counsel in his/her defense.
- Section 4           Resignation of an elected officer shall be in writing and shall take effect five (5) days after the approval of the majority of the SPG / SSG officers.
- Section 5           Resignation of an appointed offer shall be in writing and shall take effect immediately after the approval of the appointing authority.
- Section 6           Any vacancy in any of the positions for the reason of death, resignation, impeachment, shall be filled, subject to the recommendation of the SPG / SSG.
- Section 7           Any vacancy in the SPG / SSG, except the position of the President, shall be filled, within ten (10) school days from the day the position is rendered or considered vacant, by appointment of the President from among the qualified members of the SPG / SSG. Immediately upon appointment, the appointee shall serve the remaining period.
- Section 8           The SPG / SSG COMELEC shall certify as to the vacancy occurring in the SPG / SSG and the SPG / SSG Adviser shall certify the fact of appointment of the officer to the vacant position

**Article XX**  
**Ratification of the Constitution**

- Section 1           This Constitution and By-Laws may be amended or modified in full or in part once every three (3) years from its official issuance through a DepEd Order or Memorandum.
- Section 2           The school SPG / SSG, the Division, Regional and/or National Federations of Student Governments may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred in by a majority of vote of the School SPG / SSG officers, the Division, Regional or National Federation officers concerned voting separately.

Section 3

Proposed amendments shall be transmitted to the Office of the Undersecretary for Regional Operations at least (1) month before holding any National Conference or events organized for the purpose, where the same shall be submitted for consultation, discussion and deliberation.

Section 4

Amendments to this Constitution and By-Laws shall take effect immediately upon approval of the Secretary of the Department of Education.