

Republic of the Philippines  
**UNIVERSITY OF SOUTHERN MINDANAO-KIDAPAWAN CITY CAMPUS**  
Sudapin, Kidapawan City

# **CONSTITUTION AND BY-LAWS**

# **THE TECHNO-BUILDERS**

## **CONSTITUTION AND BY-LAWS**

### **PREAMBLE**

We, the editorial staff of the Techno-Builders, the official student publication of the University of Southern Mindanao-Kidapawan City Campus, with the help of God, and believing in the need for a better organized student publication, and in the development of youth awareness regarding their rights and responsibilities in campus press freedom, hereby establish a unified student publication organization that shall embody the ideals and principles of journalism, in collective efforts to promote the welfare of all students and the academic standards of our Alma Mater, do hereby promulgate and adopt this constitution and by-laws that will promote, implement, and maintain our goals and aspirations as student journalists.

### **ARTICLE I**

#### **General Provisions**

- Section 1      This Constitution and By-Laws shall be known as the Constitution of the Techno-Builders, the official student publication of the University of Southern Mindanao-Kidapawan City Campus.
- Section 2      For purposes of this Constitution and By-Laws, The Techno-Builders refers to the official student publication of the University of Southern Mindanao-Kidapawan City Campus in which facilitates and releases student papers such folio (Rhythmus); magazine (Chronikale); newsletter (Techno-Bulletin); and yearbook (The Gear).

### **ARTICLE II**

#### **Name and Domicile**

- Section 1      The name of the organization shall be known as "The Techno-Builders."
- Section 2      The office of The Techno-Builders shall be located inside the premises of the University of Southern Mindanao-Kidapawan City Campus.

### **ARTICLE III**

#### **Declaration of Principles and Objectives**

- Section 1      The Techno-Builders of the University of Southern Mindanao Kidapawan City Campus must serve as the major venue for the exercise of campus press freedom and as the voice of the student body and youth.

Section 2      The Techno-Builders shall have the following objectives:

To inform the students through news coverage;  
To influence and mold student opinion;  
To amuse and to entertain the students;  
To serve and to promote campus welfare as a whole; and  
To maintain fairness and objectivity and use the perspective of the students in analyzing the local, national and international issues.

#### **ARTICLE IV Membership**

Section 1      Bonafide students at the University of Southern Mindanao, Kidapawan City Campus may have a chance to be a part of The Techno-Builders when they pass the annual or special publication staff hunt. Staff of the publication will be excluded from taking any attendance from events, programs, and meetings administered by the Autonomous Student Government (ASG), Local Student Government (LSG), and Campus Organizations they are affiliated with.

#### **ARTICLE V Selection of Staff Members**

Section 1      The selection of the chief editor of The Techno-Builders shall be carefully performed by the recommendation to the Adviser of the exiting staff which the criteria shall not rely on the seniority of the staff but through the quality of his/her published article and performance in the Facebook Page and in every issue.

Section 2      The selection of the other members shall be through an instant writing of an article with topics prepared by the previous editorial board composed of the adviser and other members of the publication supervised by a committee composed of a representative of the school administration and the consultant of the paper. Published articles in every issue shall also be used as a springboard in choosing.

Section 3      A member of The Techno-Builders must maintain his/her very satisfactory academic standing and task responsiveness to retain membership in the publication. A staff member shall not be expelled or suspended solely based on articles he/she has written, or on the basis of the performance of his/her duties in the publication.

## **ARTICLE VI**

### **The Techno-Builders Adviser**

- Section 1      The faculty adviser of The Techno-Builders shall be selected by the school administration from a list of recommended candidates submitted by the publication staff. The function of the adviser shall be one of technical and knowledge guidance.

## **ARTICLE VII**

### **Duties and Functions of the Staff**

- Section 1      The members of the Editorial Staff shall be the following:

Editor-in-Chief  
Associate Editor  
Managing Editor  
News Editor  
Feature Editor  
Literary Editor  
Staff Writers  
Layout Artists  
Cartoonists  
Photojournalists  
Video Journalists

- Section 2      Editor-in-Chief:

Supervises the editorial staff of the paper;  
Writes the editorials of the organization after consultation with the members of the editorial staff;  
Edits all articles preparatory to submission of the same to the adviser for final editing and approval for publication;  
Supervises the preparation of the layout and dummyming of the paper and paging of the same in cooperation with the associate editor and layout artists;  
Facilitates the accomplishment of all assignments properly and on time;  
Acts as liaison officer between the editorial staff and the adviser; and  
Calls meetings of the staff in consultation with the adviser.

- Section 3      Associate Editor:

Edits the articles in cooperation with the Editor-in-Chief;  
Writes editorials of the organization when requested;  
Prepares assignments of other staffs in consultation with the Editor-in-Chief;  
and  
Cooperates in the preparation of the layout of the paper and paging of the same with the Editor-in-Chief.

- Section 4      Managing Editor:  
Reports to the Editor-in-Chief and manages the section editors down to the lowest of the organizational structure;  
Edits articles and write an occasional column/editorial for the publication;  
Furnishes the necessary letters required by the publication; and  
Manages the schedules of posts in cooperation with the Editor-in-Chief.
- Section 5      Senior News Editor/News Editor:  
Assigns reporters to cover events relevant to the school activities;  
Writes news articles on assignment from the Editor-in-Chief or through his own initiative in consultation with the latter; and  
Edits all news articles received preparatory to submission of the same to the Editor-in-Chief
- Section 6      Features Editor:  
Gives out assignments to feature writers;  
Receives and edits feature articles preparatory to submission of the same to the Editor-in-Chief; and  
Writes regular articles or column.
- Section 7      Literary Editor:  
Writes feature articles unassigned to other writers; and  
Edits all literary articles received preparatory to submission of the same to the Editor-in-Chief.
- Section 8      Staff Writers:  
Follow orders imposed by the senior staff which involve writing articles and any activities that benefit the publication's outputs.
- Section 9      Layout Artists/ Cartoonists / Photojournalists/ Video Journalists:  
Take full responsibility on the cameras, laptops, and the related technical apparatuses required to perform their duties;  
Assign or cause the assignment of the school's official photographer to take pictures on school's activities for the month;  
Shoot videos for event coverage and for special tasks given by the Editor-in-Chief;  
Prepare pictorial articles of the organization in consultation with the Editor-in-Chief;  
Write the captions of the pictures utilized in a Facebook post and by the paper in cooperation with the Editor-in-Chief;  
Take charge of the design of the magazine cover;  
Label or properly identify and watermark all pictures made available for publication;  
Help in preparation of the layout of pictorial stories;  
Make illustrations for feature articles;  
Prepare editorial cartoons and cartoon strips; and  
Prepare/design layout of all publications of The Techno-Builders.

## **ARTICLE VIII**

### **Termination of Staff Members**

#### **Section 1      Grounds for Termination**

A staff member of The Techno-Builders may be terminated from their position based on the following grounds:

Failure to fulfill assigned responsibilities and deadlines without valid justification;

Academic probation or failure to maintain satisfactory academic standing;

Misuse of publication funds, resources, or materials;

Committing an act detrimental to the integrity and reputation of The Techno Builders or the University;

Persistent unexcused absences from meetings, trainings, and publication-related activities;

Plagiarism, fabrication, or unethical journalistic practices; and

Any unlawful act that stains the reputation of the student publication and the University.

#### **Section 2      Process of Termination**

A written report detailing the grounds for termination shall be submitted to the Editor-in-Chief and the Adviser by any member of the editorial staff.

The concerned staff member shall be allowed to explain their side in a formal hearing conducted by the editorial board, chaired by the Adviser or the Editor-in Chief.

A decision to terminate requires a majority vote (50+1) of the editorial board members present at the hearing.

The Adviser shall provide final approval.

A written letter will be formally sent to the staff in question containing the decision to terminate or otherwise.

**ARTICLE IX**  
**Meetings and Quorum**

- Section 1      Special meetings of The Techno-Builders may be called upon by the Editor-in-chief or by The Techno-Builders Adviser.
- Section 2      Majority of the members of the staff (50% + 1) shall constitute a quorum.

**ARTICLE X**  
**Finance**

- Section 1      The editorial staff in cooperation with the publication adviser shall prepare the publication budget for each semester/year. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and the teacher-adviser during their work at the printing press, staff uniform, office and photo supplies, publication equipment, and other incidental expenses. Disbursements of The Techno-Builders funds shall be made according to accounting and auditing regulations.
- Section 2      Honorarium shall be given to the publication staff after the completion and/or printing of the annual Magazine and Folio.
- Section 3      The printing of the student publication Magazine and Folio by a private printing company shall be conducted by the staff and adviser through canvassing.
- Section 4      A financial report of expenses may be prepared by the editorial staff in cooperation with the publication adviser at the end of every semester.
- Section 5      Publication fees, savings and other funds collected from other sources for the student publication shall be for its exclusive use. Funds shall not be spent for purposes other than those cited in Section 1 of this rule.

**ARTICLE XI**  
**Amendments**

- Section 1      Amendments of this Constitution and By-laws shall be considered in a special meeting held for that purpose and shall take effect upon approval by the majority vote of all the members of the editorial staff.

**ARTICLE XII**  
**Ratification**

Section 1      This By-Laws shall be considered ratified if approved by the majority of the members of the organization present in a meeting called for the purpose.

**ARTICLE XIII**  
**Effectivity**

Section 1      This Constitution shall take effect on the day following its ratification.

Adopted and ratified this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
with the list of members, together with their signatures, who ratified the same appearing in Annex "A" hereof.

**ROWENA V. SOSAS, PhD**  
Adviser, Student Publication

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_ Community Tax Certificate No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

Until \_\_\_\_\_  
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On \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_