



**DEVELOPERS OF NEXT
ADVANCED TECHNOLOGY**

CONSTITUTION AND BY-LAWS

STI COLLEGE ORTIGAS-CAINTA

SENIOR HIGH SCHOOL

SCHOOL YEAR 2023-2024

PREAMBLE

We, the Developers of Next Advanced Technology (DONAT), the only ICT academic senior high school organization of STI College Ortigas-Cainta hereby fulfill its role as an open community for students to enhance their skills and talents pertaining to the computer field of education.

Article I

GENERAL PROVISIONS

Section 1. This Constitution and By-Laws shall be known as the Constitution and By-Laws of the DONAT: Developers of Next Advanced Technology of STI College Ortigas-Cainta Senior High School, and will contain information on DONAT's history, laws, and functions.

Article II

OFFICAL NAME AND LOGO

Section 1. The senior high school ICT academic organization shall be recognized as the Developers of Next Advanced Technology and shall be abbreviated as DONAT.

Section 2. The name was inspired by the High-Level Programming Language - Java (where Java got its name from a coffee). The organization brainstormed in their first pre-meeting and looked for something fresh and wanted to avoid "nerdy names". It was contested to make it DONUT first when the acting representative for the organization got hungry, and the adviser warned the latter that no one is supposed to eat inside the classroom. The adviser made a joke that time by getting the same idea with the popular language, introducing the name DONUT. The letter "U" was changed to "A", as the term undiscovered and unidentified is somehow frightening to use, making it "A" that stands for Advanced.

Section 3. The Logo gained its inspiration from the Java programming language and got its idea from the well-known pastry “doughnut” or most referred to as "donut". The logo resembles a donut-shape with the compliment design of a gear-liked structure as part of the logo that shows the “Technological Advancement”, filled with different sprinkles that represent different fields in IT including programming, hardware and troubleshooting, Graphical Designs, and Research and Development. The middle hole represents a loop of unending learning of the Aspiring Junior Programmers.

Section 4. The redesigned logo consists of colors and shapes that have significant meanings that correlate highly with the objectives of aspiring developers, designers, and researchers. The purple base color expresses the nurturing wisdom of senior high school students in computer programming. Also, it portrays the creativity of learners who yearn to be professionals in graphics and design. Thus, it represents researchers' power when acquiring knowledge through intensive studies. The dough has a brown color that symbolizes the strength and reliability of the sturdy foundation of DONAT officers and members. Each class is represented by different figures;

- **Cyphers** have a triangle shape in which the sharp edges portray the programmer’s keen eyes for coding.
- **Prober** has a circle structure depicting that a study is a full loop because every research leads to a new question.
- **Munchkin** has a square figure that has equal sides that can relate to balance and harmony which every artist should possess.

Article III

DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. To be an organization and community where students in the INFORMATION and

COMMUNICATIONS TECHNOLOGY (ICT) track can communicate and share their knowledge through program implementations, trainings and seminars in the field of INFORMATION TECHNOLOGY, COMPUTER ENGINEERING and COMPUTER SCIENCE.

Section 2. The organization's focus is Learning where higher year members of the organization will undergo trainings by turns, and sharing where the latter will mentor what they have learned in their respected lower year co-students (Learn and Share).

Article IV

MEMBERSHIP

Section 1. Membership application shall be open to all Senior High School Students with ICT Tracks who are currently enrolled in STI Ortigas-Cainta are encouraged to be a member of the Organization.

Section 2. Each member should select the among the 3 classes namely:

2.1. **Munchkins** (Front – end/ Layout Artists) they practice art and graphics designing.

2.2. **Cypher** (Back – End Specialists) continuously develop different projects and are considered as technical experts.

2.3 **Prober** (Data – Analysts) who do the Analytics, Documentation, and Management of the Organization.

Section 3. Emergency Member Recruitment – In a worst-case scenario where an officer position is left vacant due to resignation, impeachment, or lack of initial applicants during elections, the Executives shall have the authority to recruit a regular member to fulfill the vacant position. To prevent bias, the candidate must undergo a strict process:

3.1 Submission of a letter of intent or application for the vacant position.

3.2 Evaluation by the Executive Officers and the DONAT Adviser based on the applicant's qualifications, academic standing, and commitment to the organization.

3.3 Participation in an interview conducted by the Executive Officers. The interview shall be documented through transcripts, which shall be reviewed and evaluated by both the Executive Officers and DONAT Adviser.

3.4 The appointment shall take effect only upon the approval of the DONAT Adviser.

Section 4. Organizational Identification. All official members and officers of DONAT shall strictly required to secure and wear the official organizational identification card during general assemblies, official meetings, and institutional tech events.

Article V

BILL OF RIGHTS

Section 1. Every student has the right to learn in an inclusive, child-friendly, gender sensitive, safe, and motivating environment.

Section 2. Every student has a right to actively participate in all club activities and programs.

Section 3. Every student has the right to express freely and responsibly their concerns and views.

Section 4. Every student has a right to choose their classes (Cypher/Munchkins/Prober).

Section 5. Every student has the right to suffrage, apply for a position, nominate, be elected to

office, and exercise other electoral practices.

Section 6. All other rights as specified in the STI Student Handbook but not specified herein are included as rights of the students.

Article VI

DUTIES AND OBLIGATIONS OF STUDENT MEMBERS

Section 1. Every member is obligated to attend the general assembly and events conducted by the organization.

Section 2. Every grade 12 members is expected to guide the grade 11 Members.

Section 3. Every member is expected to maintain a positive and respectful attitude towards other organization members.

Article VII

POWERS, DUTIES, AND RESPONSIBILITIES OF DONAT

Section 1. The DONAT shall have the responsibility to promote ICT knowledge and skills.

Section 2. The DONAT shall have the following functions and responsibilities:

2.1. To uphold and enforce the provisions of the Constitution and By-Laws of the Developers of Next Advanced Technology

2.2. To create activities, programs and seminars that will enhance the knowledge of every member of the organization.

2.3. To connect with other organizations and clubs to further enhance desired events.

Article VIII

DUTIES AND FUNCTIONS OF DONAT ADVISER

Section 1. The DONAT Adviser shall be an Information Technology (IT) faculty member who has the expertise and knowledge in the field of Development and Engineering, Research and Analysis, and UI UX Design or any of the related courses teaching in Senior High School Department, hereby acknowledged as the adviser of the organization shall be the one to process any of the organizational activity implementations suggested by any members, and officers:

- 1.1. To be the ultimate mentor of the organization.
- 1.2. To always monitor all programs, projects, activities, and club meetings.
- 1.3. To discuss as a team and vote for an outcome.
- 1.4. To encourage students in line with the objectives of the organization.
- 1.5. To have the final authority in deciding the organization's future leaders.

Article IX

COMPOSITION, QUALIFICATIONS, AND SERVICE TERMS OF DONAT

Section 1. The officers of DONAT are those who successfully underwent the application and interview process. These include the President, Vice-President, Secretary, Treasurer, Auditor, Marketing Director, Senior Developer, Event Manager, Junior Developer, Social Media Manager, Production Team and Graphic Designer.

- 1.1 The Junior Developer shall be composed of at least two (2) and a maximum of four (4) Grade 11 or Grade 12 ICT students.
- 1.2 The Graphic Designer shall be composed of four (4) Grade 11 students or two (2) Grade 12 and two (2) Grade 11 students.
- 1.3 The Production Team shall be composed of five (5) ICT Students. Grade 11 or 12.

Section 2. The Cluster Representatives of DONAT are duly elected by their respective sections. This applies only to specific sections without a currently reigning officer.

Section 3. All executives holding the position such as president, vice president and senior developer must be MAWD (Mobile App and Web Development) students.

3.1. Other Executive positions such as secretary, treasurer, auditor, marketing director, and social media manager are open for any ICT strands. However, to ensure balanced representation within the Executive Committee, the Social Media Manager is hereby officially classified under the Executive roster, and at least one (1) of these open major executive positions must be strictly occupied by a Digital Arts (DIGAR) student.

Section 4. Applicants for all the DONAT officer positions shall:

4.1. Be bona fide students;

4.2. Be of good moral character;

4.3. Be of good academic standing with a general average of 85 and above without any failing grade during the previous semester;

4.4. Have not been subjected to any disciplinary sanction;

4.5. Have successfully passed the interview process conducted for the DONAT officer positions;

Section 5. The DONAT Secretariat Department shall consist of one (1) Grade 12 and one (1) Grade 11 ICT from either the MAWD or DIGAR strand.

Article X

DUTIES AND FUNCTIONS OF DONAT OFFICERS

Section 1. The DONAT President shall be the chief executive officer of the organization. He or She shall have the following duties:

- 1.1. To lead the body of the organization;
- 1.2. To act as the role model and a facilitator in implementing DONAT activities, project, programs and administrative works;
- 1.3. To preside over all meetings and/ or may designate another officer to preside for a specific meeting;
- 1.4. To enforce the Constitution, By-Laws, and other regulations that may be promulgated;
- 1.5. To sign all the official minutes, project proposals, resolutions, correspondences, and other official papers of the DONAT;
- 1.6. To Represent the DONAT or designate his/her representative for any external or internal affairs/ functions; and,
- 1.7. To perform other functions inherent and incidental to his/her office.

Section 2. The Vice-President shall be the Second in-line and the Head of Representatives. He or She shall have the following duties:

- 2.1. To assist the President in all matters where his/her assistance is necessary;
- 2.2. To assume the Office of the President should the position become vacant;
- 2.3. In case of absence of the president, shall be the one to take over all administrative work in the organization.
- 2.4. To supervise members in planning and arranging meetings, or programs of activities;

2.5. To Head the Internal Affairs Committee, conceptualizing programs, projects, and plan activities with the Class Heads and Cluster Representatives; and,

2.6. To perform other duties assigned by the DONAT.

Section 3. The Secretary shall be the Head of the Documentation Department and Subclass Secretariats. He or She shall have the following duties:

3.1. To manage the documentation including schedules, minutes of the meeting, and taking photos;

3.2. To keep accurate records of the minutes and document proceedings in every meeting;

3.3. To keep a file of all the pertinent documents and papers of the DONAT and make them accessible to all members;

3.4. To call and prepare all notices of DONAT meetings;

3.5. To Head the DONAT Secretariat; and,

3.6. To Perform other duties assigned by the DONAT.

Section 4. Branch Secretaries are assigned to the DONAT Organization's three (3) main branches, namely Cypher, Munchkin, and Prober. Each Branch Secretary shall be supervised by the DONAT Secretary and shall assist in the documentation, communication, and coordination of their respective branch.

4.1. To coordinate with the DONAT Secretary regarding branch activities and announcements.

- 4.2. To assist in documenting meetings and activities within their assigned branch.
- 4.3. To maintain communication between branch members and the Executive Officers.
- 4.4. To perform other duties assigned by the DONAT Secretary or the Executive Officers.

Section 5. The Treasurer shall be the Head of the Financial Department. He or She shall have the following duties:

- 5.1 To keep all financial records of the DONAT and be the one responsible for any information related to the organization activity fund;
- 5.2. To prepare accurate and transparent financial reports every month, after every activity, and at the end of term;
- 5.3. To formulate ad rem financial guidelines for the organization;
- 5.4. To Conduct an inventory of all DONAT property and submit a report, in writing, of its condition and state; and,
- 5.5 To Perform other duties assigned by the DONAT.

Section 6. The Marketing Director shall be the Head of the Creatives Department. He or She shall have the following duties:

- 6.1 To create comprehensive marketing plans to promote the organization's events, activities and membership benefits;
- 6.2. To develop strategies to engage current organization members and attract new ones through targeted marketing initiatives and member-exclusive promotions;

6.3. To coordinate the promotion of organization's events. This involves creating promotional materials, utilizing social media and other channels to spread the word and analyzing the effectiveness of promotional efforts; and,

6.4. To perform other duties assigned by the DONAT.

Section 7. The Senior Developer shall be the Head of the Technical Department. He or She shall have the following duties:

7.1. To develop the assigned tasks and projects;

7.2. To conduct regular code reviews to ensure the maintenance of code quality and adherence to coding standards and;

7.3. To perform other duties assigned by the DONAT.

Section 8. The Auditor shall have the following duties:

8.1. Shall work under the Financial Department facilitated and supervised by the Treasurer;

8.2. To maintain the legitimacy and integrity of the disbursement of funds;

8.3. To audit all expenditures of the funds;

8.4. To assist the Treasurer in formulating guidelines and reports;

8.5. To keep and update the inventory of all the DONAT's property;

8.6. To provide a transparent inventory report which includes beginning, add, minus, ending, and remarks; and,

8.7. To perform other duties assigned by the DONAT.

Section 9. The Social Media Manager shall have the following duties:

9.1 Shall serve as part of the Executive roster while directly overseeing the public-facing branding and digital communications of the Creatives Department, facilitated and supervised by the Marketing Director;

9.2. To develop a social media strategy aligned with overall marketing goals. Must stay updated on platform algorithms, features, and trends to optimize content visibility;

9.3. To promote interaction with the audience through comments, messages and discussions. Also, must be prepared to handle negative feedback or crises effectively and professionally;

9.4. To regularly analyze social media metrics to assess performance and make data-driven decisions. should also conduct research to understand the target audience and tailor content accordingly; and,

9.5. To perform other duties assigned by the DONAT.

Section 10. The Event Manager shall have the following duties:

10.1. Shall work under the Financial Department facilitated and supervised by the Treasurer;

10.2. To be responsible for organizing and managing every aspect of an event;

10.3. To be setting up a date, time, and location, booking entertainment or speakers, and collaborating with the Finance Department to handle funds;

10.4. To Brainstorm and implement events concepts and themes; and,

10.5. To Perform other duties assigned by the DONAT.

Section 11: Subclass Secretariats shall have the following duties.

- 11.1 Shall work under the Documentation Department supervised by the Secretary and shall substitute for secretary in their absence;
- 11.2 Shall distribute assignments and handouts to their respective subclass;
- 11.3 Shall show integrity, transparency and responsibility in grading their respective subclass;
- 11.4 Shall aid their respective subclass; and,
- 11.5 To perform other duties assigned by the DONAT.

Section 12. The Graphic Designers shall have the following duties:

- 12.1 Shall work under the Creatives Department facilitated and supervised by the Marketing Director;
- 12.2 To create appealing and engaging publication materials with coherent styles that correspond with current organization events, activities, or projects;
- 12.3 To produce visual concepts to convey and illustrate ideas that inform, persuade, or captivate the organization members and audiences;
- 12.4 To develop organization designs and layouts adhering to creative requirements when using various design software; and,
- 12.5 To perform other duties assigned by the DONAT.

Section 13. The Junior Developers shall have the following duties:

- 13.1 To assist the Senior Developer in all matters where his/her assistance is

necessary;

13.2 To develop assigned tasks and projects;

13.3 To maintain the club's website as well as the other projects created.

13.4 To perform other duties assigned by the DONAT.

Section 14. The Production Team shall have the following duties:

14.1 Shall work under the Creatives Department and be supervised by the Social Media Manager;

14.2 At least two (2) Production Team members shall always be present at all events;

14.3 Shall provide quality content, photography and visual documentation;

14.4 Must maintain confidentiality regarding media content;

14.5 To perform other duties assigned by the DONAT.

Section 15. The Cluster Representatives shall have the following duties:

15.1 To act as the organization's spokesperson for their strand during announcements.

15.2 To support officials to enable each member of the organization to communicate and be organized; and;

15.3 To perform other duties assigned by the DONAT.

Article XI

GENERAL ASSEMBLY AND EVENTS

Section 1. The General Assembly of the Organization shall be composed of all Officers and Official

Members of the DONAT.

Section 2. The General Assembly shall be a forum for information and consultations, from which decisions shall be significantly considered.

Section 3. The General Assembly shall be convened by the DONAT Officers at least once every semester and as the need arises.

Section 4. The DONAT Organization may conduct official events and weekly off-campus activities, such as assignments, tournaments, movie marathons, game nights, competitions, or similar activities, subject to approval by the DONAT Adviser and the school administration.

Section 5. In accordance with the new curriculum, planned events shall only be conducted on Fridays, subject to the following conditions:

5.1 The date shall not be before or during any examination week.

5.2 The scheduled time shall be outside regular school hours for officers, members, and participants.

Article XII

MEETING AND QUORUM

Section 1. The DONAT regular meetings shall be scheduled once or twice a month during the given academic year.

Section 2. Special meetings of the DONAT may be called upon by the Adviser, President or by a majority of the officers. All members must be given at least 24 hours' notice before the meeting.

Section 3. The majority of the officers of DONAT shall constitute a quorum. Each member is entitled to only one vote. If the votes end in a draw, the President or the Acting Chair of the meeting

shall cast the vote to break the tie.

Section 4. Absentee or proxy voting is not permitted.

Article XIII

IMPEACHMENT, RESIGNATION, AND VACANCIES

Section 1. The officers of the DONAT may be impeached on the following grounds:

1.1. Culpable violations of the Constitution and By-Laws;

1.2. Gross misconduct, violation to person in authority, negligence, and disloyalty to the cause of the DONAT and the school;

1.3. Non-attendance in both regular and special meetings for three (3) times without valid cause; and,

1.4. Abuse or misuse of power and authority.

Section 2 The majority vote of the Executives shall be necessary to decide after hearing a case of impeachment.

Section 3. The decision of the Executives shall be final. However, the officer charged shall be informed ten (10) days prior to his/her impeachment case proceedings, of the charge/ charges against him/her, to afford him/her the opportunity to be heard with or without counsel in his/her defense.

Section 4. The resignation of an officer shall be in writing and take effect three (3) days after the approval of most officers.

Section 5. The resignation of an appointed officer shall be in writing and take effect immediately after the appointing authority's approval.

Section 6. The vacancy in any of the positions for the reason of death, resignation, impeachment, shall be filled, subject to the recommendation of the DONAT.

Section 7. The vacancy in the DONAT, except the position of the President, shall be filled, within ten (10) school days from the day the position is rendered or considered vacant, by appointment of the President qualified members of the DONAT. Immediately upon appointment, the appointee shall serve the remaining period.

Section 8. The DONAT Adviser shall certify as to the vacancy occurring in the organization and shall certify the fact of appointment of the officer to the vacant position.

Article XIV

RATIFICATION OF THE CONSTITUTION

Section 1. This Constitution and By-Laws may be amended or modified in full or in part once every year from its official issuance.

Section 2. DONAT may propose amendments. Such proposal shall be carried through a resolution duly signed and concurred by a majority of the DONAT officers.

2.1. The process of amending, changing, adding laws or provisions in the Constitution and By-laws shall be discussed by the Adviser of the Organization. Any processes of the latter should be in line with the objectives and should benefit the members or the school.

Section 3. Proposed amendments shall be transmitted to the DONAT Adviser, with copies of the SHS Assistant Principal, Principal, and Student Affairs Office.

Section 4. Amendments to this Constitution and By-Laws shall take effect immediately upon

school administration approval.

Article XV

CLUB FINANCES AND INVENTORY

Section 1. The Treasurer is responsible for the safekeeping of the collected funds, which will be used for club-related activities.

1.1. The semestral contribution will be voluntary donations per semester, which will be collected during the first general assemblies for both semesters.

1.2. The pricing of club peripherals would depend on the materials used. If a club member is not able to pay the fee for said club peripheral, they are not eligible to receive it (i.e. Club Identification Card or Merchandise). The official DONAT Organization Shirt shall remain strictly exclusive and optional for official board officers only, which must be finalized, paid, and produced before the first semester ends. In the absence of the official DONAT Shirt, officers are strictly required to wear a plain black shirt, any STI Shirt or SHS uniform as their official alternative uniform during events. This officer dress code regulation does not apply to DONAT members (Donatics)

Section 2. The allocation of the funds would be distributed to three different necessities.

2.1. First, the funds would be allocated for the awards and prizes of the club's upcoming events.

2.2. Second, the funds would be allotted to the materials or projects needed for an event.

2.3. Lastly, the funds would be allocated for the club's specific peripherals.

Section 3. The financial report would be completed by the treasurer and reexamined by the auditor.

It would consist of the club's total amount of funds collected from the sponsorships given by the club officers and the amount collected from a general assembly. A financial report will be conducted at every club officer's meeting.

Section 4. The materials for a certain event would fall under the inventory report. It would consist of a list of materials and tools that are at hand. An inventory report will be conducted once there is a newly bought material.

Article XVI

CONSTITUTION REVISIONS

This constitution was first adopted on:		October 20, 2016	
Revised / Amended on:		October 16, 2017	
Revised / Amended on:		September 25, 2020	
Revised/ Amended on:		January 30, 2024	
Revised/ Amended on:		June 25, 2025	
Revised / Amended on:		July 18, 2026	
Last Revised / Amended on:		July 31, 2026	
NAME	DESIGNATION	SIGNATURE	DATE
Elizer Ralph Domopoy	Organization		January 30, 2024
	Adviser		
John Benedict I. Leis	Organization		January 30, 2024

	President		
Ephraim Jeremy Arellano	Organization President		June 25, 2025
Name of the Officer	Organization (Enter the Position)		July 18, 2026
Bien Angelo M. Borje	Organization President		July 31, 2026