

## **GUIDELINES ON THE REGISTRATION OF STUDENT ORGANIZATIONS**

1. Any group of fifteen (15) students of MCL may apply at CSAD to register a student organization for its recognition to operate provided, that for the specific purpose of registration of such student organization, the total membership thereof shall not be less than fifteen (15) students at the time of the issuance of its certificate of registration.
2. Officially recognized student organizations are classified in accordance with the following categories namely:
  - a. Academic Student Organizations – program-based organizations
  - b. Non-Academic Student Organizations – non-program-based organizations. They shall be cultural, civic, spiritual, or sports and recreation in orientation.
3. No student organizations falling under any of the following categories shall be permitted to operate in MCL:
  - a. Organizations with Greek letter names;
  - b. Organizations that are political in nature;
  - c. Organizations that practice religious or racial intolerance.
  - d. Organizations whose policies and practices are not in consonance with the rules and regulations of MCL and the laws of the land.
4. No student organization shall be allowed to operate in MCL without a constitution and by-laws approved by the Committee on Student Organizations. The official purposes and/or objectives of the organization shall be clearly stated in its constitution and by-laws.
5. The application for registration of a proposed student organization shall not be considered if there is already an existing organization with the same or similar name.
6. Officers of student organizations shall possess the following minimum qualifications:
  - a. Must have been enrolled in MCL for at least 3 regular terms
  - b. Must have a GWA of at least 2.50 for college organizations or 80 for SHS organizations
  - c. Must be enrolled in the current term
  - d. Must be of good moral character / have no student discipline record.
7. Upon issuance of the Certificate of Registration to a new student organization, its interim set of officers automatically becomes its regular set of officers for the entire school year unless otherwise replaced in accordance with its constitution and by-laws.
8. The **Committee on Student Organizations** is responsible for screening, assessing, evaluating, and recommending the recognition and / or accreditation of student organizations. The Committee consists of the CSAD Head, a faculty, and a non-teaching staff designated by the SAO Director with the approval of the VPAA.
9. Each student organization shall have an adviser who is a full-time MCL faculty member or regular non-teaching staff chosen by its officers and members. They shall be required to sign a letter of acceptance, signifying their willingness to act in an advisory capacity and to be held responsible to the MCL Administration and to the government authorities for the proper conduct of the organization and its members.

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10. The adviser shall exercise supervisory functions over the student organization in close coordination with the CSAD. The specific functions of the adviser are as follows:

- a. Review, correct, revise and submit for the approval of CSAD all proposed programs, press releases and publications of the organization, and shall see to it that everything contained therein is in accordance with the MCL rules and regulations.
- b. Submit all requests for permission to hold meetings and other activities of the organization to the CSAD and to the other concerned departments.
- c. Certify all official letters and reports of the student organization and copies thereof before they are forwarded to the CSAD and other departments.
- d. Review the constitution and by-laws of the student organization.
- e. Check the qualifications of student nominees for elective positions of the organization and inform CSAD accordingly.
- f. Supervise the election of officers and certify the election results and submit the same to CSAD.
- g. Supervise all activities of the organization and submit written reports and evaluation results thereof to CSAD.
- h. Help in promoting and instilling the core values, the mission and the vision of MCL to the officers and members of the student organization.
- i. Be present in the general meetings and major affairs of the student organization and shall be jointly responsible with the officers for the conduct of such activities.

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