

BACKGROUND

On October 15, 2010 the Core Group of Moderators (CGM) was convened after its composition was formally approved by Father President Joel E. Tabora, SJ. The meeting was scheduled to begin the screening and evaluation of student organizations applying for recognition or accreditation.

Present in the meeting were Ms. Dianna Aborde, Ms. Marian Chrissel Adriano, Ms. Trish Penelope Araña, Ms. Sheila Bustilos, Mr. Noel Amador, Ms. Jonafel Garol and Mr. Ozzia Villaver. Mr. Amador, Ms. Garol and Mr. Villaver are holdovers of last school year's CGM.

Unexpectedly, the meeting led to the unearthing of many problems besetting the existing Evaluation Tool for Recognition and Accreditation.

For the record, the accreditation of student organizations was missed out for the last two academic years. In school year 2009-10, although accreditation process was initially carried out it was not completed before the school year ended. The following academic year, no accreditation was ever conducted.

There were various reasons for the letdown but members of the previous Core Group of Moderators generally found the Evaluation Tool hard to observe. They identify five major difficulties, namely,

First, if the criteria are to be strictly followed only a handful of organizations can actually pass because the requirements are stringent.

Second, it will take several months to finish the evaluation considering that there are at least sixty active student organizations, and members of the Core Group of Moderators are usually full-time instructors.

Third, there are some items which are not easy to objectively assess especially that it deals about the nature and charism of the organization. Thus, it presupposes sufficient knowledge of the organization being evaluated.

Fourth, since there are many organizations to evaluate, the documents of organizations are distributed equally to members of the Core Group of Moderators who in turn may have varied and unique interpretation of the tool.

Fifth, there are items which rely heavily on the subjective assessment of the evaluator because the tool is not concrete on what it exactly requires the organization to do.

Taking into consideration the opinions of former members of the Core Group of Moderators and in agreement with the present members, we unanimously move to review the existing

Application Requirement and Evaluation Tool and forego the accreditation process for the current school year 2010-11. Subsequently, student organizations of the current school year were automatically recognized upon the submission of their respective documents.

The objective of the review is to come up with a revised Application Requirements and Evaluation Tool that is based on a point system to make it more concrete, objective and systematic. The revised system will allow initial deliberation on the level of the Office of Student Affairs, thereby sparing the Core Group of Moderators from the nitty-gritty part of the process. The revision will not compromise the original intent of the College Policy and System for the Recognition/Accreditation of Student Organizations of the University.

After several meetings the Core Group of Moderators finally agreed on a format. There are two major parts in the system. The first part is the General Application Guidelines. The second part is the Criteria for Evaluating Student Organizations based on the six programs of growth.

The Six Programs of Growth for Student Organization are the following: (1) Management and Operation, (2) Spiritual Formation, (3) Education and Skills Development, (4) Social Advocacy and Involvement, (5) Team-Building, and (6) Special Projects.

These General Application Guidelines and Criteria for Evaluation of Student Organizations shall be implemented for school year 2011-12. However, completion of some requirements will begin at the end of the current school year 2010-11.

Fr. Ritche B. Elot, SJ

February 8, 2011

Consultation with Student Leaders on the Revised General Application Guidelines and Criteria for Evaluation of Student Organizations

PART I: GENERAL APPLICATION GUIDELINES

For purposes of leveling-off, Recognition and Accreditation are defined by the COLLEGE POLICY AND SYSTEM FOR THE RECOGNITION/ACCREDITATION OF STUDENT ORGANIZATIONS as follows:

“Recognition precedes accreditation. It refers to the act of the University of giving formal and legitimate existence and/or operation of a student organization that has been created, founded or organized within the University for various purposes that serve the students’ desire to organize or form associations and which may or may not significantly advance the university’s formative, educational and social goals. When appropriate, the university may also recognize those other student organizations that are founded from outside the university.”

“Accreditation, on the other hand, is a status granted by the University to student organizations that have demonstrated outstanding performance and organizational commitment to promote among its members and through its activities inside and outside the university the growth of the Atenean in the characteristic of the profile of the university graduate.”

A. APPLICATION REQUIREMENTS

1. A newly organized group must apply for a probationary status normally for a year before they can apply for recognition.
2. During the probationary period the newly organized group will be assisted in drafting the Foundational Documents needed for Recognition.
3. To be qualified for RECOGNITION, an organization must have at least one (1) year probationary status in the campus.
4. An organization to be recognized it must have satisfied the General Application Requirements for Recognition.
5. Each organization renews recognition status every year.
6. Any organization which fails to meet the requirements for two (2) consecutive years will be placed under probationary status.
7. To be qualified for ACCREDITATION, an organization must have been duly recognized for the past two (2) years.
8. An organization to be accredited it must have satisfied the General Application Requirements for Accreditation.

9. Accreditation status is granted for a period of two (2) years, after which the organization may apply for re-accreditation.

B. APPLICATION PROCEDURE

Procedure

1. Filing of Application Requirements. Forms are available at the Office of Student Affairs.
2. Submission of Application Requirements within fifteen (15) days from the start of regular classes.
3. Assessment of submitted documents within ten days (10) days from the date of deadline of submission.
4. Sending of evaluation results and issuance of certificate of recognition or accreditation to respective organization.
5. There is an appeal period for five working days.

Consideration for Appeal

1. The concerned student organization must submit a formal letter of appeal to the Director OSA.
2. The Director of OSA shall act on the appeal within three (3) working days from the receipt of the appeal. During this period the officers of the concerned organization may be invited for a dialogue.
3. The Director of OSA shall communicate the decision to the concerned organization through a formal letter.
4. If the appeal is about the awarding of office space, the matter shall be forwarded to the Core Group of Moderators.
5. The Core Group of Moderators shall act on the appeal within seven (7) working days from the receipt of the appeal. During this period the officers of the concerned organization may be invited for a dialogue.
6. The Director of OSA shall communicate the decision of the Core Group of Moderators to the concerned organization through a formal letter.
7. The concerned student organization may elevate their appeal to the Deputy Academic Vice-President for Formation if they are not satisfied with the decision of the Core Group of Moderators.

8. The Deputy Academic Vice-President shall from thereon assume responsibility of the case.

C. BENEFITS AND PRIVILEGES

Recognized Organization

Subject to university policy and OSA approval, the following are the privileges given to a duly recognized organization:

1. Operate or conduct activities inside or outside the university
2. Join in activities sponsored by different offices in the university
3. Participate in the developmental programs of Office Student Affairs and Ignatian Formation Program [IFP]
4. Use university facilities and equipments
5. Collect dues from members
6. Provision of office space when available

Accredited Organization

Accredited Organization enjoys the privileges given to the Recognized Organization plus the following provisions:

1. Priority in the use of available office space
2. Receive financial support
 - a. for off-campus seminars, conferences, conventions or competitions
 - b. for projects related to social advocacy and involvement
 - c. for formation activities of their own choice
3. To renew accreditation status an accredited organization must satisfy again the General Application Requirements for Accreditation within a two-year period

Probationary Organization

An organization on probationary status has the following privileges:

1. Join in activities sponsored by different offices in the university but is not allowed to operate or conduct activities inside or outside the university on their own

2. Use university classroom for meeting or other similar activity

D. FORMS AND DOCUMENTS

The Application Packet

The Forms are required for student organizations applying for Recognition.

1. Form 1.0 Organizational Data
The Organization Data contains basic information of the student organization.
2. Form 2.0 List of Members
Student organization must submit a list of their current regular members and their list of officers. There must be at least twenty (20) members of the student population.
3. Form 3.0 Leader's Profile
Each officer of the organization must submit the leadership profile for record purposes. This leadership profile will be used as reference for awarding or inviting deserving student leaders to local, national and international seminars, conferences or competitions.
4. Form 4.0 Moderator's Certificate
Student organization must request their moderator to fill-up the Moderator's Certificate. The MC is the basis for generating a list of moderators of student organizations from which the Office of Student Affairs chooses and nominates the Core Group of Moderators.
5. Form 5.0 Planning Session
Planning in organizations is both the organizational process of thinking about the activities required to create a desired goal or accomplished purposes. It is a blue print of organizational growth and a road map of development. It helps in deciding objectives both in quantitative and qualitative terms. It is setting of goals on the basis of objectives and keeping in the resources. Planning also includes discussion of the important issues to be addressed, the objectives to be met, and the strategy to be followed.
6. Form 6.0 Calendar of Activities for the Current Year
This is a calendar of activities of the organization. It is a list of events that the organization plans to implement within the school year.

Foundational Documents

Except for Documents 3 and 4 all items are required for student organizations applying for Recognition. The former requirements are reserved for those seeking Accreditation. Furthermore, it is essential that Student Organization must manifest link, alignment or

connection of its organizational purpose with the University's formative, educational, and social goals.

1. Doc 1.0 Vision

A vision statement is a concrete goal that paints a clear picture of what the organization wants to become or achieve. It concentrates on the preferred future state with an optimistic but realistic perspective. A vision statement provides direction and energizes members to achieve a common end. An organization to be recognized at the Ateneo must have clear vision.

2. Doc 2.0 Mission

A mission statement is the overall purpose of the organization. It sets forth, in general terms, the broad intent of the organization. It describes the kind of work the organization is involved and why they exist. It also defines the sector it serves and the critical processes it promotes. An organization that knows exactly why it is in school can successfully move forward on a clear path. An organization to be recognized at the Ateneo must have clear mission.

3. Doc 3.0 Core Values

The core values are those values which form the foundation on which people perform work and conduct themselves. These are values so primary and important that throughout the changes in school environment they are still the core values the members will abide by. In an ever-changing world, fundamental values are constant. Fundamental values are not descriptions of the work or strategies but the values which underlie work, how members interact and go about their work, and which strategies fulfill mission.

4. Doc 4.0 History

It is important for a reputable organization to have a sense of history of their existence and development. Knowing once past is a key to understanding the original charism of the organization and a beacon that points to the right future direction. History is not only a seal of identity but also a source of upright pride.

5. Doc 5.0 Constitution and Bylaws

A constitution is a set of laws that members of the organization have made and agreed upon for governance. The constitution defines the fundamental principles, establishes structure, procedures, powers and duties of an organization. A constitution can be simply said the way of proceedings of an organized group.

By-laws are the internal rules of an organization which are not defined or qualified in the constitution. It includes rules and guidelines on membership, recruitment, admission, suspension and retention. It should also outline provisions related to finances. An organization to be recognized at the Ateneo must have a written Constitution and By-laws.

PART II: CRITERIA FOR THE EVALUATION OF STUDENT ORGANIZATION

A. DEVELOPMENT PROGRAMS FOR STUDENT ORGANIZATION

It is a tradition in a Jesuit-run institution to have holistic approach in the formation of its students. The programs of growth for student organizations are the main components that we wish the students to develop as individuals and as a group. We have identified Seven Programs of Growth.

1. Management [MAN]

Management in organizational activities is the act of getting members together to accomplish clearly defined objectives and facilitate the implementation of strategies or plans of actions. Management comprises planning, organizing, staffing, leading or directing for the purpose of accomplishing a goal. The officers especially the President have the crucial responsibility of managing the organization.

2. Spiritual Formation [SPF]

Spiritual formation is integral and vital in Jesuit education. Ateneo students are not only educated and trained intensively in their respective areas of academic discipline but are likewise ushered into their spiritual maturity. Organizations are expected to have some form of spiritual and religious activities for their members.

3. Education and Skills Development [ESD]

Skills development and training is about harnessing natural and acquired talent of the members relative to their purpose. Activities such as these will hopefully transform members into efficient leaders or workers in their chosen field of work or specific responsibility. Organizations are expected to have some skills development and training to benefit their members.

4. Social Advocacy and Involvement [SAI]

Social awareness, advocacy and responsibility is a call to service and community involvement. Ateneo students are always reminded to live a life of selfless giving. These are values so embedded in Jesuit education. Every organization must have social involvement component to concretely demonstrate their desire to be men and women for and with others.

5. Team-Building [TEB]

Community building activities are concrete venues for members of the organization to develop friendship and camaraderie. In a community building activity members got to know each other deeper. Activity such as this increases and strengthens the cooperation of members. Organizations are encouraged to have regular community building sessions.

6. Projects [PRO]

A project is an enterprise conducted by an organization which is carefully planned to achieve a particular aim relative to its mission or purpose. A project must be clear in its goals and intended beneficiaries. A project to be successful should be specific, measurable, achievable, realistic and time-bounded. Duly recognized student organizations are required to come up with at least one project a year.

7. OSA Sanctioned Activities [OSA]

The Office of Student Affairs offers development and training seminar-workshops to prepare organizations and their leaders as they assume their responsibilities. Topics of the seminar-workshops are tailored-made to respond to the need of the new leaders. Officers of organizations are also given opportunity to attend seminars and trainings sponsored by groups other than those initiated and originated from the Ateneo campus.

In achieving these objectives organizations are highly encouraged to avail of the services provided by the Offices of the Campus Ministry, the Office of the Chaplaincy, College Guidance Center, Center for Community Development, Social Involvement Center and other units within or outside of Ateneo which may help them on these areas of their formation.

Except for the Management and Project, these programs of growth are not compulsory activities but are integral criteria for evaluating the performance of the student organization at the end of the school year. Organization which has holistic approach to the formation of its members has more chances of notching higher rating.

B. ACTIVITY REPORTS

At the end of the academic year duly recognized student organizations must have submitted the following activity reports. These reports are requirements for the renewal of Recognition status for the next academic year. All reports must be submitted on or before the last day of February. The activities conducted in March and during summer may be included for next school year.

1. Report 1.0 Semester Report of Implemented Activities

Student organizations are required to submit a report of implemented activities at the end of every semester. The report must be based on the calendar of activities that was submitted to OSA at the beginning of the school year. If there were new activities inserted in the course of the semester, these should be reflected in the report.

Furthermore, if there are changes in the calendar of activities for the second semester, the OSA should be provided with a final copy of the revision. An organization is rated based on the number of activities they have successfully implemented.

2. Report 2.0 Minutes of Meeting

Student organization must submit at least one (1) minutes of meeting of a general assembly every semester. Minutes are preferably typewritten and must include five (5) photos of the assembly. Photos may be printed on an ordinary band paper.

3. Report 3.0 Monthly Financial Report

Every organization is expected to submit monthly financial report. This report should be submitted with supporting documents like photocopies of official receipts. To manifest transparency and accountability, the same report must be made available or presented to the members either through private bulletin board or during regular meeting. For co-curricular organizations, this may also mean furnishing the dean and chairperson a copy of the monthly financial report. Sources of income may come from general membership fee, monthly dues, income-generating-projects, and donations.

4. Report 4.0 Elections of Officers

Campus-wide elections of officers for various organizations are scheduled within the month of February with special considerations on the dates of major exams. This is to provide incumbent and newly elected officers enough time for transition. However, student organizations whose constitutions categorically specify a different time for elections for as long as they elect new officers before the end of the school year are exempted from this rule. Furthermore, the newly elected officers, to prepare them of their new posts, are expected to attend a series of leadership training-seminars sponsored by OSA prior to the opening of regular classes.

5. Report 5.0 Recruitment of Members

Organizations are required to recruit members each year. This is especially true for extra-curricular organizations and volunteer groups which need to actively recruit to ensure continuity. Co-curricular organizations have departmental students as automatic members. First year students may be allowed to join extra-curricular organizations but are highly discouraged to hold leadership position. The OSA in coordination with the Supreme Student Government may conduct joint recruitment activities for all recognized student organizations.

6. Report 6.0 Evaluation

Evaluation is the comparison of actual program impacts against the agreed strategic plans. It looks at what you set out to do, at what you have accomplished, and how you accomplished it. Evaluation is formative with the intention of improving the strategy or way of functioning of the organization. It can also be summative as it draws learning from a completed program after a certain period of time. Organizations are required to conduct a general evaluation of their programs at the end of every semester.

C. PROJECT

Organization applying for Recognition must have conducted one minor project in the previous school year. While organization applying for Accreditation must have conducted a major project in the previous school year. Below are some guidelines for generating the Project Report.

- a. A project must be principally about the fulfillment of the vision-mission of the organization. The nature of the activity should manifest the characteristic of the organization.
- b. A project may be classified as major or minor.
- c. It is considered major when the target audiences or beneficiaries involve the entire university, city, regional, national or international.
- d. For co-curricular, it is minor when the target audiences or beneficiaries are the entire college or department. For extra-curricular organization, it is considered minor when the target audiences or beneficiaries are the members of the organizations or a number of academic classes.
- e. Only projects approved by the OSA will be recognized.
- f. Project Report must be truthful and factual in all its aspects.
- g. For an event to be considered a collective effort it must be participated in by at least twenty-five percent (25%) of the total regular members for extra-curricular organization and twenty-percent (10%) of the total regular members for co-curricular organization. The official list of members will be based on the documents submitted to the OSA at the beginning of the school year.
- h. A project can be jointly sponsored by one or more student organizations and the credit of which belongs to the participating groups.
- i. An activity which is jointly sponsored by a unit or office of the university and a student organization cannot be considered a minor or major activity provided that the activities are principally manned and run by the student organization.
- j. An activity that is an academic requirement for a subject or course in school such as NSTP, Class Exposure activity, and the like cannot be considered an organizational activity.
- k. Project Report must be submitted to the OSA within fifteen (15) days from the date of the actual implementation of the project.
- l. Student Organization in preparing a Project Report must use the template provided by the OSA. Soft copy of the template is also available.

D. THE POINT SYSTEM FOR RATING PERFORMANCE OF STUDENT ORGANIZATION

The Point System is a mechanism for rating the performance of a student organization based on the Seven Programs of Growth. The Point System is generated from the activity reports filed and submitted by the organizations to the Office of Student Affairs.

1. The General Criteria have seven programs, namely, (1) Management, (2) Spiritual Formation, (3) Education and Skills Development, (4) Social Advocacy and Involvement, (5) Team-Building, (6) Project, and (7) OSA Sanctioned Activities.
2. Organizations are expected to come up with specific objectives and corresponding strategic plans under each program.
3. The items under (1) Management and (6) Project are required for Recognition but the rest of the programs are optional.
4. Although student organizations are not required to come up with strategic plans in each program, having more activities means more points and increases the performance rating of the organizations.
5. An accomplished activity under each program has corresponding numerical points.
6. Some items or activities under a particular program may be repeated and therefore the total points earned will be multiplied by the number of times it was repeated.
7. The total points in a particular program will be summed up and then multiplied by the percentages assigned to it.
8. A single event may cover different formative aspects and therefore they are rated according to the activities they have implemented in the same event.
9. The final rating is known by summing up the percentages of the Seven Programs of Growth.
10. The result of the rating will form part of the basis for the Organization Awards.
11. Only the top twenty (20) performing organizations will be subjected to deliberation for the awarding of office space. But the number may vary due to the availability of office space in the campus. At present only fourteen (14) office spaces are available for student organizations to use.

E. SCHEDULE OF POINTS

Requirements for Application	PTS					TOT	PCT	RAT
APPLICATION PACKET		S1	S2	S3			20%	
Form 1.0 Organizational Data	10							
Form 2.0 List of Members	10							
Form 3.0 Leader's Profile	10							
Form 4.0 Moderator's Certificate	10							
Form 5.0 Calendar of Activities	10							
FOUNDATIONAL DOCUMENTS							20%	
Doc 1.0 Vision	10							
Doc 2.0 Mission	10							
Doc 3.0 Core Values	10							
Doc 4.0 History	10							
Doc 5.0 Constitution and By-laws	20							
Kindly indicate significant amendments	10							
Criteria for Evaluation								
PROGRAMS							60%	
1.0 Management and Operation [MAO]								
Report 1.1 Semester Accomplishment								
80-100 percent	15							
50-79 percent	10							
49-below percent	5							
Report 1.2 Minutes of Meeting								
Report 1.3 Finance								
Report 1.4 Recruitment								
Report 1.5 Elections of Officers								
Report 1.6 Evaluation								
2.0 Spiritual Formation [SPF]								
2.1 Mass Sponsorship	5							
2.2 Prayer Session (half-day)	8							
2.3 Recollection (1 day)	10							
2.4 Retreat (2-3 days)	15							
2.5 Congress, Processions, etc.	8							

2.6 Others:									
3.0 Education and Skills Development [ESD]									
3.1 Seminar									
3.2 Conference									
3.3 Workshop									
3.4 Training									
3.5 Visit									
3.5 Others:									
Two-day or more	15								
One-day	10								
Half-day or less	7								
4.0 Social Advocacy & Involvement [SAI]									
4.1 Advocacy	8								
4.2 Blood Donation	8								
4.3 Clean-up	8								
4.4 Feeding	8								
4.5 House-build	8								
4.6 Tree planting	8								
4.7 Tutorial	8								
4.8 Catechesis									
4.9 Outreach									
4.10 Exposure (1 days)	8								
4.11 Immersion (2-5 days)	12								
4.12 Others:									
5.0 Team-Building [TEB]									
5.1 Outing									
5.2 Self-disclosure									
5.3 Party									
5.4 Others:									
One-day or more	10								
Half-day	7								
6.0 Project [PRO]									
6.1 Department	8								

6.2 Barangay or College	10							
6.3 City or University	15							
6.4 National or Regional	20							
6.5 International	25							
7.0 OSA Sanctioned Activities [OSA]								
7.1 Sem on Planning	15							
7.2 Sem For Pres & Vice-pres	10							
7.3 Sem For Secretariat	10							
7.4 Sem Treasurer or Finance	10							
7.5 Issue-based Talk	7							
7.6 Assemblies & Meetings	5							
7.7 Leadership Direction	10							
7.8 External Seminars & Conferences	7							
Total Number of Activities								
Number of Activities Implemented								
Number of Activities Not Implemented								
Number of Activities Inserted								
TOTAL								

D. RECOGNITION AND AWARDS

The Office of Student Affairs will reward deserving student leaders and student organizations in acknowledgment of their active involvement, creativity and commitment to be of service to their fellow students.

1. The following are awards to be given:
 - a. Best Major Activity
 - b. Best Minor Activity
 - c. Best Spiritual-Religious Activity
 - d. Best Seminar -Training Event
 - e. Best Social Advocacy and Involvement Activity
 - f. Top 10 Best Performing Beadles
 - g. Top 5 Most Exemplary Student Leader
 - h. Top 5 Most Exemplary Moderator
 - i. Most Outstanding Co-Curricular Organization
 - j. Most Outstanding Extra-Curricular Organization

2. The Core Group of Moderators will sit as the Organization Awards Committee with the main function of deliberating the performance of student organizations and identifying winners for the various awards.
3. The Office of Student Affairs will hold the Awards Night for Student Organizations on the night of the University's celebration of the feast of Saint of Ignatius of Loyola.
4. The winners will receive a plaque and cash incentives subject to the availability of the fund.

E. AWARDING OF OFFICE SPACE

Office space will be awarded to deserving student organizations at the end of every school year.

1. The Core Group of Moderators will sit as the Organization Awards Committee with the main function of deliberating the performance of student organizations for the awarding of office space.
2. The month of March is allotted for the deliberation of student organizations.
3. Deliberation will be based on the requirements and reports student organizations were expected to submit to the Office of Student Affairs.
4. Officers of organizations may be called upon for interview during deliberation.
5. Awarding of office space will be announced at a date to be determined by the Core Group of Moderators.
6. There is an appeal period of seven (7) working days from the date of the announcement of the winners.
7. Organizations which lost their privilege for office use are expected to vacate their respective offices within fifteen (15) days from the start of summer classes. Items in the office not claimed after the deadline will be turned over to the PPA for proper disposal.
8. Winners may start moving in to their new offices on May 1st. Organizations which retained their privilege for office space may keep their existing offices.

III. THE MODERATORS AND THE CORE GROUP OF MODERATORS

A. THE MODERATORS & CO-MODERATORS

1. Requirement
 - a. Regular or Full-time Employee
2. Qualities of a Moderator
 - a. Trusted counselor or adviser
 - b. Supportive and inspiring
 - c. Available and approachable
3. Roles of a Moderator Relative to the Organization
 - a. Makes sure activities are consistent with the purpose and goals of the organization
 - b. Approves and monitors activities and suggests proper course of action
 - c. Coordinates with the officers and listens to reports and updates
 - d. Identifies both strengths, successes, competences and difficulties, challenges of the organization
 - e. Evaluates the needs of the members and recommends program to the proper formation body for action
 - f. Approves income-generating-project and disbursement of funds
 - g. Reminds members of the existing policy and protocols
 - h. Mediates for the organization and the administration
 - i. Guides and assists leaders of the organization especially on handling problems
4. Responsibility of a Co-curricular Organization Relative to the Moderator and Administration
 - a. Updates the moderator on a regular basis the state of the organization

- b. Furnishes the moderator, chairperson and dean a copy of concept paper for every major activity
 - c. Submits financial report to the moderator, chairperson and dean of any activity that involves funds
5. Recommendatory
- a. The moderator may consult the chairperson and the chairperson may clarify with the moderator on matters that affect the organization
 - b. The chairperson reports to the dean
 - c. The dean may overturn decisions of the organization

B. THE CORE GROUP OF MODERATORS

1. The Father President shall exercise the final authority to approve the College Policy and System for the Recognition and Accreditation of Student Organizations.
2. The Office of Student Affairs (OSA) shall be responsible for the administration of the policy and for the revision of the same when necessary.
3. The Formation Council is the body which shall review amendments or revision of the policy and shall submit the same to the Father President for approval.
4. The Core Group of Moderators (CGM) shall evaluate student organizations applying for accreditation and use of office space in the Ateneo campus.
5. The Core Group of Moderators (CGM) shall hear and evaluate appeal for reconsideration of student organization.
6. The Core Group of Moderators (CGM) shall act as the special awards committee for the Organization Awards.
7. The CGM is composed of seven (7) members nominated by OSA and approved by the President.
8. The CGM members shall be chosen from among the members of the Council of Moderators (CoM). The Council of Moderators is composed of all the moderators of duly recognized organizations.
9. The OSA Director shall be the ex-officio chairperson of the CGM.

10. The SSG representative to the Formation Council shall also sit as an ex-officio member of the CGM.
11. Each of the five (5) members shall be appointed for a term of two (2) years.
12. The Core Group of Moderators (CGM) shall nominate a new member to the President in when there is vacancy.