



AWS STUDENT BUILDER GROUP
Quezon City University

CONSTITUTION AND BY-LAWS

AMAZON WEB SERVICES STUDENT BUILDER GROUP
QUEZON CITY UNIVERSITY





PREAMBLE

RECOGNISING the growing importance of technology, innovation, and digital transformation in education, industry, and society, and the opportunities they create for students to learn, build, and contribute;

RECOGNISING further that students from diverse academic backgrounds and levels of experience can contribute meaningfully to the technology community when provided with opportunities for learning, collaboration, mentorship, and hands-on experience;

BELIEVING that continuous learning and practical experience in emerging and evolving fields of technology, including cloud computing, artificial intelligence, cybersecurity, software engineering, data science, and other areas, are essential to preparing students for the future;

AFFIRMING the importance of an inclusive and collaborative community where students can explore their interests, develop their skills, share knowledge, and learn from one another regardless of their academic discipline, background, or level of experience;

UPHOLDING the values of respect, integrity, inclusivity, collaboration, and ethical practice in all activities, programs, projects, and engagements of the organization;

EMPHASISING the importance of leadership, innovation, and continuous development in empowering students to become capable builders, contributors, and future leaders in the technology community;

COMMITTING ourselves to creating opportunities for students to learn, build, innovate, collaborate, develop leadership capabilities, and engage with industry professionals and technology communities;

WE, THE MEMBERS OF THE AWS STUDENT BUILDER GROUP AT QUEZON CITY UNIVERSITY, UNITE TO FOSTER A COMMUNITY OF LEARNING, INNOVATION, COLLABORATION, AND LEADERSHIP IN TECHNOLOGY AND TO CONTRIBUTE TO THE GROWTH AND DEVELOPMENT OF STUDENTS, QUEZON CITY UNIVERSITY, THE AWS COMMUNITY, AND THE BROADER TECHNOLOGY COMMUNITY.



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THE CONSTITUTION

ARTICLE I ***PRELIMINARY PROVISIONS***

Section 1. This organization shall be known as the AMAZON WEB SERVICES STUDENT BUILDER GROUP OF QUEZON CITY UNIVERSITY, hereinafter referred to by the acronym AWS STUDENT BUILDER GROUP - QCU, or AWS SBG - QCU.

Section 2. This organization was founded and established as the AWS Student Builder Group at Quezon City University through the collective initiative of its students, united by a shared interest in technology, innovation, learning, and building. The organization is located at 673 Quirino Highway, Novaliches, Quezon City, Metro Manila, Philippines.

Section 3. In this document, the term "Founding Members" refers to QCU students officially recognized as bona fide members of AWS Student Builder Group - QCU before the organization's official launch on the 15th of September 2025.

Section 4. This organization shall be a special-interest, non-profit, non-political, and non-sectarian student organization established to promote learning, innovation, collaboration, leadership, and practical development in technology, while fostering an inclusive and supportive community within Quezon City University.

ARTICLE II ***VISION, MISSION, AND GOALS***

VISION

Section 1. We envision a long-standing national community of passionate learners who harness Amazon Web Services and cloud computing to drive innovation and technological advancement.

MISSION

Section 2. We are committed to empowering QCU students through inclusive education, hands-on workshops, networking opportunities, and community service. By fostering volunteerism and real-world AWS application, we equip members with the skills needed to thrive in the digital economy and contribute meaningfully to society and industry.

GOALS

Section 3. As an AWS Student Organization, we recognize the significance of establishing pragmatic goals to secure the successful realization of our vision and mission.

3.1. Education and Skill Development: Our primary goal is to facilitate learning and skill development among students by offering workshops, seminars, and training sessions focused on





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AWS services, architecture, and best practices. We aim to empower students with the necessary knowledge to leverage AWS tools effectively and build innovative solutions.

3.2. Community Building Across the Country: We aim to build a vibrant and supportive community of students interested in AWS. Through regular meetings, events, and online forums, we foster collaboration, knowledge sharing, and networking opportunities. Our goal is to create a space where students can connect, exchange ideas, and form meaningful relationships and networks.

3.3. National Community Building: We actively support the establishment of AWS Student Builder Group chapters in other universities across the Philippines to promote unity, collaboration, knowledge sharing, and a sense of belonging among students passionate about cloud computing.

3.4. Industry Engagement: We strive to establish strong connections with industry professionals, AWS experts, and organizations leveraging AWS. By organizing guest lectures, industry visits, and internships, we aim to bridge the gap between academia and industry, providing students with valuable insights and potential career opportunities.

3.5. Innovation and Projects: We encourage students to undertake innovative projects and leverage AWS services to solve real-world challenges. Our goal is to foster an environment where students can experiment, develop prototypes, and display their ideas using AWS technology.

3.6. Student-Centric: Our organization's student-centric goal is to prioritize the needs, growth, and success of students. We aim to create a supportive and inclusive environment where students can thrive academically, professionally, and personally. Through tailored programs, resources, and opportunities, we strive to empower students to reach their full potential, develop essential skills, and pursue their passions. Our organization is committed to fostering a student-focused approach that enhances learning, promotes collaboration, and prepares students for a successful future.

3.7. Active Engagement and Participation: We commit to being a highly active and dynamic student organization. We shall regularly organize meaningful events, workshops, projects, competitions, and community initiatives to maximize member involvement, maintain high levels of participation, and ensure continuous engagement throughout the academic year.

3.8. Inclusivity and Belonging: We uphold a culture of genuine inclusivity, diversity, and belonging. We actively welcome and support students from all backgrounds, academic disciplines, skill levels, and identities, ensuring every member feels valued, respected, and fully empowered to contribute and grow within the organization.



ARTICLE III

DECLARATION OF BASIC PRINCIPLES

Section 1. Member Sovereignty: The AWS Student Builder Group - QCU is an organization where the authority and power lie with its members, and all governing bodies are derived from them.

Section 2. Member Development: The organization's primary objective is to provide high-quality services, programs, and opportunities that prioritize and enhance the holistic development, skills, and success of its student members in cloud computing and related fields.

Section 3. Human Values and Well-being: The organization is dedicated to promoting human values and virtues, ensuring the intellectual, social, and moral well-being and growth of all members. The focus is on fostering the advancement of students in Amazon Web Services and its practical applications.

Section 4. Affiliations: The organization is affiliated with AWS Student Builder Groups - Philippines, its national organization, the AWS User Group Philippines, and AWS Academic Advocacy. It maintains direct affiliation with Amazon Web Services (AWS) globally and internationally and adheres to the AWS Code of Conduct.

Section 5. Good Citizenship and Civic Responsibility: The organization is committed to upholding the principles of good citizenship and civic responsibility. It shall foster a vibrant culture of active participation, community involvement, and meaningful engagement both within the university and in the broader society.

Section 6. Community Relations and Collaboration: The organization strives to cultivate positive relationships and mutual understanding between society and the wider QCU community, upholding its mission to bridge the industry gap and foster collaboration that benefits all parties involved.

Section 7. Compliance with University Policies: All members of AWS Student Builder Group - QCU are expected to follow the rules and regulations in the Quezon City University Student Handbook and follow the policies and procedures set out in the QCU Student Handbook. Members who breach the QCU Student Handbook or other University policies may be subjected to disciplinary action.

Section 8. Transparency and Accountability: The organization shall uphold the highest standards of transparency, accountability, and open communication. All decisions, financial matters, and leadership actions shall be conducted with integrity and made accessible to members, reinforcing trust and student ownership of the club.

Section 9. Commitment to Excellence and Continuous Learning: The organization believes in the pursuit of excellence and lifelong learning. It shall cultivate a growth mindset among its members, encouraging curiosity, innovation, and the continuous pursuit of knowledge in cloud computing and emerging technologies.

Section 10. Ethical Leadership and Responsible Innovation: The organization is guided by ethical leadership and responsible innovation. It commits to using AWS and cloud technologies in ways that are



socially responsible, environmentally conscious, and aligned with the highest ethical standards set by AWS and the global technology community.

ARTICLE IV

MEMBERSHIP

Section 1. Membership in AWS Student Builder Group - QCU shall be open to any bona fide student within QCU given that they have submitted all the necessary requirements.

Section 2. Membership eligibility and the selection of student officers in the organization shall not be restricted based on factors such as race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall not adopt any rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 3. Requirements.

To apply for membership, the applicant must complete and submit the official AWS Student Builder Group - QCU Membership Application Form through the organization's designated online application platform.

The application shall require the applicant to provide the following information and documents, as applicable:

3.1. Personal and Academic Information:

- Full name
- Student ID
- College and program
- Section
- Year level
- Birthday
- Contact information
- Address
- Other information necessary for membership and organizational purposes

3.2. Membership and Organizational Information:

- Reason for joining AWS Student Builder Group - QCU
- Previous experience in student organizations, clubs, or technology-related projects
- Areas of technology or skills the applicant is interested in learning
- Preferred Office Committee
- Availability and expected time commitment
- Current involvement in other organizations or employment, when applicable
- Other considerations that may affect participation in club activities





3.3. Supporting Documents and Links

- Current Certificate of Registration from Quezon City University
- Resume or Curriculum Vitae, when applicable
- Portfolio, when applicable
- Personal website, GitHub, LinkedIn, or other relevant professional links, when applicable

3.4. Applicants shall acknowledge the organization's data privacy notice and consent to the collection, processing, storage, and use of their personal information for legitimate organizational purposes, including membership processing, recruitment, communication, and club activities, in accordance with applicable data privacy laws and regulations.

3.5. The organization may request additional information or documentation from an applicant when reasonably necessary for membership processing, verification, or organizational purposes.

OFFICES, SKILL BUILDER PROGRAM, AND BUILDHERS' MEMBERSHIP

Section 4. Office Committee Membership.

4.1. All members of the AWS Student Builder Group - QCU shall have the opportunity to join Office Committees based on their interests and desired involvement.

4.2. Office Committees shall encompass various areas of responsibility within the organization, such as:

- a. Executive Secretary Office
- b. Finance and Resource Office
- c. Operations and Events Office
- d. Marketing and Management Office
- e. Relations and Communications Office
- f. Creatives and Graphics Office

4.3. Prospective members may undergo an interview process conducted by the Chief Officers of the respective committee they wish to join.

Section 5. Skill Builder Program Membership.

5.1. The Skill Builder Program aims to enhance the skills and expertise of club members in specific areas of specialization such as:

- a. Cyber Security.
- c. Cloud Computing.
- d. Machine Learning and Artificial Intelligence.
- e. Data Science and Analytics.

5.2. Candidates aspiring for the position of Head or Co-Head of the Skill Builder Department shall undergo a selection process, including interviews and assessments.



5.3. Upon selection, the appointed Heads and Co-Heads shall be granted one month to study and familiarize themselves with their desired specialization.

5.4. The Board of Executives shall review and process the applications of the candidates for the position of Head or Co-Head of the Skill Builder Department based on their:

- a. On the spot technical questions related to their desired specialization.
- b. Certifications and Badges.
- c. Experiences and Community Immersion.
- d. Optional: Personal Projects.
- e. Optional: Project Management Certification.

5.5. Members aspiring to join the Skill Builder Departments may be interviewed and assessed by the respective Department Heads.

5.6. The Department Heads shall have the autonomy to determine the number of members they can accommodate within their departments.

Section 6.4. Membership Rights and Responsibilities.

6.1. All members, regardless of their affiliation with Offices or Skill Builder Departments, shall have equal rights and privileges within the AWS Student Builder Group - QCU.

6.2. Members shall actively contribute to the activities and initiatives of their respective committees or departments, ensuring their active participation and dedication.

6.3. Members shall adhere to the principles, rules, and regulations of the AWS Student Builder Group - QCU, and any additional guidelines set forth by their offices or departments.

6.4. Members shall strive for personal growth, collaborative learning, and the overall betterment of the organization.

6.5. Members shall maintain good conduct and with no failing grades of 5.00 and withdrawn remarks.

Section 7. Termination. Any of the following conditions will terminate the student's membership of the organization, and thus his/her right to enjoy the benefits and privileges derived from being a member follows it.

7.1. If he/she did not participate in at least one (1) event conducted by the organization within the semester.

7.2. If he/she already finished his/her program or has graduated.

7.3. If he/she behaved in such a way that the organization's integrity and that of the members is negatively affected.





7.4. If he/she wishes to terminate his/her role within the Skill Builder Departments or Office.

7.5. If he/she failed to submit their membership revalidation forms or failed to abide by the minimum requirements needed to the said form.

7.6. Breach of Contract, including a Non-Disclosure Agreement, dishonesty in the submission of revalidation forms, and dishonesty in credentials after confirming and certifying their accuracy.

Section 8. Membership Revalidation Requirements per Semester.

These revalidation requirements are to be submitted to the Skill Builder Department Heads and Chief Finance Officer for assessment and review. Upon successful revalidation, members shall continue to enjoy the benefits and privileges offered by the AWS Student Builder Group - QCU.

8.1. Certification/s, Badge/s, and Completed Projects (Skill Builder Activities):

Members seeking revalidation of their membership in the AWS Student Builder Group - QCU Skill Builder Program shall submit relevant certifications or proof of completion for skill builder activities they have participated in. These certifications should demonstrate their acquisition of specific skills and knowledge related to AWS technologies or related domains.

8.2. Community Engagements (AWS User Group Participations):

Members shall provide documentation or evidence of their active participation in AWS User Group activities within their community. This may include attendance records, event photos, or any other form of verification that displays their engagement in AWS User Group initiatives.

8.3. University Chapter Engagements (AWS Student Builder Group Event Participation - AWS User Group):

Members seeking revalidation shall furnish proof of their involvement in AWS Student Builder Group events and AWS User Group activities conducted by the university chapter. This evidence may include event attendance records, event participation certificates, or any other relevant documentation that highlights their active participation and contributions.

Section 9. Certificate of membership shall be given to all members of the organization.

9.1. Certificates of membership for all Cloud Club Members shall be given after the completion of their first semester or upon approval of revalidation in pursuant to Article IV, Section 8.

9.2. The validity of the certificate of membership can be revoked to the following terms but not limited to negligence, misconduct, non-compliance, breach of confidentiality, insubordination, harm to reputation, violation of policies, and failure to fulfill obligations and agreements.

9.3. Certification of Membership will be given to those who submit proof of creating LinkedIn accounts and joined the Regional Meetup Account of AWS Student Builder Groups Philippines.



Section 10. All members in good standing shall enjoy the following benefits: access to exclusive AWS training and certifications, priority registration for workshops and events, networking opportunities with industry professionals, leadership and Skill Builder roles, official membership certificate and digital badge, and participation in national AWS Student Builder Groups - Philippines activities.

Section 11. Membership is a privilege that requires active participation. Members are expected to contribute to the club's mission through regular attendance, skill-building activities, and community engagement to maintain their status and maximize their personal and professional growth.

Section 12. All members of the AWS Student Builder Group - QCU are required to join the official Meetup Group of the AWS Student Builder Group of Quezon City University.

ARTICLE V

ORGANIZATIONAL STRUCTURE AND HIERARCHY

Section 1. The AWS Student Builder Group - QCU is governed by an appointed board of executives, skill builder department chairperson consisting of the standing department heads and co-heads, skill-builder scholars, recognized office members, and BuildHers+ student community ambassadors and directors. These individuals, along with the guidance of faculty advisers and student consultants, are entrusted with the responsibility of coordinating and overseeing all activities and initiatives of the Cloud Club.

THE BOARD OF EXECUTIVES

Section 2. The Board of Executives shall serve as the governing entity of the organization, taking the lead in strategizing, executing, coordinating, and assessing the organization's activities. They shall be responsible for monitoring the performance of organization members.

Section 3. The Board of Executives. It is composed of the following positions:

- 3.1.** The University Leader and Chief Executive Officer
- 3.2.** The Co-Leader
- 3.2.** The Executive Secretary
- 3.3.** The Chief Finance Officer
- 3.4.** The Vice-Chief Finance Officer
- 3.5.** The Chief Operations Officer
- 3.6.** The Vice-Chief Operations Officer
- 3.7.** The Executive Secretary of Operations
- 3.8.** The Chief Marketing Officer
- 3.9.** The Vice-Chief Marketing Officer
- 3.10.** The Chief Relations Officer
- 3.11.** The Vice-Chief Relations Officer
- 3.12.** The Chief Creatives Officer
- 3.13.** The Vice-Chief Creatives Officer
- 3.14.** BuildHers+ Student Community Ambassador



Section 4. The General Qualifications for any member of the Board of Executives.

- a. Before submitting their application, all Board of Executives members must have a recent General Weighted Average (GWA) of at least 2.75.
- B. The Board of Executives members must not be subject to academic probation or face disciplinary charges.
- c. Throughout their tenure, all Board of Executives members must be enrolled as full-time students at Quezon City University.
- d. It is mandatory for Board of Executives members to have a clear record within the organization, having never been impeached or dismissed.

THE SKILL BUILDER DEPARTMENT HEADS AND CO-HEADS

Section 5. These appointed individuals shall serve as the Department Heads and Co-Heads of their respective Skill Builder Departments. They will be responsible for leading and managing the activities, initiatives, and projects within their departments, focusing on the development and enhancement of skills in their specialized areas.

Section 6. The Skill Builder Department Heads. It is composed of the following positions based on their respective domains.

- 6.1. Cyber Security Department Head and Co-Head
- 6.2. Artificial Intelligence and Machine Learning Department Head and Co-Head
- 6.3. Cloud Computing Department Head and Co-Head
- 6.4. Data Analytics Department Head and Co-Head

Section 7. The General Qualifications for any department head and co-head of the skill builder program.

- a. Before submitting their application, all department heads and co-heads of the skill builder program must have a recent General Weighted Average (GWA) of at least 2.75.
- b. It is required that the department head and co-head of the skill builder program have not been subject to academic probation or faced disciplinary charges.
- c. Throughout their tenure, all department heads and co-heads of the skill builder program must be enrolled as full-time students at Quezon City University.
- d. It is mandatory for department heads and co-heads of the skill builder program to have a clean record within the organization, having never been impeached or dismissed.



FACULTY ADVISERS AND STUDENT CONSULTANTS

Section 8. Faculty Adviser/s for the AWS Student Builder Group.

- 8.1.** The AWS Student Builder Group - QCU shall be assigned a Faculty Adviser/s with expertise in Technology.
- 8.2.** The Faculty Adviser/s may consist of faculty members, administrative heads, chiefs of various university offices, or employees who willingly offer their expertise, guidance, and support to the club.
- 8.3.** The Faculty Adviser/s shall share an ordinary understanding of and commitment to the mission and vision of the AWS Student Builder Group - QCU, and they shall adhere to its constitution and by-laws.
- 8.4.** Additionally, the Faculty Adviser/s shall be responsible for providing regular reports and other pertinent documents to highlight the club's activities and progress.

Section 9. AWS Student Builder Group Student Consultant/s.

- 9.1.** The AWS Student Builder Group - QCU of having Student Consultant is optional. The Board of Executives may appoint student consultants who meet the following eligibility criteria:
- 9.2. Academic Standing:** Student consultants must maintain a satisfactory academic standing as determined by the club's guidelines.
- 9.3. Knowledge and Expertise:** Student consultants should possess knowledge and expertise in AWS technologies, demonstrated through certifications, relevant coursework, or practical experience.
- 9.4. Commitment:** Student consultants should display a strong commitment to the club's mission and actively contribute to its activities and initiatives.
- 9.5. Selection Process:** The selection of student consultants shall be based on an application and evaluation process, which may include interviews and assessments.
- 9.6. Membership Requirement:** Student consultants must be official members of the AWS Student Builder Group - QCU before being eligible for appointment.
- 9.7. Term of Service:** Student consultants shall serve for a specified term, as determined by the club, and may be reappointed based on performance and availability.
- 9.8. Obligations:** Student consultants are expected to fulfill their responsibilities, provide guidance and support to club members, and actively participate in club meetings and events.





9.9. Removal: The club reserves the right to remove a student consultant from their position due to misconduct, failure to fulfill obligations, or any other valid reason as determined by the club's governing body.

9.10. Faculty Adviser Approval: The appointment of student consultants is subject to the approval of the AWS Student Builder Group - QCU Faculty Adviser/s.

9.11. Amendments: Any changes or amendments to the eligibility criteria for student consultants shall be made in accordance with the club's constitution and by-laws.

SKILL BUILDER DEPARTMENT CHAIRPERSON

Section 10. Skill Builder Department Chairperson

The Skill Builder Department or Program Chairperson is the head of the Skill Builder Department within the AWS Student Builder Group - QCU. The Chairperson plays a crucial role in fostering the development of members' skills and knowledge within the organization, contributing to their personal and professional growth in the field of technology and AWS. This position entails the following responsibilities:

10.1. Program Development: The Chairperson is responsible for developing and enhancing the Skill Builder Program to meet the needs and interests of club members. This includes designing a diverse range of skill-building activities, workshops, and supervisions to department heads and co-heads.

10.2. Coordination and Planning: The Chairperson oversees the coordination and planning of all Skill Builder Program activities. This involves working closely with department heads, club officers, and other relevant stakeholders to ensure smooth execution of the program.

10.3. Resource Management: The Chairperson manages the resources allocated for the Skill Builder Program, including budgeting, procurement of materials, and equipment needed for various skill-building initiatives.

10.4. Recruitment and Selection: The Chairperson is involved in the recruitment and selection process for trainers, facilitators, and guest speakers who will contribute to the Skill Builder Program. They may collaborate with department heads and club officers to identify suitable candidates.

10.5. Evaluation and Feedback: The Chairperson conducts evaluations and collects feedback from participants to assess the effectiveness and impact of the Skill Builder Program. They use this information to make improvements and adjustments, as necessary.

10.6. Reporting: The Chairperson provides regular reports to the club's Executive Board, highlighting the progress, achievements, and challenges of the Skill Builder Program. They may also present proposals and recommendations for future enhancements.





10.7. Appointment Process: The appointment of the Skill Builder Department Chairperson shall be based on the decision of the Chief Executive Officer, which may involve interviews and assessments.

10.8. Membership Requirement: The Chairperson must be an official member of the Board of Executives of AWS Student Builder Group - QCU before being eligible for appointment.

10.9. Term of Service: The Chairperson shall serve for a specified term, as determined by the club, and may be reappointed based on performance and availability.

BUILDHERS+ STUDENT COMMUNITY AMBASSADORS AND DIRECTORS

Section 11. The Ambassadors.

These two (2) appointed individuals the Lead and Co-Lead shall serve as Ambassadors within the Women and LGBTQIA Community, ensuring representation and inclusivity. They will be responsible for leading and managing the activities, initiatives, and projects within their members either in offices or skill builder departments, with a primary focus on fostering skill development and empowerment within their respective areas of expertise.

Section 12. The Directors.

These appointed individuals shall collaborate with the Ambassadors in representing the community's interests concerning academic rights, gender expression, inclusivity, and combating prejudices against women and LGBTQIA individuals within the organization.

Section 13. Ambassadors and Directors must be affiliated with the AWS User Group BuildHers+ to facilitate effective mentorships, networking, and consolidated advocacy for inclusivity and representation.

SKILL-BUILDER SCHOLARS, ACTIVE OFFICE COMMITTEE MEMBERS AND BUILDHERS+ STUDENT COMMUNITY

Section 13. Skill-Builder Scholars

13.1. Skill-Builder Scholars shall be responsible for reporting to their respective skill builder department heads in accordance with the AWS Student Builder Group – QCU Constitution, Article IV, Section 5.1.

13.2. To be eligible for the position, individuals must be active members of the Cloud Club.

13.3. Skill-Builder Scholars are expected to volunteer their services willingly.

13.4. The Skill Builder Department Heads and Co-Heads shall provide training to equip Skill-Builder Scholars with the necessary skills in accordance with the AWS Student Builder Group – QCU Constitution, Article IV, Section 5.1.

13.5. In addition to their main responsibilities, Skill-Builder Scholars shall undertake other duties as assigned by the Board of Executives and Skill Builder Department Heads and Co-Heads.



13.6. Each Skill-Builder Scholars shall be assigned a specific task supervised by a Department Head. They will fulfill the duties and responsibilities associated with their chosen specialization.

Section 14. Active Office Cloud Club Members

14.1. Active Office Cloud Club Members shall be responsible for reporting to their respective Chief Officers of the Board of Executives in accordance with the AWS Student Builder Group – QCU Constitution, Article IV, Section 3.

14.2. To be eligible for the position, individuals must be active members of the Cloud Club.

14.3. Active Office Cloud Club Members are expected to volunteer their services willingly.

14.4. Chief Officers of the Board of Executives shall provide training to equip Scholars with the necessary skills in accordance with the AWS Student Builder Group – QCU Constitution, Article IV, Section 3.

14.5. In addition to their main responsibilities, Active Office Cloud Club Members shall undertake other duties as assigned by the Board of Executives.

14.6. Each Active Office Committee Members shall be assigned to a specific committee supervised by the Chief Officers of the Board of Executives. They will fulfill the duties and responsibilities associated with their chosen office.

Section 15. BuildHers+ Student Community Members.

Active BuildHers+ Student Community Members shall be responsible for reporting to their respective Ambassadors and Directors in accordance with the AWS Student Builder Group - QCU Constitution, Article IV, Section 3, 11, and 12.

15.1. To be eligible for the position, individuals must be identified as a woman, part of the LGBTQIA+ community, an ally, and an active member of the Cloud Club.

15.2. Members are expected to volunteer their services willingly.

15.3. Chief Officers of the Board of Executives shall provide training to equip Scholars with the necessary skills in accordance with the AWS Student Builder Group – QCU Constitution, Article IV, Section 3.

15.4. In addition to their main responsibilities, Active Office Cloud Club Members shall undertake other duties as assigned by the Board of Executives.

15.5. Each member shall be assigned by the Directors to a specific committee under the supervision of the Ambassadors, and they shall fulfill the duties and responsibilities associated with their chosen roles.



Section 16. The organizational structure of the AWS Student Builder Group - QCU is designed to be student-led, inclusive, and empowering. Every level of leadership exists to serve the members and advance the club's mission through collaboration, accountability, and active participation.

Section 17. All elected or appointed positions in the Board of Executives, Department Heads, and BuildHers+ leadership shall serve for one (1) academic year, subject to the renewal and succession process outlined in Article XIII.

ARTICLE VI

ROLES, DUTIES, AND RESPONSIBILITIES

Section 1. The board of executives serves as the governing body of this organization, responsible for executing plans, programs, and policies in an efficient and appropriate manner.

Section 2. The board of executives shall fulfill the following duties and responsibilities:

- 2.1.** Make decisions on significant matters concerning the club.
- 2.2.** Communicate and enforce rules and regulations.
- 2.3.** Develop and implement comprehensive plans, activities, policies, and programs for the organization.

THE UNIVERSITY LEADERS

Section 3. The University Leader and Chief Executive Officer. The Executive Office is instrumental in supporting the smooth operation and effective governance of the organization, ensuring proper documentation, coordination, and compliance with necessary processes and procedures.

3.1. The University Leader and Chief Executive Officer (CEO) must be a bona fide student in the university, must have at least become a member of the board of executives for a year, as prescribed in Article V, section 3, and must undergo the application process of AWS Student Builder Groups.

3.2. The University Leader and Chief Executive Officer (CEO) shall assume the responsibilities of the Executive Office, which serves as the highest governing body within the organization. The Executive Office, led by the CEO, is responsible for executive governance and facilitating the approval process for significant decisions and actions undertaken by the organization.

3.3. Organizing and Compiling Paperwork: The Executive Office is responsible for organizing and compiling various paperwork related to the organization's activities, ensuring proper documentation of the General Plan of Action and record-keeping.

3.4. Providing Report Templates: The Executive Office creates and provides templates for reports, streamlining the reporting process for different purposes within the organization.



3.5. Coordination with Program and Event Managers: The Executive Office works closely with event managers, specifically the Operations Office, to gather information and write comprehensive accomplishment reports. These reports may include narrative descriptions, post-analysis, post-evaluation, documentation, and the necessary financial papers such as liquidation and reimbursement documents from the Financial and Resource Office.

3.6. Accreditation and Revalidation: The Executive Office handles the accreditation and revalidation processes, ensuring that the organization meets the necessary requirements and maintains its official status.

3.7. Ensuring Security, Stability, and Survivability: The Executive Office plays a vital role in ensuring the security, stability, and overall survivability of the organization.

- a. This includes implementing appropriate measures to safeguard sensitive information, maintain a secure environment for members, and the reputation of the organization,
- b. to endure and sustain its operations over the long term, even in the face of challenges or adverse circumstances. It involves implementing strategies and measures to ensure the organization's continued existence, growth, and success,
- c. and to maintain a steady and balanced state, both internally and externally, over time. It involves establishing a solid foundation and equilibrium in various aspects of the organization, including its operations, finances, departments, and relationships with sponsors, and partnered organizations.

3.8. Providing Non-Disclosure Agreements (NDA): The Executive Office facilitates the provision of Non-Disclosure Agreements to members, ensuring confidentiality and protection of sensitive information shared within the organization.

3.9. Succession and Appointment: The CEO shall be filed through a selection process or appointment conducted by the Executive Office with proper mentorship, training, and enablement by the current leader and CEO himself.

3.10. Reappointment and Renewal of Contract: The term of the Leader and CEO shall be a year, with the possibility of reappointment if he/she wishes to stay with the approval of the Board of Executive.

Section 4. The Right Hand and Executive Secretary. The Executive Secretary serves as an administrative role within an organization, providing support and assistance to top-level executives, the CEO and University Leader. Ensuring the smooth functioning of an organization's executive office, enabling executives to focus on strategic decision-making and leadership responsibilities.

4.1. Communication and Correspondence: The Executive Secretary handles incoming and outgoing communications, including emails, phone calls, and letters, on behalf of the executives. They ensure effective communication within the organization and with external stakeholders.





4.2. Calendar and Schedule Management: The Executive Secretary manages the executives' calendars, schedules appointments, and arranges meetings, ensuring optimal time management and coordination of activities.

4.3. Meeting Coordination and Documentation: The Executive Secretary assists in organizing meetings, prepares meeting agendas, takes minutes, and ensures the timely distribution of meeting materials. They may also follow up on action items and track progress.

4.4. Record-Keeping and Documentation: The Executive Secretary maintains and organizes important documents, records, and files, ensuring confidentiality and easy retrieval when needed.

4.5. Administrative Support: The Executive Secretary provides general administrative support, such as preparing reports, drafting correspondence, managing office supplies, and performing other tasks as required.

4.6. Relationship Management: The Executive Secretary liaises with internal and external partners, maintaining positive working relationships and handling inquiries or requests on behalf of the executives.

4.7. Confidentiality and Professionalism: The Executive Secretary handles sensitive and confidential information with utmost discretion, maintaining an important level of professionalism and integrity in all interactions.

4.8. The Executive Secretary may be supported by a maximum of two Associate Executive Secretaries. These Associate Executive Secretaries assist the Executive Secretary in carrying out administrative duties and responsibilities.

a. They work closely with the Executive Secretary to ensure efficient office operations and provide support to executives or top-level management within the organization.

b. The specific tasks and responsibilities of the Associate Executive Secretaries may vary based on the needs of the organization and the directives of the Executive Secretary.

c. Assist in tasks such as communication management, scheduling, document preparation, coordination of meetings and events, record-keeping, and providing administrative support to the executive office.

d. The Associate Executive Secretaries work collaboratively with the Executive Secretary and other members of the executive office to ensure smooth functioning and effective support for the organization's executives.

THE FINANCE AND RESOURCE OFFICE

Section 5. The Chief Finance Officer. The Chief Finance Officer shall assume the responsibilities of the Finance and Resource Office, which maintains effective financial controls, policies, and procedures to





safeguard the organization's assets, members, and ensure compliance with the university regulations. The Finance and Resource Office, led by the CFO (Chief Finance Officer), is responsible for the budgeting and forecasting process. They work closely with the board of executives and department heads to develop budgets, monitor expenditures, and provide guidance on financial targets and resource allocation. They also conduct financial forecasting to assess future financial performance and support strategic planning for events.

5.1. The Chief Finance Officer (CFO) must be a bona fide student in the university, must have at least become a member of the club for a year, as prescribed in Article IV, and must undergo the application process of AWS Student Builder Groups with the approval of Chief Executive Officer.

5.2. Records and Audits (Inflow and Outflow of Budget): The Finance and Resource Office is responsible for overseeing the maintenance of accurate financial records regarding the organization's income and expenses. This includes managing the budgeting process, monitoring financial transactions, and ensuring compliance with relevant regulations within the university. They collaborate with the Executive Office to conduct internal and external audits, ensuring the accuracy and integrity of financial data.

a. Coordination with Executive Officers (Auditing and Approval): The Finance and Resource Office will collaborate with Executive Officer, such as the CEO or other top-level executives, providing financial insights and guidance. This involves presenting financial reports, analyzing financial data, and participating in strategic planning and decision-making processes. The CFO may also assist in auditing financial operations and seeking executive approval for major financial initiatives.

5.3. Human Resource: Gather the required information from members, such as their name, address, contact details, and any other necessary details based on your membership requirements. Input this information into the database.

a. Create Membership Cards or IDs: Design and produce physical membership cards or IDs based on the generated member IDs. Include relevant information such as the member's name, ID number, organization logo, and any additional details required.

b. Secure the Database: Implement appropriate security measures to protect the membership database and member information. This may include encryption, access controls, regular data backups, and compliance with data protection regulations.

c. Maintain and Update the Database: Regularly update the membership database to reflect changes in member information, such as renewals, terminations, or updates to contact details. Ensure data accuracy and integrity by performing regular database maintenance tasks.

d. Provide Access to Members: Set up a system for members to access their own information, such as an online portal or member self-service platform. This allows members to update their details, view membership status, or access relevant resources.



5.6. Liquidation and Audit: The Finance and Resource Office oversee the process of liquidating assets or investments when necessary and manages cash flow to ensure the organization's financial obligations can be met. They are responsible for authorizing and overseeing reimbursement processes for members, other partnered organizations, or sponsors.

5.7. Revalidation of Membership Processes: The Finance and Resource Office shall have a role in validating and maintaining membership records in organizations with membership structures. This involves reviewing membership applications, ensuring compliance with membership criteria, and the time of managing membership fees or dues.

5.8. Sign the Notarized Contract Agreement of Handling the Organization's Budget: The Finance and Resource Office key responsibilities are signing important financial contracts, including agreements related to budget management, investments, loans, and other financial arrangements. These contracts may or may not require notarization to ensure their legality and authenticity.

Section 6. The Vice-Chief Finance Officer of the AWS Student Builder Group. The Vice-Chief Finance Officer (Vice-CFO) is a key member of the financial leadership team within the AWS Student Builder Group and plays a pivotal role in assisting the Chief Finance Officer (CFO) in managing the financial aspects of the organization. Their contributions are instrumental in ensuring that the club's financial objectives are achieved, resources are allocated efficiently, and compliance and transparency are upheld throughout financial operations. While sharing similar responsibilities with the CFO, the Vice-CFO has specific duties and functions within the Finance and Resource Office:

6.1. Financial Oversight and Controls: The Vice-CFO assists in maintaining effective financial controls, policies, and procedures that safeguard the club's assets and ensure compliance with AWS and university regulations. This includes monitoring financial transactions, implementing internal controls, and conducting regular audits to mitigate financial risks, with a particular focus on auditing AWS Credits usage to optimize their utilization.

6.2. Budgeting and Forecasting: Like the CFO, the Vice-CFO actively participates in the budgeting and forecasting process. They collaborate with department heads, executives, and the CFO to develop budgets that align with the AWS Student Builder Group's strategic goals. The Vice-CFO helps monitor expenditures against budgeted figures, identify variances, and propose corrective actions, when necessary, with specific attention to AWS Credits allocation.

6.3. Financial Reporting: The Vice-CFO contributes to the preparation of financial reports, which are crucial for providing accurate and timely information to the organization's stakeholders, including club members, university administration, and AWS representatives. These reports aid in assessing the club's financial health and making informed decisions regarding AWS Credit utilization and cost optimization.

6.4. Resource Allocation: In conjunction with the CFO, the Vice-CFO assists in allocating financial resources effectively to support various AWS-related programs, projects, and initiatives. They



prioritize funding based on strategic objectives, performance metrics, and available resources while maximizing the value of AWS Credits.

6.5. Financial Forecasting: The Vice-CFO plays a role in conducting financial forecasting exercises to predict the AWS Student Builder Group's future financial performance. By analyzing potential risks, they provide valuable insights that guide strategic planning and decision-making, including optimizing AWS Credit usage.

6.6. Compliance and Risk Management: Ensuring compliance with AWS terms and conditions, as well as university and regulatory requirements, is a core responsibility of the Vice-CFO. They stay updated on relevant AWS policies and financial regulations, proactively addressing any compliance issues related to AWS Credits and financial operations.

6.7. Team Leadership and Development: In the absence of the CFO or when necessary, the Vice-CFO may lead the Finance and Resource Office team, providing guidance and support to staff members. They also actively participate in recruiting and developing financial professionals within the AWS Student Builder Group who specialize in auditing AWS Credits and optimizing their usage.

6.8. Strategic Initiatives: The Vice-CFO actively engages in strategic discussions and initiatives, leveraging their financial expertise to identify opportunities for growth, cost optimization, and efficient utilization of AWS Credits, aligning these initiatives with the club's mission and objectives.

THE OPERATIONS AND EVENTS OFFICE

Section 7. The Chief Operations Officer and Vice-Chief Operations Officer of the Cloud Club. The Chief Operations Officer (COO, Vice-Chief Operations Officer (Vice-COO), and Executive Secretary of Operations (ESO) of the Cloud Club collectively shoulder the responsibilities of the club's Operations and Events Office. These roles are pivotal in ensuring the smooth functioning of the club's day-to-day operations and the successful execution of its events. The Chief Operations Officers of the Club are central to the club's success by overseeing its daily operations and the execution of engaging events. Their teamwork contributes to achieving the club's mission, optimizing available resources, and providing valuable experiences to club members. Here are their specific duties and functions:

7.1. Strategic Planning: The COO, in collaboration with the Vice-COO and ESO, plays a vital role in developing operational and event strategies aligned with the club's mission and objectives. They work to optimize resources, enhance operational efficiency, and deliver impactful events for club members.

7.2. Resource Allocation: The COO, Vice-COO, and ESO manage the allocation of resources, including budgeting, volunteer staffing, and equipment, to support the club's operations and the planning and execution of events. They ensure that resources are utilized effectively to fulfill the club's mission.



7.3. Event Planning and Execution: Both the COO and Vice-COO oversee the planning and execution of club events. This includes coordinating logistics, securing venues, managing partnerships, and ensuring events run smoothly to provide valuable experiences for club members.

7.4. Operations Management: The COO is responsible for overseeing the overall operations of the Club, including administrative functions, membership management, and communications. The Vice-COO and ESO in these efforts, ensuring that operational processes are efficient and member centric.

7.5. Team Leadership: The COO provides leadership to the Operations and Events Office team, guiding volunteers and committee members in their roles and responsibilities. The Vice-COO supports the COO in managing and developing this team, fostering a culture of collaboration and dedication.

7.6. Quality Assurance: The COO, Vice-COO, and ESO continuously monitor and evaluate the quality of operations and events, seeking opportunities for improvement and implementing enhancements. They aim to deliver outstanding services and experiences to club members.

7.7. Risk Management: The COO, Vice-COO, and ESO assess and mitigate operational and event-related risks, ensuring the safety of participants and compliance with university policies and regulations.

7.8. Stakeholder Engagement: They engage with club members, university staff, sponsors, and event attendees to gather feedback and enhance the club's operations and events based on their input. This ensures that the club remains responsive to the needs and interests of its members.

7.9. Technology Integration: The COO, Vice-COO, and ESO explore opportunities for technology integration to streamline operations and improve member engagement. This may include the use of club management software and communication tools to enhance the member experience.

7.10. Financial Oversight: While primary financial responsibilities rest with the club's and Finance Committee, The COO, Vice-COO, and ESO collaborate closely with them to ensure that operational and event budgets are adhered to, and financial resources are used efficiently to support club activities.

THE MARKETING AND MANAGEMENT OFFICE

Section 8. The Chief Marketing Officer and Vice-Chief Marketing Officer of the Cloud Club. The Chief Marketing Officer (CMO) and Vice-Chief Marketing Officer (Vice-CMO) are responsible for handling the Marketing and Management Office. They are integral to the Cloud Club's success, playing a pivotal role in enhancing community exposure and engagement. They expertly manage a range of social media platforms, including TikTok, Facebook, and Instagram, and their adeptness extends to crafting engaging captions and compelling content that foster a strong online presence. The Chief Marketing Officer and Vice-Chief Marketing Officer are responsible for managing the club's social media presence, reputation, and branding. Their efforts not only enhance community engagement but also ensure a secure and



positive digital presence, contributing to the club's overall success in reaching its goals and expanding its influence within the community. Their responsibilities include:

8.1. Social Media Management: The CMO and Vice-CMO oversee the club's presence on various social media platforms. They curate and publish content that resonates with the club's community, ensuring it aligns with the organization's goals and values.

8.2. Publication Material: They contribute to the creation of publication materials, offering valuable suggestions to shape content that effectively communicates the club's mission and objectives.

8.3. Reputation and Branding: With a keen eye on maintaining the club's reputation and branding, they ensure that social media pages reflect the organization's values and guard against potential harm. They actively monitor online interactions and address any offensive comments promptly, taking actions such as blocking and muting accounts when necessary to protect the community.

8.4. Marketing Strategy: The CMO and Vice-CMO contribute to the development and execution of the club's branding and marketing strategies. They play a vital role in maintaining a cohesive and impactful online identity that resonates with the club's target audience.

8.5. Security Measures: Demonstrating a strong focus on security, they regularly update social media account passwords and utilize the highest available measures to safeguard sensitive information. This ensures that the club's online presence remains secure and protected against potential threats.

8.6. Online Influence: Through their efforts, the CMO and Vice-CMO amplify the organization's online influence. They engage with the community, promote club events and initiatives, and create a positive digital presence that attracts and retains members.

8.7. Content Creation: The Chief Marketing Officer (CMO) and Vice Chief Marketing Officer (Vice-CMO) shall be responsible for content creation and brand communication of the organization. They shall develop and produce relevant, engaging, and high-quality materials that effectively represent the organization's initiatives, values, and objectives. This includes, but is not limited to, written content, visual designs, presentations, and multimedia outputs such as videos. Through these efforts, they shall strengthen the organization's online presence, ensure consistent branding, and communicate its mission and goals to a wider audience.

THE RELATIONS AND COMMUNICATIONS OFFICE

Section 9. The Chief Relations Officer and Vice-Chief Relations Officer of the Cloud Club. The Chief Relations Officer and Vice-Chief Relations Officer will be responsible for the Relations and Communications Office. The Chief Relations Officer (CRO) and Vice-Chief Relations Officer (Vice-CRO) are instrumental figures within the Cloud Club, serving in multifaceted roles that encompass many



responsibilities. Their contributions are pivotal to the club's growth and success, as they excel in securing valuable resources, enriching events, and forging crucial partnerships. The Chief Relations Officer and Vice-Chief Relations Officer are pivotal figures within the Cloud Club, contributing comprehensively to elevate the organization's reputation, foster growth, and secure vital partnerships. Their multifaceted roles encompass resource acquisition, content creation, partnership development, professional correspondence, cybersecurity, and agreement alignment, all of which propel the organization's mission forward and enrich the club's standing within the community.

9.1. Resource Acquisition: One of the primary roles of the CRO and Vice-CRO is to proactively secure valuable resources for the club. They achieve this by leveraging their networks and expertise to invite esteemed Resource Speakers to club events. These speakers bring a wealth of knowledge and insights, enriching the quality of events and providing valuable learning opportunities for club members.

9.2. Partnerships and Sponsorships: Building and nurturing partnerships and sponsorships is another key aspect of their role. The CRO and Vice-CRO leverage their extensive networks to identify potential partners and sponsors who align with the club's mission and values. They negotiate and establish mutually beneficial agreements that not only provide financial support but also open doors to collaborative initiatives, further expanding the club's reach and impact. In turn, the Marketing and Management Office (MMO) shall be responsible for the strategic execution of these partnerships and sponsorships, ensuring all deliverables are fulfilled.

9.3. Professional Correspondence: Effective communication is at the heart of their responsibilities. They adeptly manage emails and other forms of correspondence, maintaining an elevated level of professionalism and attention to detail. Every interaction they have reflects the organization's high standards and commitment to excellence, whether it is responding to inquiries, sending invitations, or conveying appreciation to partners and sponsors.



9.4. Reputation Management: The Relations and Communications Office handles issues, concerns, or public-facing challenges that may affect the organization's reputation. They develop communication with affected stakeholders, including partners, sponsors, and members. They ensure that all parties are informed appropriately, reassured when necessary, and engaged with transparency and professionalism.

9.5. Cybersecurity: Recognizing the importance of data security, the CRO and Vice-CRO are committed to ensuring the cybersecurity of the club's digital assets. They take proactive measures to safeguard sensitive information, particularly regarding Gmail accounts. Regular password updates and the utilization of the highest available security measures are among their strategies to maintain the integrity and confidentiality of club-related data.

9.6. Agreements and Alignment: Navigating complex agreements is a skill that the CRO and Vice-CRO excel at. They possess the ability to dissect intricate memoranda and agreements, ensuring that every clause aligns perfectly with the club's goals and objectives. This meticulous attention to detail not only safeguards the club's interests but also fosters trust and reliability in its partnerships.

THE CREATIVES AND GRAPHICS OFFICE

Section 10. The Chief Creatives Officer and Vice-Chief Creatives Officer of the Cloud Club. The Chief Creatives Officer (CCO) and Vice-Chief Creatives Officer (Vice-CCO) are entrusted with the leadership of the Creatives and Graphics Office within the Cloud Club. They play a pivotal role in the organization's visual communication and content creation. The Chief Creatives Officer and Vice-Chief Creatives Officer are integral to the Cloud Club's visual identity and effective communication. Their roles encompass visual content creation, media enhancement, documentation and planning, and the development of impactful presentations, all of which enhance the club's ability to engage and connect with its audience. Their responsibilities are diverse and encompass various crucial aspects:

10.1. Visual Content Creation: The CCO and Vice-CCO excel in producing captivating visual content, specializing in creating engaging Publicity Materials (PUBMAT). They leverage their creativity to craft visuals that effectively convey the organization's message, leaving a lasting impact on the audience.

10.2. Media Enhancement: Proficient in video and photo editing, they enhance media materials to ensure they align seamlessly with the organization's objectives. Their skills in media enhancement contribute to the creation of compelling and visually appealing content.

10.3. Documentation and Planning: The talents of the CCO and Vice-CCO extend to designing compelling Documentation layouts and crafting dynamic Gantt Charts. These tools are essential for meticulous project planning, ensuring that the club's initiatives are well-organized and executed efficiently.

10.4. PowerPoint Presentations: They possess a unique knack for developing impactful PowerPoints and Presentations. These presentations captivate and inform, making them valuable assets for conveying information and engaging with the club's members and partners.



ARTICLE VII

MEETINGS

Section 1. Regular meetings: Regular meetings shall be held at least once every month during the academic year to ensure continuous coordination, alignment, and progress of organizational initiatives.

Section 2. Special meetings: Special meetings may be called by the Leader and Chief Executive Officer (CEO) or by a majority of the Executive Board. All concerned members must be given at least twenty-four (24) hours' prior notice.

Section 3. Emergency meetings: Emergency meetings may be called by the Leader and CEO or by a majority of the Executive Board or Committee when urgent matters arise. All concerned members must be given at least three (3) hours' prior notice, together with the meeting agenda.

Section 4. Authority to Conduct Meetings: Chief Officers, Department Heads, and Ambassadors are authorized to conduct official meetings within their respective scope of responsibility, subject to compliance with all meeting protocols stated in this Constitution.

Section 5. Notice of Meeting:

- a. The meeting head or organizer must request a formal Notice of Meeting from the Executive Secretary prior to every scheduled meeting.
- b. The Notice of Meeting must be disseminated to all relevant participants at least twenty-four (24) hours before the scheduled meeting time and must include the meeting agenda.
- c. For emergency meetings, the Notice of Meeting must be disseminated at least three (3) hours prior to the scheduled time and must include the agenda.

Section 6. Conduct of Meetings:

- a. All meetings, whether conducted online or in person, shall take place only between 8:00 AM and 8:00 PM.
- b. A member of the Secretary Office must be present in all meetings to document the proceedings through the Minutes of the Meeting (MOTM).
- c. The completed MOTM must be distributed to all relevant participants, including those absent, through official communication channels.

Section 7. Alignment Meetings Implementation

Section 7.1 Monthly Online Calls: Each office is required to conduct a structured online meeting every month to ensure proper alignment among members. These meetings shall serve to discuss the progress of ongoing initiatives and tasks, brainstorm future events and plans, and promote collaboration, transparency, and team engagement.

Section 7.2 Quarterly On-Site Meetings: Each office is required to conduct an in-person meeting once every quarter. These meetings shall provide an opportunity for in-depth strategic planning, review of long-term goals and upcoming initiatives, detailed planning of tasks, projects, and events, and the strengthening of relationships and camaraderie within the team.



Section 7.3 Meeting Leadership: All meetings, whether online or in-person, must be presided over by the Chief and/or Vice-Chief of the office. Both officers are expected to be present to ensure proper leadership and continuity. In the event that one officer is unavailable, the other shall assume full responsibility for leading the meeting.

ARTICLE VIII

INDEBTEDNESS

Section 1. General Rule: The organization shall not incur debt except under circumstances explicitly approved by the Executive Board.

Section 2. Borrowing Authorization: The organization may take out loans or incur financial obligations if deemed necessary for operational or strategic purposes. Such actions must be approved by a majority vote of the Executive Board and documented in official meeting minutes.

Section 3. Repayment Requirement: Any debt incurred by the organization must be fully repaid within the agreed terms and timeline. The Executive Board shall ensure that repayment is properly managed to maintain the organization's financial stability and accountability.

Section 4. Documentation and Accountability: All debts, loans, or financial obligations must be formally documented, including the amount, purpose, repayment terms, and responsible parties. The Finance Office shall monitor and provide regular updates to the Executive Board regarding the status of any outstanding obligations.

ARTICLE IX

BY-LAWS

The organization shall adopt By-laws consistent with the constitution embodying such provisions as may be necessary for the proper and successful management of the organization.

ARTICLE X

AMENDMENTS

This constitution may be amended by two-thirds vote of members present at any regular meeting provided notice of the proposed amendment shall have been submitted in writing to all the members, at least two weeks prior to such meeting.



THE BY-LAWS

ARTICLE XI

PURPOSE AND PLATFORM

Section 1. The purpose of this organization shall be to provide students with opportunities to grow in knowledge, technical skills, leadership, and personal development through learning, building, collaboration, and engagement in technology.

Section 2. The platform of this organization consists of:

- a. Continuous Learning
- b. Technical Development and Innovation
- c. Leadership and Professional Growth
- d. Collaboration and Community
- e. Service and Social Responsibility
- f. Industry and Technology Engagement

ARTICLE XII

AWS STUDENT BUILDER GROUP - QUEZON CITY UNIVERSITY EMBLEM



Section 1. The official logo of the AWS Student Builder Group - QCU is shown above.



Section 2. The official mascot of the AWS Student Builder Group - QCU “Bunny” is shown above.

ARTICLE XIII

RENEWAL FOR OFFICE AND SELECTION PROCESS OF SUCCESSORS

Section 1. This Article ensures a smooth transition of leadership within the organization, allowing for experienced Officers to mentor their successors, promoting continuity and the transfer of knowledge.

MEMBERS OF THE BOARD OF EXECUTIVES

Section 2. Renewal of Board of Executive Membership shall be held in the Month of April. Registration and Selection of the New/Vacant Executive Board Member shall be held in May.

Section 3. Approval of Renewal of Board of Executive Membership shall be held anonymously by two-thirds vote of members present. It shall be held in the last week of April.

Section 4. Every member of the Board of Executive has the right to renew their membership pursuant to Article V, Section 4 of the constitution and without prejudice to Article IV, Section 8, and the succeeding sections of this article.

Section 5. In the event of a vacancy in the positions of Chief Executive Officer and University Leader for the next term, the Board of Executives shall initiate the selection and nomination process in accordance with the AWS Cohort of Leaders application cycle. The organization shall align its leadership selection and transition with the established AWS application periods, with applications generally occurring in September and December and results being released in November and February, respectively.



5.1. Registration shall not be held for these positions. The selection and appointment of the Chief Executive Officer and University Leader shall be based on the applicable AWS Cohort of Leaders cycle and the organization's internal selection process.

5.2. As prescribed in Article VI, Section 3.1, candidates must undergo the applicable AWS Cohort of Leaders application process and comply with the requirements established by AWS. Upon the release of the results, the successful candidate shall assume the corresponding leadership position in accordance with the organization's transition procedures.

5.3. In the event that the incumbent Chief Executive Officer or University Leader is selected through the February AWS Cohort of Leaders cycle, the transition to the succeeding leadership term shall take effect following the release of the results and the completion of the organization's internal turnover and transition process.

5.4. In the event that a vacancy occurs outside the established AWS Cohort of Leaders application periods, the Board of Executives may appoint an interim officer to serve until the next applicable application and selection cycle.

Section 6. Co-Leadership: In the event of a vacancy in the positions of Co-Leader for the next term due to the current Co-Leader not renewing their membership in the month of April, the Board of Executive shall actively seek and nominate the most suitable candidate for these positions. This candidate's approval will require a two-thirds majority vote from the current Board of Executives members present at the meeting scheduled for the last week of April.

6.1. Registration will not be held in this position.

6.2. As prescribed in Article VI, section 5.1, the candidate must undergo the application process of AWS Student Builder Groups with the approval of Chief Executive Officer.

Section 7. Transition to Another Office.

An Officer who wishes to transition to another office for the succeeding term may indicate their intention during the organization's leadership transition period. The Officer shall undergo the applicable application and selection process for the desired office and shall complete the required turnover responsibilities for their current office.

Section 8. Continuation of Service.

An Officer who wishes to continue serving in the organization for another term may signify their intent to continue and shall undergo the applicable renewal, application, and selection process in accordance with the organization's leadership calendar and requirements.

Section 9. Endorsement of Successor.

An Officer who does not wish to continue serving in their current position is encouraged to endorse and recommend a qualified member who may be considered for the position. Such endorsement shall not constitute automatic appointment or selection, and the recommended candidate must still undergo the applicable application and selection process.



Section 10. Successor Training.

The outgoing Officer shall assist in the proper transition of responsibilities to the succeeding Officer. This shall include the turnover of relevant documents, files, procedures, ongoing projects, and other information necessary for the continued operation of the office.

Section 11. If a selected successor withdraws from assuming their designated position before the start of their term, the position shall be declared vacant and may be filled through the organization's applicable selection and appointment process.

11.1. The current Board of Executives may endorse or nominate a qualified student to fill the vacant position, subject to the requirements and approval prescribed by this Constitution and By-Laws.

11.2. A selected successor who withdraws from assuming the position shall not be automatically barred from holding an office in the succeeding academic year. The Board of Executives may consider the circumstances of the withdrawal when determining the appropriate course of action.

Section 12. Switching Positions within the Same Office.

In the event that the Chief Officer and Vice-Chief Officer within the same office mutually agree to exchange their designated positions, they shall submit a written request stating their intent to switch positions, bearing the names and signatures of both parties. The proposed change shall be subject to the approval of the Board of Executives in accordance with Article XIII, Section 3.

SKILL BUILDER DEPARTMENT

Section 13. The renewal of SBD Heads and Co-Heads shall be held 2 weeks after the last conducted event of the current term. Registration and Selection of the Vacant Department's Heads and Co-Heads shall be held after the renewal of the Heads and Co-Heads pursuant to Article IV, Section 5 and Article V, Section 7 of the constitution led by the appointed SBD Chairperson of the specified term.

BUILDHERS+ STUDENT COMMUNITY AMBASSADORS

Section 14. Renewal of BuildHers+ Ambassadors as Lead and Co-Lead shall be held 2 weeks after the last conducted event of the current term. Appointment of the new ambassadors shall be held after the term approved by the Board of Executives and supported by the AWS User Group BuildHers+ Community.

ARTICLE XIV
NON-HAZING CLAUSE

The Quezon City University prohibits any fraternity, sorority, or student organization from permitting any of its alumni, associates, possible new members, new members, members, or other individuals to participate in any kind of hazing. Hazing is defined as any planned or spontaneous activity or situation, on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means that impairs or destroys an individual's freedom of thought; or threatens or endangers the health or safety of an individual. These acts and circumstances include, but are not limited to:



- A. any type of paddling;
- B. any physical exertion that causes discomfort, suffering, or undue exhaustion;
- C. any morally degrading, embarrassing, or humiliating experience; and
- D. physical, mental, or emotional exertion.

Any superfluous, required activities that interfere with academic class schedules or other scholastic activities are seen to be inappropriate. Individual or organizational offenses will be investigated immediately, and if found guilty, suspension penalties will be enforced. Depending on the gravity of the infraction, additional punishments may be necessary.

ARTICLE XV

REMOVAL FROM OFFICE

Section 1. The University Leader and Chief Executive Officer of shall assess the charge(s) and, if considered necessary, undertake a preliminary investigation. If the preliminary inquiry reveals that misbehavior appears to have occurred, the Leader and Chief Executive Officer will consult the Executive Board to determine if disciplinary action is required. Possible consequences may include expulsion, suspension, or lesser sanction(s) such as censure, removal from office, a sanction, or other corrective measures.

Section 1A. In cases of serious misconduct, gross negligence, or actions detrimental to the organization, the University Leader or the Co-Leader may temporarily suspend or remove an officer immediately. Such action must be reported to the Executive Board within 48 hours.

Section 2. Any member may initiate the removal of an officer using the following procedure:

- A. File a petition with the executive board, accompanied by signatures from all voting members.
- B. the Executive Board must then notify officers and arrange for a vote on removal within seven days of the petition's submission. An individual who is subject to removal from office and fails to confirm their attendance within five days after the notification has been sent will be grounds for removal from office without the need for meetings and voting;
- C. members must be notified at least one week before a vote to remove takes place. Members eligible to participate in the removal process include petitioners, members of the board of executives, and the individual who is the subject of the petition for removal from office;
- D. at the meeting for removal, the petition's stated grievances must be made public, and names must be kept private or undisclosed. The charged member must also be permitted to respond to the petition's claims and;
- E. removal from office requires the approval of a majority of present voting members, specifically half plus one ($\frac{1}{2} + 1$) of those present.



ARTICLE XVI

VACANCY OF THE POSITION

Section 1. In the event of a resignation, removal of an officer, or vacancy of the position from its membership, the Executive Board will select an interim officer approved by the Leader and Chief Executive Officer.

Section 2. Should the position of the Leader and Chief Executive Officer become vacant, the Co-Leader shall complete the remainder of the term. The University Leader shall then initiate the process for appointing a new Co-Leader according to the organization's internal appointment procedures.

Section 3. Should the position of the Co-Leader become vacant, the University Leader shall initiate the process for appointing a new Co-Leader according to the organization's internal appointment procedures.

ARTICLE XVII

TERMS OF OFFICE

The term of office of all elected and appointed officers shall commence and end in accordance with the organization's official leadership and transition calendar, as established by the AWS Student Builder Group of Quezon City University.

ARTICLE XVIII

AMENDMENTS AND REVISIONS

Section 1. Amendments or revisions to this Constitution and By-Laws may be proposed by the Executive Board or by at least two-thirds (2/3) of the active members of the organization. All proposed amendments or revisions shall be submitted in writing and presented to the members at least ten (10) days prior to the session in which they shall be considered.

Section 2. Any proposed amendment or revision shall take effect only upon ratification by a majority vote of the active members present and qualified to vote, provided that the required quorum is met. The ratification shall be conducted within thirty (30) days from the approval of the proposed amendment or revision.

This Constitution and Bylaws shall take effect on the day following its ratification.



AWS STUDENT BUILDER GROUP - QCU
THE BOARD OF EXECUTIVE

JOHN BENEDICT BADILLA

*UNIVERSITY LEADER, CHIEF EXECUTIVE OFFICER,
AND FOUNDING MEMBER*

JV D. BIALEN

CO-LEADER, AND FOUNDING MEMBER

JOHN MICHAEL F. BASILIO

EXECUTIVE SECRETARY

MA. PRINCESS G. CUNANAN

CHIEF FINANCE OFFICER

JAIRUS GAD Q. MENESES

VICE-CHIEF FINANCE OFFICER

REX D. BACALOCOS JR.

CHIEF OPERATIONS OFFICER

VICE-CHIEF OPERATIONS OFFICER AND FOUNDING MEMBER



AWS STUDENT BUILDER GROUP Quezon City University

MICHAEL D. RICAMATA

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BUILDHERS+ AMBASSADOR AND FOUNDING MEMBER





AWS STUDENT BUILDER GROUP
Quezon City University

AWS STUDENT BUILDER GROUP - QCU
THE FACULTY ADVISERS

ATTESTATION

The aforesaid Constitution and By-Laws of the **AMAZON WEB SERVICES STUDENT BUILDER GROUP AT QUEZON CITY UNIVERSITY** were duly approved and ratified by a **supermajority vote** of the **Executive Board** on the **10th day of August 2026**.



DR. RHONNEL S. PACULANAN
FACULTY ADVISER