

**THE 2016
TEATRO TOMASINO
CONSTITUTION AND BY-LAWS**

**ARTICLE 1 NAME OF THE ORGANIZATION AND
DESCRIPTION OF THE ORGANIZATION**

Section 1 The organization shall be called TEATRO TOMASINO;

Section 2 The organization is a non-stock, non-profit, university-wide theater guild of the University of Santo Tomas, subject to the university's rules and regulations.

ARTICLE 2 LOGO OF THE ORGANIZATION

Section 1 The organization shall have one official logo colored black and white consisting of a capital T drawn with three lines inside a circle.



ARTICLE 3 HYMN OF THE ORGANIZATION

Section 1 The organization shall have an official hymn written by Michael Riggs and Jean Bergado with original musical arrangement by Jay Sioson, Dodie Manansala, and Jose Victor Torres.

The lyrics of the hymn are as follows:

*Mayroon ka bang panaginip
na di maintindihan
o 'sang matayog na pangitain
na di mo malaman
ang iyong problema'y lutasin
kami dito ay tanungin
ipamumulat, ipakikita
lihim mong talinong angkin*

*Isang madilim na entablado
ito'y magniningning
iba't-ibang klaseng tao
maaaring maging
lahat dito'y abot kamay
mararanasan mo'y tagumpay
halakhakan, palakpakan
dito mo lang matitikman*

*Teatro, Teatro
kay kulay ng iyong mundo
mula noon hanggang ngayon*

*dang lang may panahon
Teatro, Teatro
kay kulay ng iyong mundo
mula sa amin, handog sa inyo
pagbigyan ninyo,
Tomasino*

*Kami ay lapitan
dito kami samahan
sa Teatro
magsamasama tayo*

*Teatro, Teatro
kay kulay ng iyong mundo
mula noon
hanggang ngayon
di lang sampung taon
Teatro, Teatro
kay kulay ng iyong mundo
mula sa amin,
handog sa inyo
pagbigyan ninyo,*

*Teatro, Teatro
kay kulay ng iyong mundo
mula noon
hanggang ngayon
di lang sampung taon
Teatro, Teatro
kay kulay ng iyong mundo
mula sa amin,
handog sa inyo
pagbigyan ninyo,
Tomasino*

ARTICLE 4

GENERAL OBJECTIVES

The organization's mission and vision are as follows:

1. Mission

- a) Primarily to present slices of life with its myriad of intricacies, nuances and realities and absurdities on stage throughout the socio-culturally relevant performing art of theater
- b) To awaken and develop the Thomasian artistry and cultural inclination in the field of theatrical arts
- c) To encourage the student artist and provide them with a medium of expression in their intention of clearly defining Filipino identity.

Section 1

d) To centralize into one coordinating body the dramatic efforts and activities of the Thomasian and providing liaison among the different college dramatic groups. e) To promote and encourage the Thomasian values of brotherhood and unity.

2. Vision

a) Teatro Tomasino cultivates and encourages excellence in the field of theater arts upholding Thomasian values to bring forth compassionate Filipino artists. Primarily to present slices of life, with its myriad of intricacies and nuances, realities, and absurdities through the socio-culturally relevant performing art of theater;

Section 2 To promote and build up the Thomasian’s artistic, cultural talents, and literacy in the field of Theater Arts;

Section 3 To endorse communal undertakings, responsibilities, and cooperation among all university students with the guidance of Thomasian core values.

ARTICLE 5 BY-LAWS

Section 1 There shall be a set of By-Laws which shall serve as the rules and regulations of the organization. These By-Laws shall be effective and enforced upon its ratification by the members of the organization;

ARTICLE 6 MEMBERSHIP

Student members of this organization are classified as follows:

Section 1 Apprentice and Member, where:

- a) Apprentices refer to student members who passed the Auditions for Membership and are required to complete the requirements to become a Member of the organization.
- b) Members refer to student members who have completed the requirements for membership

Section 2 Student members should have the following qualifications:

- a) they are bonafide students of the university;
- b) they are willing and able to assume their function, duties, and responsibilities as members of the organization;
- c) they will fulfill the duties and requirements as stated in the By-Laws of the Constitution;

Section 3 The Alumni Member is an individual who graduated from, or was honorably dismissed from the university, who were accredited members of good standing and have contributed significantly to the organization as acknowledged and recommended by the outgoing Executive Board. They

may participate in any activity of the organization in the artistic and technical aspects.

ARTICLE 7 ORGANIZATIONAL STRUCTURE

Section 1 The Executive Board of the organization shall be composed of members who are enrolled students of the university. They shall serve for one (1) year and may be re-elected for another term of office;

Section 2 The Executive Board shall be composed of the Artistic Director, Technical Director, Business Director, Executive Secretary, Assistant Secretary, Auditor, Public Relations Officer (Internal) and Public Relations (External);

Section 3 The Artistic Director shall oversee the whole organization, defines its pace and growth and, upon consultation with the Executive Board, makes the final decision on the production and other undertakings of the organization.

The Artistic Director oversees the artistic development of the organization;

Section 4 The Technical Director shall oversee the technical aspects of the productions of the organization. These include the maintenance of the organization's office, stockroom, and the maintenance and acquisition of technical equipments.

The Technical Director shall oversee that the technical growth of the organization is achieved.

Section 5 The Business Director shall oversee the finances of the organization and the proper management of all the financial aspects of the productions.

Section 6 The Executive Secretary shall create and maintain the official files and archives of the organization. He/She shall preside over the General Assembly in the absence of the Artistic Director.

Section 7 The Auditor shall handle and audit all the financial and business records of the organization including productions and other business undertakings;

Section 8 The Public Relations Officer (Internal) shall be responsible for the information dissemination of meetings, productions, and other activities of the organization to the Members and its Advisers. He/She shall serve as the liaison officer between the Executive Board and the members, with the University officials and/or university-wide and college organizations

Section 9 The Public Relations Officer (External) shall be responsible for the coordination of the activities of the organization outside of the university. He/She shall serve as the liaison officer of the organization with offices and other organizations outside of the university.

ARTICLE 8 THE ADVISERS

Section 1 The organization shall have a set of Advisers to be chosen by the Executive Board, except those recommended and appointed by the university. They shall serve for a term of one (1) year and may be chosen or recommended again by the Executive Board;

Section 2 There will be the following set of Advisers: the Faculty Advisers; and the Professional Adviser;

Section 3 The Faculty Advisers shall provide liaison between the organization and the university. He/She shall advise the Executive Board on matters regarding the organization.

The Faculty Advisers must be faculty members of the university, duly-approved and appointed by the Office of Student Affairs;

Section 4 The Professional Adviser shall be an Alumni Member chosen by the Executive Board. He/She shall advise the Executive Board in consultation on matters pertaining to the artistic goals and the operations of the organization.

ARTICLE 9 OTHER OFFICIALS

Section 1 A Marketing Officer shall be appointed by the Artistic Director upon consultation with the Executive Board. He/She shall handle the marketing aspects of the organization within and outside the university with regards to the production and other activities. The Marketing Officer will be directly under the supervision of the Business Director and will be co-terminus with the term of office of the Executive Board.

Section 2 An Assistant Secretary shall be appointed by the Artistic Director upon consultation with the Executive Board to assist the Secretary in his/her duties as part of the Executive Board.

The Assistant Secretary will be directly under the supervision of the Secretary and will be co-terminus with the term of office of the Executive Board.

ARTICLE 10 MEETINGS AND GENERAL ASSEMBLY

Section 1 There shall be an Executive Board Meeting at least twice a month to be called by the Artistic Director;

Section 2 There shall be a General Assembly of all the Members twice a month to be presided by the Artistic Director. The Secretary shall preside over the General Assembly in the absence of the Artistic Director.

Section 3 Special Meetings may be called by the Executive Board upon the approval of the Artistic Director.

ARTICLE 11 ORGANIZATION FUNDS

Section 1 There shall be a fund to be used solely for productions and other activities, including the purchase of materials for the organization;

Section 2 A bank account shall be maintained by the organization for the funds under the care of the Business Director, and managed by the latter with the Artistic Director and the Faculty Advisers;

Section 3 The fund shall be audited at the end of the school year prior to the turnover of the account to the newly-elected Executive Board Members. The Auditor shall audit the funds under the guidance and supervision of the Faculty Adviser.

ARTICLE 12 PRODUCTIONS AND OTHER ACTIVITIES

Section 1 There will be at least three (3) theater productions to be staged every school year;

Section 2 The organization can have a joint production with any university-wide organization or college-wide groups;

Section 3 The organization can have an off-campus production or activity with the consent of the Office of Student Affairs.

ARTICLE 13 DISCIPLINARY ACTION

Section 1 Disciplinary action covers all members of the organization as defined in this Constitution;

Section 2 Any Executive Board Member or Member may be suspended, or dismissed from the organization after due process by a Disciplinary Action Board (DAB) on offenses defined in the organization's By-Laws and the university student handbook;

ARTICLE 16 GABI NG PARANGAL

Section 1 There shall be an annual Gabi ng Parangal after every school year as an appreciation of the artistic, technical and management talents and efforts of the members during a production.

ARTICLE 17 ELECTION OF EXECUTIVE BOARD

Section 1 There will be an election of Executive Board Members at the end of every school year within fourteen (14) days before the last day of the final examination period of the school year in the university;

Section 2 There will be a Committee on Elections appointed by the Executive Board who will supervise the elections;

Section 3 An Executive Board Member is considered elected if he/she has garnered a majority of the votes of the Members present at the General Assembly called for the elections;

Section 4 The elected Executive Board Members shall take their oaths of office during the Gabi ng Parangal. They shall be sworn in by the Faculty Advisers or the Professional Adviser.

The Executive Board Members shall be sworn in according with the following formula:

"I (name of Executive Board Member) do hereby solemnly swear that I will faithfully fulfill my duties as (Executive Board Member's position) of Teatro Tomasino, to uphold and abide by the Constitution of the organization and execute its By-Laws to the best of my ability. So help me God."

ARTICLE 18 TRANSITORY PROVISIONS

Section 1 This Constitution and its By-Laws shall be considered ratified upon the majority vote of the Members called in General Assembly for such a purpose. It shall be enforced upon ratification.

Section 2 Batch 2015 Probationary Members will assume the status of Members upon completion of the first production of School Year 2015-2016 and the 2015 Showcase of New Talents;

ARTICLE 19 AMENDMENTS


Section 1 Amendments to the Constitution shall be done only after every five (5) years and only if the necessity arises;

Section 2 The Executive Board Members will create an Ad Hoc Committee should the need arise with regards to the proposed amendments to this Constitution;

Section 3 Ratification of any amendment/s is valid on a majority of Members called in General Assembly for such a purpose.

Ratified by the 2016 Constitution Committee of Teatro Tomasino convened in Constitution Meeting this 5:45pm of April 26, 2016 at the Teatro Tomasino Office, University of Santo Tomas, España, Manila.


Ma. Louie J. Palad
Artistic Director



Chelsea Jan Z. Tamayo
Technical Director



Kristia S. Kam
Business Director



Reena Joyce D. Medina
Secretary



Sheryl Anne C. Fernandez
Assistant Secretary


Elijah Francois D. Correa
Auditor


Czerina Bianca P. Zordilla
Assistant Marketing and PRO


Jose Miguel H. Valera
Alumni and Special Events Coordinator


Jose Victor Z. Torres
Professional Adviser and Committee Chairman


Arch. Carlos A. Buendia, Jr.
Alumni Member


Ma. Charisse B. Timtiman
Student Member

BY-LAWS

ARTICLE 1 THE TEATRO TOMASINO BY-LAWS

Section 1 The organization shall have a set of By-Laws to be followed by the Executive Board Members and the Members. The By-Laws shall be composed of the following provisions;

Section 2 The organization's mission and vision are as follows:

1. Mission

- a) Primarily to present slices of life with its myriad of intricacies, nuances and realities and absurdities on stage through the socio-culturally relevant performing art of theater
- b) To awaken and develop the Thomasian artistry and cultural inclination in the field of theatrical arts
- c) To encourage the student artist and provide them with a medium of expression in their intention of clearly defining Filipino identity.
- d) To centralize into one coordinating body the dramatic efforts and activities of the Thomasian and providing liaison among the different college dramatic groups.
- e) To promote and encourage the Thomasian values of brotherhood and unity.

2. Vision

- a) Teatro Tomasino cultivates and encourages excellence in the field of theater arts upholding Thomasian values to bring forth compassionate Filipino artists.

ARTICLE 2 APPLICATION FOR MEMBERSHIP

Section 1 Individuals seeking admission to the organization must pass through an Audition for Membership with the following process:

- a) Properly fill out an Application Form and pay for the Application Fee;

- b) Be oriented, screened, and recommended for Admission to the organization by a Screening Committee;
- c) Pass all requirements as provided in the By-Laws;

ARTICLE 3 APPRENTICES

Section 1 Students who passed the auditions by the screening committee shall be called an Apprentice.

Section 2 Duties of the Apprentice

- a) It is the duty of the Apprentice to fulfill the requirements to become a Member:
 - 1. attendance in General Assemblies and Special Meetings
 - 2. attendance and participation in the workshops arranged by the organization
 - 3. participate in the productions and various activities of the organization;
 - 4. must be part of the Showcase of New Talents

Section 3 The Apprentice will be given the status of Member upon completion of the Showcase of New Talents

Section 4 Failure to complete any of the requirements will mean suspension of the granting of Membership status to the Apprentice

ARTICLE 4 MEMBERS

Section 1 Apprentices who have completed the requirements for membership shall be promoted to be Members of the organization

Section 2 The general duties of all members are:

- a) Attend all General Assemblies as well as Special Meetings called;
- b) Actively participate in the organization's activities;
- c) Abide by the organization's Constitution and By-Laws;
- d) Exercise his right to vote with care and deliberation;
- e) To have an index file on record, an ID card provided by the organization and pay an annual membership fee;
- f) To enrich his/her own aesthetics and knowledge in Theater Arts.

Section 4 An Apprentice who left the organization then returned shall continue fulfilling the requirements from where he/she left off in his/her year as Apprentice to become a Member.

Section 5 It is the duty of the member to fulfill the requirements below to have the recognition as Alumni Member;

1. Must have at least one (1) year residency in the organization before the Member graduates;
2. Must accomplish at least two (2) productions of the organization;
3. Must have a record of good standing in the organization.

Section 6 Request for Leave of Absence

- a) The member who wishes to file for a Leave of Absence must pass a letter stating his/her reason/s of leaving and must be acknowledged by the Executive Board and Faculty Advisers of the organization;
- b) The duration of the Leave of Absence shall range from one (1) month minimum and one (1) semester maximum;

The member who is a candidates for graduation shall be given the

- c) privilege to file a one (1) year of absence.

Each member is entitled to only one (1) year Leave of Absence during his/her stay in the organization. The approval of the Leave of

- d) Absence depends upon the decision of the Executive Board;
- e) Returning members of the organization who filed for a Leave of Absence must submit a letter of request for the cancellation of their leave.

ARTICLE 5 ORGANIZATIONAL STRUCTURE AND DUTIES

Section 1 The Executive Board's general duties

are:

- a) They shall manage the organization in matters regarding its day-to-day operations as a university-wide entity;
- b) They shall serve as the evaluating body that shall review each activity according to the general objectives of the organization;

- c) They shall accept or reject any project depending on its effect on the objectives as well as the existence of the organization;
- d) They shall formulate, create, and enact programs as well as rules and regulations in its duty for the development of the Members' artistic talent and Thomasian values;
- e) They shall protect the Constitution and its By-Laws;
- f) They shall monitor the progress of productions and other special projects;
- g) They shall report directly to the Faculty Advisers;

Section 2 The Artistic Director shall head the organization in its day to day operation and makes sure that its artistic goals are achieved. He/She shall:

- a) be responsible for the efficient administration and management of Teatro Tomasino programs, from detailed unit planning, implementation, monitoring to evaluation of the members and programs of the organization;
- b) ensure the artistic development of the organization;
- c) make final decisions on organizational and production matters upon consultation with the Executive Board;
- d) convene and preside over the Executive Board meetings, the General Assembly as well as special meetings;
- e) shall help in the improvement of the production in consultation with the director;
- f) sign or note official correspondences pertaining to internal and external matters of the organization;

Section 3 The Technical Director shall manage/supervise the technical aspects of a production and makes sure that the organization's technical goals are achieved. He/She shall:

- a) help in the improvement and safety of the technical aspect of a production in consultation with the director and production heads;
- b) maintain and supervise the upkeep of the organization's technical equipment;
- c) supervise the maintenance, cleanliness, and upkeep of the organization's office and stockroom;
- d) coordinate closely with the university employees in the Auditoriums and other venues in the university;

Section 4 The Business Director shall handle the financial and business matters of the organization. He/She shall:

- a) maintain and keep the financial records of the organization;
- b) maintain a bank account for the funds of the organization;
- c) assist in the auditing of the financial records and funds of the organization;
- d) supervise the Production Manager in the accounting of the expenses and earnings of the production and approves the production budget prepared by the Production Manager;
- g) be responsible in financing all investments in equipments and workshops/trainings;
- h) set the prices for the rental of equipments owned by the organization;
- j) Prepares the financial reports of the organization with the Auditor;
- k) supervise the Marketing Officer during productions and other activities of the organization.

Section 5 The Secretary shall handle the records and other secretarial matters regarding the day-to-day operations of the organization. He./She shall:

- a) head the processing of organizational papers to the administrative offices;
- b) maintain documents regarding the operation of the organization; the archives; the production books; correspondences; minutes of the meeting and other records pertaining to the organization;
- c) preside over the General Assembly in the absence of the Artistic Director;
- d) maintain minutes of the Executive Board's meetings; General Assemblies, and other special meetings;
- e) maintain a directory of the members of the organization;
- e) assign necessary tasks to the Assistant Secretary.

Section 6 The Auditor shall audit all accounts, financial records, and other documents pertaining to the financial and business aspects of the organization. He/She shall:

- a) audit the accounts of the organization as well as the financial and business records of the productions staged during the year;
- b) maintain financial records separate from the Business Director;
- c) audit the financial reports of the organization with the Business Director at the end of the school year;
- d) ensure completion of all financial reports;
- e) render a written report on the audit performed at the end of the academic year;

- f) make recommendations with regard to proper procedures for the disbursement of funds;
- g) certify all transactions of the organization with the Business Director;

Section 7 The Public Relations Officer (Internal) shall ensure efficient relations and communication between and among the Executive Board and the Members, as well as the organization and the university officials. He/She shall:

- a) inform the members about the General Assembly and other Special Meetings;
- b) inform the Executive Board about meetings;
- c) ensure that the members are properly informed about events and other activities of the organization;
- d) head the recruitment of new members;
- e) maintain a linkage and coordinate with other college theater groups inside the university.

Section 8 The Public Relations Officer (External) shall ensure efficient relations and communication between the organization and groups outside the university. He/She shall:

- a) promote events and other activities of outside organizations to the members;
- b) represent the organization in activities outside the university;
- c) maintain communication with theater groups and other cultural arts offices outside the university.
- d) Oversee all the social media accounts of the organization

Section 9 The Marketing Officer shall oversee the marketing aspects of the productions and other activities of the organization. He/She shall:

- a) represent the organization in business matters in and outside the university with the Business Director;
- b) write and disseminate press releases/ publicity/ promotions;
- c) promote organization productions and events;
- d) create and head a pool of promotions and marketing personnel
- e) may recommend the production manager with the consultation of the Business Director

Section 10 The Assistant Secretary assists the Executive Secretary in his/her over-all duties. He/she shall:

- a) take down and secure notes from all meetings; provide attendance sheets, Leave of Absence (LOA) letters,
- b) certificates for special events, contact directory of the members, evaluation sheets, and membership renewal forms;
- c) take responsibilities and tasks of the Secretary upon his/her absence respectively;
- d) coordinate minutes of the meeting and other important matters to the Executive Board.

ARTICLE 6 THE ADVISERS

Section 1 The Advisers shall perform the following functions:

- a) to advise the Executive Board in the discharge of their functions;
- b) to guide the members of the organization in the pursuit of their objectives and ensure its progress;
- c) to protect the Constitution and By-Laws from any form of violation.

ARTICLE 7 MEETINGS AND GENERAL ASSEMBLY

Section 1 Executive Board Meetings shall be held at least twice a month

Section 2 There will be a General Assembly to be held twice a month

Section 3 Special Meetings will be held on any day as called by the Artistic Director;

Section 4 Absences are considered violations of these By-Laws. Disciplinary action will be done based on the following:

- a) Four (4) absences from the Executive Board Meeting without valid reason/s constitutes gross neglect of duty and subject to disciplinary action;
- b) Four (4) absences by a Member from the General Assembly without valid reason/s constitute gross neglect of duty and subject to disciplinary action.

- e) The DAB is given three (3) days to act on the reconsideration after which a decision will be given to the Artistic Director. All decisions after the reconsideration are final.

Section 5 The DAB shall in no way impede or supersede any investigation and decision of any university disciplinary board.

ARTICLE 9 IMPEACHMENT

Section 1 Offenses warranting impeachment of an Executive Board Member are contained in Article 7 Sec.1 of these By-Laws;

Section 2 Procedures in addressing an Impeachable Offense and Impeachment are as follows:

- a) The Executive Board shall request the Faculty Advisers and an official from the Office of Student Affairs (OSA) to appoint an Impeachment Committee. It will be composed of five (5) members from the Executive Board and Members from which they will appoint a chairman among themselves.
- b) The Impeachment Committee (IC) has fifteen (15) days to investigate the impeachment complain and present its result to the Faculty Advisers for recommended action;
- c) An Executive Board Member is considered suspended from his/her position until a decision will be rendered by the committee;
- d) The Faculty Adviser upon receipt shall act within three (3) days. after which the Office for Students Affairs shall be notified
- e) Upon receipt of the impeachment decision, the impeached Executive Board Member is given twenty-four (24) hours to file for a reconsideration with the committee;
- f) The committee is given three (3) days to act on the reconsideration after which the decision will be given to the Faculty Advisers.
- g) The Faculty Advisers will then act on the recommendation and notify the Office for Students Affairs.

Section 3 The Impeachment Committee shall in no way impede in any university disciplinary board investigation for any offenses listed in the university's Student Handbook;

Section 4 An impeached Executive Board Member automatically forfeits any rights and privileges given to him/her as an Executive Board Member of the organization.

ARTICLE 10 PRODUCTION

- Section 1** The organization's production shall be staged inside the university campus. Productions will be only be staged in outside venues upon permission with the Office of Student Affairs;
- Section 2** All materials that will be staged must be written or translated by a Filipino playwright;
- Section 3** Invitational performances staged outside the university can be considered a production with the discretion of the Executive Board and the Faculty Advisers;
- Section 4** The Executive Board shall give final decisions regarding production aspects in consultation with the director;
- Section 5** Guest artists, directors, production staff, etc. can only be allowed upon the approval of the Executive Board and the Faculty Advisers.

ARTICLE 11 SHOWCASE OF NEW TALENTS

- Section 1** There will be an annual Showcase of New Talents by the Apprentices as part of their requirement to become a Member of the organization;
- Section 2** The Apprentices will be advised by an Executive Board Member and a Member to be appointed by the Artistic Director;
- Section 3** The Showcase will be staged in a venue inside the university. It will be marketed by the Apprentices to a Thomasian audience as part of their training upon the discretion of the Executive Board.

ARTICLE 12 GABI NG PARANGAL

- Section 1** The annual Gabi ng Parangal will have the following categories in recognition of the plays presented for the school year:

For the Artistic Category:

- a) Best Play
- b) Best Director
- c) Best Actor in a Lead Role
- d) Best Actress in a Lead Role
- e) Best Actor in a Supporting Role
- f) Best Actress in a Supporting Role
- g) Best Original Theme Song (if any)
- h) Best in Production Design

- i) Best in Set Design
- j) Best in Costume Design
- k) Best in Lighting Design
- l) Best in Sounds Design
- m) Best in Makeup Design
- n) Best Poster Design
- o) Best Souvenir Program Design

For the Management and Technical Categories:

- a) Best in Production Management
- b) Best in Stage Management
- c) Best in Technical Direction
- d) Best Set Head
- e) Best Props Head
- f) Best Costume Head
- g) Best Lights Head
- h) Best Sounds Head
- i) Best Makeup Head
- j) Best in Promotions
- k) Best in Marketing

Section 2 The Executive Board shall convene a Board of Judges to decide on the winners of the different categories of the Gabi ng Parangal.

The Judges shall be composed of three (3) or more persons who have watched all the productions nominated with the management and technical categories to be recommended by the Executive Board. All decisions by the Board of Judges are final;

Section 3 Awards will be given for the same categories for the Apprentices for their Showcase of New Talents;

Section 4 Other awards to be given during the Gabi ng Parangal will be based on the decision of the Executive Board.

ARTICLE 13 ELECTION OF EXECUTIVE BOARD MEMBERS

Section 1 Filing of Candidacy

- a) Members interested to be candidates for the Executive Board should have the following qualifications:
 1. A bonafide student of the university;
 2. Should have no record of offenses with the organization and the university;
 3. Has been a member for at least (2) years for the position of Artistic Director, Technical Director, Business Director and Executive

Secretary; and at least (1) year for the rest of the positions. (special cases of exemptions may be given to candidates regarding their year of residency if deemed necessary by the current executive board).

- b) A Committee on Election (COMELEC) shall be composed of the current graduating members of the Executive Board with the Committee Head to be selected amongst themselves and agreed upon by the Executive Board;
- c) Members interested to be elected as Executive Board Members should file for candidacy with the COMELEC within two weeks before the date of the elections. The forms can be acquired from the Executive Secretary of the organization;
- d) Members who wish to nominate their co-members for Executive Board membership can also submit a nomination form to the Committee Head.
- e) The COMELEC will screen the nominees for the different positions of the Executive Board and will submit a final list of nominees before the start of the elections.
- f) Open nominations shall be allowed by the COMELEC during the election proper.

Section 2 Voting body

- a) Members who are qualified to vote:
 - 1. An official Member of Teatro Tomasino as described in Article 3 of the By-Laws;
 - 2. Alumni members are only allowed to vote if they've been part of a major production and as approved by the incumbent Executive Board.
- b) Voting procedures
 - 1. The Executive board shall convene the Members in a General Assembly called for the purpose of the elections.
 - 2. The COMELEC shall take over the General Assembly and call the roll then read the rules of the election. The COMELEC shall take note of the number of attendees in the General Assembly that will constitute the Voting Body of the elections;
 - 3. All those who filed for candidacy have the chance to be elected. If not elected for a previous position, they can still be nominated for other positions available;
 - 4. Nominated candidates must be present at the time of the elections to be qualified to be elected;


5. After the voting, the COMELEC shall proceed with the counting and tallying of votes. The following ballots shall be read as follows:
 - ballots written with the valid names of the candidates as stated by the COMELEC or with the word "ABSTAIN" are valid;
 - ballots with other markings or name other than the name of the candidate is considered invalid;
 - blank ballots are considered invalid.
6. After the tallying, the candidate with a majority of votes from the General Assembly will be declared winner by the COMELEC;
7. In case of a tie, the COMELEC will declare the tie and proceed with another round of voting;
8. The COMELEC shall entertain objections to the result of the elections only after the election proper. A decision will be rendered by the COMELEC within three (3) days after the receipt of the complaint.


Section 4 The COMELEC shall submit a report on the election returns to the incumbent Secretary for the organization's archives.

ARTICLE 14 AMENDMENTS

Section 1 Any amendments to the By-Laws shall be subject to the approval of the Members through a majority vote of the General Assembly called for such a purpose.

The by-laws are hereby ratified and accepted in accordance with the Constitution of the organization this 7:54pm of April 26, 2016 at the Teatro Tomasino Office, University of Santo Tomas, España, Manila.


Ma. Louie J. Palad
Artistic Director



Chelsea Jan Z. Tamayo
Technical Director



Kristina S. Kam
Business Director


Reena Joyce D. Medina
Secretary



Sheryl Anne C. Fernandez
Assistant Secretary


Elijah Francois D. Correa
Auditor


Czerina Bianca P. Zordilla
Assistant Marketing and PRO


Jose Miguel H. Valera
Alumni and Special Events Coordinator


Jose Victor Z. Torres
Professional Adviser and Committee Chairman


Arch. Carlos A. Buendia, Jr.
Alumni Member


Ma. Charisse B. Timtiman
Student Member

