

PAX ROMANA
UNIVERSITY OF SANTO TOMAS

C O N S T I T U T I O N

Amended as of SY 1995-96

INTRODUCTION

Pax Romana began during the 1880's when Catholic Action was becoming necessary to combat the twin evils of materialism and secularism so prevalent during those times. It was then that Baron de Montenach, brought together a number of Swiss and foreign movement adopted 'Pax Christi In Regno Christi!' or the "Peace of Christ In the Kingdom of Christ" as its official motto, and from this motto, the name Pax Romana was derived. In 1929, the International Secretariat of Pax Romana in Switzerland negotiated with the Apostolic Delegation in Manila for the formation of an affiliate in the Philippines. In 1930, Rev. Fr. Francisco del Rio, O.P., then Dean of the Religion Department, drafted a constitution that gave rise to the birth of the UST Pax Romana

The International Pax Romana is a world union of Catholic students duly recognized by the United Nations as a world youth organization.

PREAMBLE

In the Name of God, the Father, the Son, and the Holy Spirit, Amen.

We, the members of the UST Pax Romana, conscious of the responsibilities that are ours as children of the Catholic Church and as future leaders of society in the various fields of human endeavor, realizing the imperative need to make a valuable effort and exert a salutary influence in the civic, moral, private, public, as well as professional life, striving to become patterns of worthy emulation to our fellow-students and apt instruments of God in the spiritual, cultural, and social upliftment of the same, do hereby promulgate this CONSTITUTION OF THE UNIVERSITY OF SANTO TOMAS PAX ROMANA.

ARTICLE I NAME AND DOMICILE

SECTION 1 This organization shall be known as the "UNIVERSITY OF SANTO TOMAS PAX ROMANA."

SECTION 2 The seat of the UST Pax Romana shall be at the Main Building, Espana, Manila.

SECTION 3 The UST Pax Romana shall have this defined mission: the integral formation of the Catholic Student as a prerequisite to make of him/her a true genuine lay apostle in the Thomasian community, Church and society.

ARTICLE II FUNCTIONS

- SECTION 1 The University of Santo Tomas Pax Romana shall be a Religious Student Arm of the University.
- SECTION 2 The University of Santo Tomas Pax Romana shall initiate and organize activities for the total formation of Christian individuals, especially its members.
- SECTION 3 The UST Pax Romana shall present possible solutions to the present problems confronting the University students in the area of Catholic doctrine.

OBJECTIVE

- SECTION 4 The UST Pax Romana shall promote unity and solidarity among all the students in the University campus, as well as the Pax Romana affiliates, through the common ties of socio-cultural, professional, moral and spiritual life.

PRINCIPLES

- SECTION 5 The UST Pax Romana shall uphold the Christian ideals and objectives of the International Pax Romana and the University of Santo Tomas.
- SECTION 6 The UST Pax Romana shall subscribe to the policy of cooperation with the Administration, Faculty, students, and other organizations in the University, and with other entities, the Pax Romana International, and its affiliates, and with the different sectors in the society, based on the discretion of the existing officers as guided by its constitution.

ARTICLE III STANDARD PROCEDURES

A. FOR LOCAL UNIT

- SECTION 1 A tentative program of activities and specific means of attaining the objectives of the organization, signed by the Unit adviser, shall be submitted to the CENTRAL COORDINATING COUNCIL for evaluation purposes.
- SECTION 2 Submissions of the letter of approval must be at least two weeks before the date of the project unless some unavoidable circumstances occur.
- SECTION 2.1 The letter of approval of all university-wide activities should be submitted to the Central Coordinating Council prior to its submission to the Unit Adviser and the Unit Ecclesiastical Assistant and General Ecclesiastical Adviser for their signatures.

NOTE: The Signatories will be as follows:

1. CCC President
2. Unit Lay Adviser
3. Unit Ecclesiastical Assistant

4. General Ecclesiastical Assistant

SECTION 2.2 A copy of the letter of approval for the local activity shall be submitted to the CCC one week prior to the said activity.

NOTE: The signatories will be as follows:

1. Unit President
2. Unit Lay Adviser
3. Unit Ecclesiastical Assistant

SECTION 3 All projects of every Pax Romana Local Unit shall be forwarded to the GEA (Director, Center for Campus Ministry) for notation only.

B. FOR CENTRAL COORDINATING COUNCIL

SECTION 1 A tentative Plan of Activity shall be submitted to the General Ecclesiastical Assistant for his approval.

NOTE: The signatories will be as follows:

1. CCC President
2. EVP / Section VP
3. General Ecclesiastical Assistant

SECTION 1.1 In case of a decision will be made, there must be quorum of $\frac{1}{2}$ plus 1 of the total number of CCC member present. A $\frac{2}{3}$ vote of those present is needed.

SECTION 2 All projects of the CCC shall be submitted to the GEA (Director, Center for Campus Ministry) for approval.

ARTICLE IV ORGANIZATION

SECTION 1 This organization shall be composed of the students of the different Institutes, Faculties, and Colleges of the University of Santo Tomas.

SECTION 2 There shall be a Central Coordinating Council which shall act as the governing body of the Organization. It functions as the policy making council that coordinates and supports activities of all the Units, and may initiate activities that may involve the entire organization.

SECTION 3 The CCC shall be composed of the following Major Officers:

a.) Executive Board Officers

President

Executive Vice President Internal

Executive Vice President External

CAS Vice President

CRS Vice President

CUS Vice President

SAS Vice President

Secretary

Treasurer

PRO

b.) Senate of Presidents – shall be composed of the CCC President and unit Presidents

N.R. Assistants (s) for each position should be upon the discretion of the CCC EB Officers

SECTION 4 Members of the UST Pax Romana shall be organized into Units corresponding to the different Institutes/Faculties/Colleges/ of the University. There shall be one unit per Faculty/College regardless of its population.

The different units should have the following officers:

Major: a.) President

Minor: b.) Executive Vice President

c.) Four Chairmen for the four sections. They shall have the rank of Vice President

d.) Secretary

e.) Treasurer

f.) Public Relations Officer

SECTION 5 Each unit shall normally have four Sections, namely:

A.) Catechetical Section – 1) It shall look after the imparting of knowledge to others 2) It shall ensure the unselfish dedication of the member to the apostolic endeavors of Catechetical work outside the University whose activities shall be coordinated by the Director of the Center for Campus Ministry 3) The CAS upon the discretion of the officers may accept catechetical work and/or activities within the University in line with its goals and objectives.

B.) Christian Renewal Section – It shall promote the religious well-being of Pax Romana members and direct their activities aimed at helping the University achieve its religious ideals by promoting full conscious and active participation in the liturgical celebrations.

C.) Cultural Section – It shall promote the cultural well-being of Pax Romana members and direct their activities aimed at helping the University students enrich their Christian and Filipino cultural ideals.

D.) Social Action Section – It shall establish and consolidate a Christian student community by: 1) Promoting corporal works of mercy; 2) making the member aware of their part in the solution of the different problems in the society by educating and training the in the theory and practice of the Christian social order through activities engaged in this field of work.

ARTICLE V MEMBERSHIP

SECTION 1 Anyone applying for membership must be

- a.) a bonafide student of the University of Santo Tomas
- b.) a Catholic
- c.) of good moral character

SECTION 2 Application for membership in the UST Pax Romana shall be made upon completion of a form duly provided by the respective Units. It should be followed by a payment of an application fee which shall be agreed upon by the Senate of Presidents.

SECTION 3 The Unit Executive Board, and the Unit Lay Adviser shall act as Disciplinary Committee of the unit. The decision on the case shall be made by secret balloting. The Regent can either affirm or revoke the Committee's decision thereof.

ARTICLE VI ELECTION OF OFFICERS

A.) Qualification of Officers

SECTION 1 A copy of the tentative list of incoming unit officers will be submitted to the CCC by the Unit Screening Committee before the school year ends/

The incoming Unit Officers must:

- a.) Come from the list provided by the outgoing officers consisting of the nominated active members and officers seeking for re-election
- b.) Be of good moral character
- c.) Have no failures from the previous semester
- d.) Pass the interviews of all outgoing unit officers and the Unit Lay Adviser

SECTION 1.1 The final list of incoming officers will come from the Unit Screening Committee

SECTION 2 The incoming CCC Executive Board Officers should

- a.) Have come from the list provided by the outgoing CCC EB Officers
- b.) Have been a member for at least a year provided that he/she will be in a minor position
- c.) Have no failures from the previous semester
- d.) Have actively participated in various activities of the organization

- e.) Not be an active member or officer of other non-academic organization
- f.) Pass the interview by the CCC Screening Committee which is composed of all outgoing unit officers.

SECTION 2.2 The final list of Incoming CCC officers will come from the CCC Screening Committee

SECTION 3 The outgoing President shall be the Chairman of the Screening Committee, but in case the President re-applies for another term, the next highest ranking officer shall be the chairman.

SECTION 4 The CCC or the Unit Screening Committee shall have the following functions:

- a.) To determine and accept the applicants' eligibility for the screening
- b.) To set rules and regulations regarding the screening procedure
- c.) To nominate the eligible applicants to the positions which they qualify
- d.) To resolve problems that may arise during and after the election

SECTION 5 The CCC or Unit Screening Committee must have at least 5 members

B.) ELECTION PROPER

A. FOR LOCAL UNITS

SECTION 1 There shall be a COMELEC composed of all Outgoing Unit Officers.

SECTION 2 The COMELEC shall have the following functions:

- a.) To interpret the rules and regulations
- b.) To ensure clean, honest and orderly election
- c.) To resolve problems that may arise during the elections
- d.) To act as such other matters pertaining the conduct of election
- e.) The decision of the COMELEC will be final.

SECTION 3 The election of Unit Officers should have been conducted before the first day of classes of the first semester.

SECTION 4 The voting body shall be composed of the outgoing and incoming officers.

SECTION 4.1 In case 2 or more candidates are running for the same position, the candidate garnering the highest number of votes shall be officer for the next school year.

SECTION 4.2 In case of single candidacy, 2/3 votes should be attained

SECTION 4.3 The outgoing officers shall have the power to appoint a qualified applicant or nominee for the vacant position.

B. FOR THE CENTRAL COORDINATING COUNCIL

SECTION 1 There shall be a COMELEC compose of the CCC Screening Committee.

SECTION 2 The CCC COMELEC shall adopt the same functions that are stated in Sec. 2 for the local units.

SECTION 3

- a.) The filing of candidacy shall be opened during the month of December
- b.) The election of officers shall be held a day after finals of non-graduating students of the University
- c.) Voting shall be done by secret balloting to be canvassed by 2 of the COMELEC members with a 3rd serving as secretary

SECTION 4

- a.) The Unit and COMELEC is entitled to one vote each collectively
- b.) Incoming officers are entitled to one vote each
- c.) The Senate of Presidents shall be entitled to one vote in case of a tie
- d.) Absentee voting is not allowed

SECTION 5

- a.) In case 2 or more candidates are running for the same position, the candidate garnering the highest number of votes shall be the officer for the next school year
- b.) In case of single candidacy, 2/3 votes shall be attained. The outgoing officers shall have the power to appoint a qualified applicant or nominee for vacant positions
- c.) In case the presidential position is vacant, the existing officers have the power to appoint a qualified applicant for any position

ARTICLE VII RIGHTS AND DUTIES OF OFFICERS

SECTION 1 The CCC PRESIDENT OR UNIT PRESIDENT shall:

- a.) Call and preside over all meetings in the CCC or Unit
- b.) Represent the organization in any occasion where representation is required.
- c.) Lead in carrying out the objectives of the Organization
- d.) Create special committees
- e.) Coordinate all projects and activities of Pax Romana
- f.) Monitor funds affixed by the CCC Treasurer or Unit Treasurer
- g.) Present to the Executive Board and the Senate of Presidents, the General Ecclesiastical Assistant, and/or General Lay Adviser, plans of action and inform them of the progress report
- h.) Exercise all powers that are inherent to his position and shall perform such other duties as may be necessary or incidental to the performance of his duties

SECTION 2 The CCC/UNIT EXECUTIVE VICE PRESIDENT

SECTION 2.1 The CCC Executive Vice President Internal shall

- a.) Act as President whenever the latter is absent
- b.) Automatically be the Chairman of the four sections
- c.) Be in charge of the official newsletter of the Organization
- d.) Perform duties assigned to him by the President

SECTION 2.2 The CCC Executive Vice President External shall

- a.) Keep on record the names and addresses of all officers and members of the respective units

- b.) Attend to the correspondence of the unit
- c.) Set a deadline for the submission to the president the progress report, plans of action, etc.
- d.) Set deadline for the Unit secretaries to submit respective Unit progress report and plan of actions, etc.

SECTION 3 The SECRETARY, in addition to his/her customary duties shall:

- a.) Keep on record the names and addresses of all officers and members of the respective units
- b.) Attend to the correspondence of the units
- c.) Set deadline to the president of all progress reports, plans of actions, etc.
- d.) Set a deadline for the Unit secretaries to submit respective Unit progress reports and plans of action, etc.
- e.) The CCC secretary will be the head of all Unit Secretaries.

SECTION 4 The Treasurer shall:

- a.) Receive and deposit the funds of the organization at a reputable bank
- b.) Keep record of all cash disbursement or expenses and prepare financial reports to be submitted to the General Ecclesiastical Assistant signed by the CCC President
- c.) Recommend the means of enable the organization to attain financial stability
- d.) Make disbursements and withdrawals of funds with the approval of the President
- e.) Set a deadline for Unit Treasurers to submit financial reports to the CCC Treasurer signed by the Unit President
- f.) The CCC Treasurer shall be the head of all Unit Treasurers

SECTION 5 The PUBLIC RELATIONS OFFICER SHALL

- a.) Handle all matters related to communication, information, representation and liaison with various educational entities engaged in the lay apostolate
- b.) Be the spokesperson of the Organization
- c.) Also be heading the recruitment of members
- d.) The CCC PRO shall be the head of all Unit PROs

SECTION 6 The officers must not fail or drop 9 units at least 1/2 of their entire load whichever is lower.

SECTION 7 The responsibility of an outgoing officer toward the incoming officer must extend until the next school year.

ARTICLE VIII ADVISERS

SECTION 1 The Very Rev. Father Rector of the University holds the supreme authority over the whole organization, thus becoming also the SUPREME MODERATOR.

SECTION 2 The Director of the Center for Campus Ministry shall be the ex-officio General Ecclesiastical Assistant for the Pax Romana.

SECTION 3 The General Ecclesiastical Assistant shall act as the Spiritual Adviser.

SECTION 4 The post of Ecclesiastical Assistant in a given College shall be assumed by the Rev. Fr. Regent.

SECTION 5 The Ecclesiastical Assistants shall serve as liaison between the Unit officers and the Administration. They are to be consulted by the officers and shall give

guidance to the latter to promote and ensure the interests and ideals of the organization.

SECTION 6 The lay advisers of the Units and the CCC shall be chosen from the list of selected faculty members provided by the incumbent officers.

SECTION 7 The Lay Advisers of the Aid the Ecclesiastical Assistants in the Christian guidance of the officers and members in furthering the objectives of the organization.

ARTICLE IX IMPEACHMENT

SECTION 1 Any gross neglect of duties, grave misconduct (as defined by the Student Handbook), misappropriation of organization funds, misrepresentation of the name Pax Romana will lead to the impeachment of an officer.

SECTION 2 The impeachment procedure will be as follows:

- a.) The complaint against any major officer, as ascribed in Article IX Section 1, shall be submitted to the Senate of Presidents, CCC Executive Board and General Ecclesiastical Assistant, who shall decide whether an impeachment is necessary. They shall make up the Board of Disciplinary Action
- b.) The complaint against any minor officer, as described in Article IX Section 1, shall be submitted to the Executive Board of the respective unit. The Lay Adviser and Father Regen shall decide whether an impeachment procedure is necessary and who shall make up the Board for Disciplinary Action. The CCC should be informed to the decision.
- c.) The defendant shall be given a chance to explain his/her side and hear the complaints against him/her.
- d.) In case of an adverse decision by the unit Board of Disciplinary Action against the respondent, the latter may appeal within three (3) school days from the time the decision of the unit disciplinary board has become final to the CCC Board of Disciplinary Action
- e.) The decision on the case shall be made by secret balloting by a 2/3 votes of those present.

ARTICLE X FINANCES

SECTION 1 The funds of the organization shall be derived from the ff.

- a.) Membership fees
- b.) Subsidy from the Center for Campus Ministry and/or as may be provided by the University
- c.) Fund raising projects
- d.) Donations and solicitations
- e.) And other possible sources of income

SECTION 1.1 All fund raising activities should be a joint project of all Local Units coordinated by the CCC

SECTION 1.2 All units shall have a share of the proceeds

SECTION 1.3 Fund raising projects of the CCC shall be forwarded to the GEA/CCC Director for Approval

SECTION 2

- a.) The Budget Allocation for the CCC shall be made by the CCC Executive Board and Senate of Presidents upon the approval of the General Ecclesiastical Assistant
- b.) The Budget Allocation for the units shall be made by the Executive Board upon the approval of the Unit Ecclesiastical Assistant.

SECTION 3 The membership fee which will be agreed upon by the Senate of Presidents will be collected from the applicants and/or members at the start of the school year. 10% of the total membership fee of each unit will be given to the CCC and the balance will be the Unit's starting funds.

SECTION 4 The money of the organization shall be deposited at a reputable bank by the official Treasurer of the organization.

ARTICLE XI GENERAL PROVISIONS

SECTION 1 The Pax Romana is under the direct supervision of the Director of the Center for Campus Ministry.

SECTION 2 The Pax Romana shall adopt an official seal and other emblems as approved and recognized by the CCC Executive Board and the Senate of Presidents.

SECTION 3 Each unit may adopt an official symbol subject to approval by the Executive Board.

SECTION 4 August 7 (eve of the feast of St. Dominic) of each year shall be observed as Pax Romana Day. The induction of officers shall be held on this date unless circumstances do not allow it in which case the CCC Executive Board and Senate of Presidents shall reschedule the affair on another convenient date.

SECTION 5 All joint projects with other organizations shall be subject to approval by the CCC Executive Board and Senate of Presidents.

SECTION 6 The CCC Executive Board and the Senate of Presidents, in joint session shall have the power to settle all questions regarding the provisions of this Constitution.

SECTION 7 The organization shall have an official Newsletter, handled by the CCC internal VP.

ARTICLE XII AMENDMENTS

SECTION 1 All proposals for amendments to this Constitution shall be submitted in writing to the Senate of Presidents who shall schedule a meeting together with the General Ecclesiastical Assistant and the CCC Executive Board to deliberate on the proposals.

SECTION 2 No proposed amendments shall be discussed or voted upon unless 2/3 of the members of the CCC are present, otherwise, the CCC President shall have the power to call the CCC Executive Board to decide on an alternative.

SECTION 3 Any amendment or addition to this Constitution shall take effect upon ratification by a majority vote of the members of the CCC in a meeting called for this purpose by the CCC Executive Board with the consequent approval by the General Ecclesiastical Assistant and/or the Rector of the University of Santo Tomas.

ARTICLE XIII EFFECTIVITY

SECTION 1 All provisions of this Constitution, shall take effect immediately upon ratification by the members of the Central Coordinating Council, provided by this Constitution, and with the consequent approval by the General Ecclesiastical Assistant and/or the Rector of the University of Santo Tomas.

MR. NOLAN PARINAS

President, Central Coordinating Council

Pax Romana

FR. DENNIS E. MAQUIRAYA, O.P.

General Ecclesiastical Assistant

Director

Center for Campus Ministry

V. REV. FR. ROLANDO V. DE LA ROSA, O.P.

Rector

University of Santo Tomas