



# BETA GAMMA MU CIVIC SOCIETY

## CONSTITUTION AND BYLAWS

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### PREAMBLE

We, the members of the Beta Gamma Mu Civic Society, imploring the aid of the Divine Providence, in order to build a just, altruistic, and humane society to establish an association that embodies our ideals and aspirations, promote goodness and service for the common good, improve and use our talents, and potentials for others under the blessings of democracy and the rule of law based on truth and freedom, free will and responsibility, true love and conscience, equality and peace, do ordain and promulgate this Constitution and ByLaws.

### ARTICLE I - NAME AND IDENTITY

The name of this organization shall be the Beta Gamma Mu Civic Society or alternately as the Beta Gamma Mu Civic Fraternity. Henceforth, it will be referred to in this Constitution as the BGM Society. It shall be composed of morally upright, civic-minded students, individuals and families, organizations and institutions that advocate and promote our noblest ideals and aspirations as a people for the nation and the world.

### ARTICLE II - PURPOSE OF ORGANIZATION

The purpose of BGM Society is to cultivate true friendship and brotherhood between and among its members. It is established to promote mutual benefit and protection, as well as shared responsibility for the advancement of the intellectual, educational, professional, moral, social and civic life of its members and the people around them.

The tradition of the organization is to Become Great Men (Women) or BGM through academic and educational activities, community, civic and public service. BGM strictly adheres to the Philippine Anti-Hazing Act of 2018 or Republic Act 11053 and primarily supports the idea of living for others.

### **ARTICLE III -- RITUALS AND TRADITIONS**

Section 1. In general, BGM Society shall preserve and promote its traditions and principles of peace by utilizing all means available to educate its members.

Section 2. The BGM shall maintain and safeguard this historic document and shall take all necessary measures to maintain its tradition.

Section 3. The first section of the BGM Society shall provide for the updated Ceremony of Initiation which will include the: introduction and orientation, public or civic service mission, benediction and formal acceptance. No change shall be made in this section except by four-fifths (4/5) affirmative vote of those delegates whose names appear on the accredited roll of a Convention or General Assembly made for this purpose and then only if the proposed change has been submitted to and has been given preliminary approval by a majority affirmative vote of the delegates whose names appear on the accredited roll of the preceding Convention or General Assembly.

Section 4. The General Assembly may, from time to time, create, amend or delete additional sections of the Ritual and Traditions of BGM Society by applying the procedures of Article 9.4 with respect to general amendments to this Constitution.

Section 5. The Convention may designate one section that is created under 2.2.3 as the Supplement to the Ritual and Traditions of BGM Society and may specify the materials to be placed therein (or updated) from time to time without further action by the Convention."

### **ARTICLE IV -- MEMBERSHIP**

Section 1. In general, members of the BGM Society shall be men and women who have been duly initiated in accordance with this BGM Constitution and ByLaws, the Ritual and Traditions of BGM Civic Society, and the Bylaws, and whose membership continues to comply with this Constitution, the Ritual and Traditions of BGM Society, and these Bylaws.

Section 2. Categories of Membership. Members of the Fraternity are either "active" members or "alumni" members. In general, members are active when they are enrolled as undergraduate or graduate students at any institution where a chapter is located. All Members who are not active members are alumni Members. The Executive Council may make further provision for the definition, classification, and details of the categories of membership.

Section 3. Initiation. The ceremony of initiation, as prescribed in the Ritual and Traditions of BGM Society, shall be used for the initiation of all new members. The ceremony of initiation shall be conducted with the utmost dignity and solemnity. The initiation must be conducted within the framework of any rules that the Alpha's host educational institution, Interfraternity Council, or other institutional authority may have or may enact governing fraternity initiations.

Section 4. Pledges. Those men who are under consideration for membership in the BGM Society shall be called "Pledges." The Executive Council shall set forth the process of selecting Pledges and the educational program to be presented to Pledges prior to initiation. The status of being a Pledge shall not constitute a right to become a member of the BGM Society.

Section 5. Hazing. No member of the Fraternity shall engage in any form or any act of hazing at any time based on the Anti-Hazing Act of 2018 or Republic Act 11053. For purposes of this Constitution, "hazing" as defined by Anti-Hazing Act of 2018 or Republic Act 11053 as mentioned above.

Section 6. No Discrimination. No citizen shall be denied membership in the BGM Society on the basis of race, religion, national origin, sexual orientation, or disability status.

Section 7. Suspension and Termination of Membership. The Executive Council shall make provisions for resignation, dormant membership, suspension of membership, expulsion, and all matters relating to the acceptance or termination of membership.

### **ARTICLE V: NOMINATION AND ELECTION OF OFFICERS**

Section 1. Any eligible member of the BGM Society may nominate a registered member or officer as a candidate for an elective position.

Section 2. The year of the election may be decided by the executive committee. The Executive Council may also decide to assign an Election Board who may carry out the duties to accept nomination; conduct the election by ballots; count the number of ballots and votes, and finally, proclaim the winners of the election.

Section 3. The nominees may deliver speeches about their platforms or programs of action at a time and

date decided by the Executive Council or the Election Board, as the case may be.

Section 4. Each nominee may post a statement of acceptance, platform of government or program of action, goals and biographical data, which the Executive Council or the Board may publish or announce in an official meeting, publication or information bulletin.

Section 5. Officers shall be elected by ballot. Ballots accompanied with statements of goals and biographies of the candidates may be provided to each Association member eligible to vote. Ballots will specify the voting deadline. Members shall be given a maximum of 30 days to submit ballots from the date on which they are provided to the Membership.

Section 6. The Executive Board or the Election Board or their respective representatives may receive the ballots and shall serve as tellers to verify the ballots simultaneously and report the election results to the President.

Section 7. For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, the winner of the election will be drawn by lot through a notary or a person appointed by the Board or the Executive Board as the case may be.

Section 8. All candidates shall be informed of the election results in writing and or announcement by the President. The names of the successful candidates shall be published in an official publication of the Association and announced at the annual membership meeting.

#### **ARTICLE VI: TERMS OF OFFICE**

Section 1. All BGM chapter officers may serve a two-year term of office after which they will be qualified for re-election.

Section 2. The terms of office shall begin immediately following the close of the official annual membership meeting of BGM.

Section 3. The Beta Gamma Mu Civic Society officers are the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs, the Secretary-General, the Treasurer, Auditor and the Press Relations Officer(s), and the Sergeant-at-Arms.

#### **ARTICLE VII -- FUNCTIONS AND RESPONSIBILITIES OF OFFICERS**

Section 1. The BGM chapter officers as specified in Article VI, Section 3, are automatic members of the Executive Council. They are elected for a term of two years with re-election.

Section 2. President - The President shall be elected by a majority affirmative vote of registered members of the chapter. The President shall be the symbolic head of the Fraternity and shall preside at all Fraternity functions where no other person is designated to preside. In the event that the office of President becomes vacant, and the succession rule of the two (2) VPs (VP Internal, 1st; VP External, 2nd) does not work especially when the majority of the council agrees, the Executive Council shall appoint from among themselves an Acting President until a new President is elected at the next scheduled General Assembly to serve the remainder of the term. The elected President may be removed from office by a two-thirds (2/3) affirmative vote of all chapter members. The President of the fraternity:

- A. Acts as the chief executive officer of the chapter.
- B. Calls special meetings in accordance with the chapter bylaws to see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
- C. Enforce the strict observance of the Constitution and Bylaws, Policies and Procedures.
- D. Create and appoint officers to committees provided for in the Bylaws, Policies, and Procedures.
- E. Countersigns all chapter checks. To ensure that the chapter Executive Committee develops and maintains a strategic plan, in coordination with the vice president-for internal and external operations.
- F. Plans, including updates, make reports and serve as a delegate to the National, Regional or Provincial Council as the case may be unless unable to attend.

Section 3. VP for Internal Affairs (Initiation/Education Chairman)

- A. Alter-ego of the President for the introduction, orientation, and initiation, benediction, and acceptance of new members and officers of the chapter.
- B. Ascertain the education of members especially inculcating in them the values of public service and the principles of peace
- C. He should be familiar with the BGM CBL contents, bring copies to meetings, and be prepared to answer or secure answers for any question or interpretation of them.
- D. Keeps the chapter Constitution and Bylaws up-to-date by inserting all amendments and updates as necessary.
- E. Make sure that the Anti-Hazing Act of 2018 or RA11053 is fully and safely observed by all its members, officers, alumni, staff and supporters of the BGM fraternity.
- F. Review Bylaws at least annually; look for updates needed to keep them current.

- G. Coordinate the activities of all committees.

#### Section 4. VP External Affairs (Projects/Activities)

- A. He is third in the line of succession if the President cannot fulfill his job or responsibility due to absence or disability.
- B. In-charge of external projects and activities of the fraternity especially the fielding of volunteers from the fraternity applicants group.
- C. Chairman of the Membership and Outreach Committee
- D. May be asked to perform other duties as directed by the president
- E. He must coordinate with officers of the various Chapters to promote membership recruitment and retention. He is responsible for coordinating the annual membership drive or general assembly within existing chapters as well as to identify college campuses for establishing new chapters.

#### Section 5. Secretary

- A. Keeps the list of chapter officers, members, and alumni on file
- B. Keep a permanent record of all proceedings of the chapter, sharing the minutes with the Chapter Advisor and Board of Advisors, and passing these records on to her successor.
- C. Attend to all correspondence not otherwise delegated, keeping a file of all official chapter correspondence with the college or university, and other interested parties.
- D. Develop a new phone list or contact list every term, providing a copy to each member.
- E. Report to the chapter at all meetings any unfinished business.
- F. Assist with the compilation of the annual membership roster, which is used to calculate Annual Membership and its fees.
- G. Assist the President in preparing the Annual Report and any applications for Chapter awards for important meetings, conventions or general assembly.

#### Section 6. Treasurer

- A. Chairman of the Ways and Means Committee
- B. Collects all money due to the chapter.
- C. Reports and disburse chapter funds, timely paying chapter obligations. Remit promptly (within 15 days) all initiation registrations and fees.
- D. Prepares accurate monthly financial reports of cash receipts and disbursements. Distribute to the Chapter Advisor, Board of Advisors, and post one for all members of the chapter to read.
- E. File an Annual Report with the Offices of the President or with any of the VPs.
- F. Make sure that all candidates register and pay their candidate fee online, so that they may promptly receive their candidate kits.
- G. Ensure that all initiate fees are remitted to the Offices of the Grand Chapter in a timely manner.
- H. Assist in making the chapter budget.

#### Section 7. Auditor

- A. Helps in the overall book-keeping of audited financial records and be the primary risk management representative for the chapter.
- B. Act as doorkeeper at meetings, maintaining order as needed or directed by the President
- C. Work with the chapter to develop an alcohol awareness program.
- D. Set up before chapter meetings.
- E. Be custodian of all flags, properly displaying them whenever customary.

#### Section 8. PRO (Multimedia Liaison Officers)

- A. Answering inquiries from the press or other media representatives
- B. Writing press releases and news reports about the work of an organization
- C. Developing media contacts and monitoring media coverage
- D. Writing to university newsletters or contributing to local news media
- E. Preparing media evaluation
- F. Attending press conferences and media interviews
- G. Booking rooms for meetings
- H. Distributing press releases
- I. Attending public committee meetings as a representative of the fraternity
- J. Informing members of the public (as well as the press) about events and initiatives
- K. Keeping up-to-date with all issues that affect the organization
- L. Accompanying staff on visits (particularly relevant to politicians or other figures in the public eye)
- M. Leading a team to organize media events and promotional activities
- N. Generating ideas to gain more media coverage

#### Section 9. Sergeant-at-Arms

- A. Assists the President or the Executive Council in the implementation of the Constitution and ByLaws, Policies and Procedures
- B. Assists the VP of Internal Affairs in the presentation of all ritualistic ceremonies and fills in

should the need arise.

- C. Maintains all items that reflect the history of the chapter, along with all ritual equipment.
- D. Guards the door during all chapter meetings.
- E. Acts as Chaplain during ceremonies and when prayers are appropriate.
- F. Maintains order and dignity during chapter meetings and rituals.
- G. Upholds the rules and policies of the Fraternity as presented in the Constitution and Bylaws.
- H. Helps ensure the chapter/provisional chapter follows Robert's Rules of Order and Parliamentary Procedure.
- I. Attends the regular meetings or General Assembly.
- J. Communicates at least monthly with the Advisor on the Executive Council.
- K. Executes other responsibilities as may be directed by the President or the Internal VP for the overall maintenance of law and order in the fraternity
- L. Prepares and organizes transition materials/saves materials to an online cloud prior to transition.

#### **ARTICLE VIII. THE STANDING COMMITTEES**

Section 1. The standing committees of the BGM Fraternity are:

- A. The Committee on Education and Initiation headed by the VP for Internal Affairs
- B. The Committee on Membership and Outreach Activities headed by the VP for External Affairs
- C. The Committee on Ways and Means led by the Treasurer

Section 2. Leadership in these committees may be appointed by their respective heads.

#### **ARTICLE IX -- THE EXECUTIVE COUNCIL**

Section 1. Establishment. The overall management and governance of the BGM Fraternity shall be vested in the Executive Council.

Section 2. Authority. The Executive Council shall have full power, authority, and responsibility for the actions of the Fraternity and for the management of the affairs of the Fraternity except as such power may be limited by this Constitution.

Section 3. Bylaws. The Executive Council shall establish such Bylaws as it deems necessary and appropriate to provide for the management of the Fraternity. Such Bylaws shall be amendable by the Executive Council and shall be consistent with actions approved by the General Assembly. Such Bylaws shall be binding upon the Executive Council, Alphas, Chapters, and all Members and entities of the Fraternity.

#### **ARTICLE X. COMPOSITION OF THE EXECUTIVE COUNCIL**

Section 1. Roster. The Executive Council shall consist of the following members of the BGM Fraternity: a. the President; b. all living past Presidents; c. the Executive Director; d. five (5) alumni members; and e. one (1) active member (an "Undergraduate Representative") of the chapter.

Section 2. Past Presidents. Each past President shall serve on the Executive Council for the remainder of his life or until he submits his written resignation. A past President shall be counted as part of the entire Executive Council for voting purposes only when he attends a meeting of the Executive Council.

Section 3. Alumni Members. Five (5) alumni members of the Executive Council shall be elected at a General Assembly by a majority affirmative vote of the delegates whose names appear on the accredited roll of the Assembly. Each alumnus member shall serve a term of three (3) years, but no alumnus member shall be elected for more than three (3) full consecutive terms. The term of an alumnus member begins at the close of the General Assembly) at which he or she is elected.

Section 4. Alumni Vacancy. In the event of a vacancy of an alumnus member's seat on the Executive Council, the remaining members shall elect a replacement to serve until the next General Assembly when a successor shall be elected to complete the unexpired term. Any alumnus member who serves to complete an unexpired term remains eligible for three (3) full consecutive terms in accordance with Article X, Section 3.

Section 5. Undergraduate Representatives. One Undergraduate Representative shall be elected from the chapter by a process which is specified by the Executive Council from time to time. The term of an Undergraduate Representative begins at the close of the General Assembly which follows his election and ends at the close of the General Assembly in the next assembly. The Executive Council shall specify (and may revise from time to time) the qualifications for eligibility for serving as an Undergraduate Representative.

Section 6. Undergraduate Vacancy. In the event of a vacancy of an Undergraduate Representative's seat, the first runner-up at the time such Undergraduate Representative was elected shall serve the remainder of such Undergraduate Representative's term. If such first runner-up is not able to serve, a new Undergraduate Representative shall be elected by a majority affirmative vote of the Executive Council.

Any Undergraduate Representative who serves to complete an unexpired term remains eligible to serve a full term in accordance with Article X, Section 3.

Section 7. Removal. Any Executive Council member may be removed from office by the Executive Council upon a two-thirds (2/3) affirmative vote of the entire Executive Council. Any Executive Council member may be removed from office by a General Assembly by a majority affirmative vote of the delegates whose names appear on the accredited roll of the Assembly.

Section 8. Quorum. The presence of a majority of the members of the Executive Council (including a past President only if he is present) shall be required at any meeting of the Executive Council to constitute a quorum.

Section 9. Chairman and Vice Chairman. A Chairman and Vice Chairman shall be elected by a majority from among the members of the Executive Council. The Executive Council shall set forth the procedures for their election and removal from office.

#### **ARTICLE XI. THE ADVISORY BOARD**

Section 1. The Executive Council may establish an Advisory Board from among the members of its alumni. The function of the Board will depend upon such terms and conditions as the Executive Council in its sole discretion, deems appropriate and conducive to the Executive Council's performance of its duties.

#### **ARTICLE XII. AMENDMENTS**

Section 1. Except for amendments to the Ritual and Traditions of BGM Fraternity, as provided for in Article III. The Constitution may be amended by a two-thirds (2/3) affirmative vote of those delegates whose names appear on the accredited roll of a General Assembly, provided that the proposed amendment has been submitted by a member of BGM Fraternity to the Executive Council at least sixty (60) days prior to the convening of such General Assembly. The Executive Council Chairman shall forthwith, but not later than thirty (30) days prior to the General Assembly, circulate notice of such proposed amendment to all active members.

Section 2. This Constitution and ByLaws shall be the supreme law of the Fraternity. Any question regarding the interpretation of this Constitution shall be referred to the Executive Council through the Chairman of the Council. The Council's interpretation of the Constitution as a whole shall be final and binding.

Section 3. Failure of the Executive Council Chairman to circulate notice of any such timely proposed amendment not later than thirty (30) days prior to the General Assembly will not preclude the General Assembly's consideration of such amendment provided that, by a majority affirmative vote of the delegates who appear on the accredited role, the General Assembly votes to waive the thirty (30) day notice period.

Section 4. Amendments become effective immediately upon adoption unless the amendment specifies another effective date.

Drafted based on past BGM Fraternity experience by:

Rafael Enriquez Ablong  
Fukuoka International School  
Japan

Past President  
FU BGM Academic Fraternity 1984  
Foundation University Dumaguete City  
Beta Chapter