



**POLICIES, GUIDELINES AND PROCESS FOR AFFILIATION
OF STUDENT ORGANIZATIONS**

as of March ____, 2024

This document presents the policies, guidelines and process for affiliation of student organizations with the Transportation Science Society of the Philippines (TSSP).

1.0 Definitions

- 1.1 “Affiliation Agreement” means the written contract to be signed by and between the Student Organization and TSSP, which would provide the detailed terms and conditions of the affiliation, and define their relationship.
- 1.2 “Faculty Adviser” means the faculty member of the Higher Education Institution officially designated, appointed, or chosen to provide advice, guidance and support to the Student Organization in relation to its purpose and activities. The Faculty Adviser shall be a full-time faculty member of the Higher Education Institution and shall have been designated, appointed or chosen as such according to the requirements and practices of the Higher Education Institution. The Faculty Adviser must also be a regular or lifetime member of TSSP.
- 1.3 “Higher Education Institution” means the university or higher educational institution, which has officially registered and recognized the Student Organization as a student organization therein. The Higher Education Institution should be a state university or duly accredited by the Commission on Higher Education (CHED) as a university or higher education institution.
- 1.4 “Organization Documents” means the set of formal documents consisting of the constitution, charter, articles of organization, bylaws and/or equivalent documents serving as the highest governing documents of the Student Organization, which generally include the Student Organization’s name, address, purpose, structure, officers, membership qualifications and internal rules.
- 1.5 “Student Organization” means the student organization applying for affiliation with the TSSP.

2.0 Policy Declarations. It is the policy of the TSSP to:

- 2.1 Contribute to the growth of transportation science and the development of sustainable transportation systems. It accordingly provides opportunities for the professional growth of its members, and expands the pool of transportation science experts through learning programs, researches, and publications;



TRANSPORTATION SCIENCE SOCIETY OF THE PHILIPPINES

- 2.2 Collaborate with students, teachers and institutions in order to generate interest in transportation-related research and specialization in order to broaden knowledge and the pool of experts;
 - 2.3 Affiliate only with student organizations that:
 - (a) have a mission, purpose and philosophy that are aligned with the policies, purpose and values of the TSSP; and
 - (b) have already been duly organized, established and recognized in the Higher Education Institution to which it belongs.
 - 2.4 Establish affiliations that are continuing and dynamic; and for this reason, the affiliation with any student organization shall be subject to continuing review, adjustment, open communication and collaboration.
- 3.0 **Process for Affiliation.** A Student Organization wishing to affiliate with the TSSP shall file an application with the TSSP and would be evaluated following the requirements and process below.
- 3.1 **Application Requirements.** The Student Organization shall submit or deliver the following in support of its application for affiliation:
- (a) written request for affiliation signed by its duly authorized student representative and Faculty Adviser, which shall include:
 - (i) name of the Student Organization, address, contact person/s and contact number/s;
 - (ii) description of the nature, mission, purpose and philosophy of the Student Organization;
 - (iii) name of the Higher Education Institution to which it belongs;
 - (iv) date of official establishment and recognition of the Student Organization in the Higher Education Institution;
 - (v) complete names of the Faculty Adviser/s, officers and members with their respective contact numbers;
 - (vi) list and description of activities conducted since the establishment of the organization; and



TRANSPORTATION SCIENCE SOCIETY OF THE PHILIPPINES

- (vii) list and description of activities planned to be conducted in the present and immediately following year.
 - (b) certification from the Higher Education Institution declaring that the Student Organization is officially registered and recognized as a student organization therein as of the date of application;
 - (c) copy of the Organization Documents;
 - (d) payment of application fee of Php 1,000; and
 - (e) such other documents that TSSP may reasonably request to properly evaluate the application.
- 3.2 At its sole option, TSSP may conduct interviews with the Faculty Adviser, key officers or representative of the Student Organization in order to clarify or obtain additional information.
- 3.3 Based on the information, documents and interviews conducted, TSSP shall evaluate the application and inform the Student Organization in writing on whether the application would be approved or denied.
- 3.4 If the TSSP approves the application, it shall sign an Affiliation Agreement with the Student Organization that provides for the detailed terms and conditions of the affiliation. The signing of the Affiliation Agreement shall consummate the approval by TSSP of the application for affiliation. The Student Organization should thus carefully study the Affiliation Agreement before proceeding with its application. A copy of the Affiliation Agreement is hereto attached as **Annex "A"**.
- 3.5 Post-approval Requirements. If approved and to support its continuing affiliation, the Student Organization shall submit or deliver to TSSP the following within the 1st month of every academic year of the Higher Education Institution:
- (a) current Organization Documents of the Student Organization;
 - (b) activity report of the past academic year, which shall include the description of activities conducted and accomplishments;
 - (c) plan of activities for the current academic year, which shall include the current list of officers, members and Faculty Adviser, contact person and contact information; and
 - (d) payment of the annual Student Organization affiliation fee of Php 1,000.



TRANSPORTATION SCIENCE SOCIETY OF THE PHILIPPINES

4.0 **Evaluation Criteria.** The following constitutes the criteria for approval of application for affiliation and continuing affiliation:

- 4.1 Alignment of the Student Organization's purpose and philosophy with TSSP's mission, purpose and values.
- 4.2 Student Organization is duly organized and validly existing under and by virtue of the policies, rules, regulations, requirements, guidelines and practices of the Higher Education Institution, and has the authority to conduct its affairs as presently being conducted.
- 4.3 The Student Organization is in good standing with the Higher Education Institution.
- 4.4 In good standing, with registration and official recognition with the Higher education Institution has not been terminated, cancelled, revoked, suspended, or expired.
- 4.5 It has adopted and maintains the Bylaws for student organizations, a copy of which is hereto attached as **Annex "B"** or one that is substantially similar to it.
- 4.6 It has a Faculty Adviser who is a: (i) full-time faculty member of the Higher Education Institution and has been designated, appointed or chosen as such according to the requirements and practices of the Higher Education Institution; and (ii) regular or lifetime member of TSSP.
- 4.7 It has and will maintain at least ten (10) members all of whom are in good standing and currently enrolled in the Higher Education Institution.
- 4.8 Impact of the Student Organization on its members, Higher Education Institution, community and transportation professional and scientific community.

5.0 **Benefits of Affiliation.** A Student Organization affiliated with the TSSP will enjoy the following privileges subject to the Affiliation Agreement to be signed between itself and the TSSP:

- 5.1 Use of the TSSP logo for the Student Organization's official activities and business purposes. When used, the TSSP logo shall always be placed side by side with the name or official seal/logo of the Student Organization on the Student Organization's letterhead, stationery, documents, publications, directories, signages, and website;



TRANSPORTATION SCIENCE SOCIETY OF THE PHILIPPINES

- 5.2 Access to material resources, facilities, and expertise as may be provided by TSSP; and
 - 5.3 Preference and opportunity to be invited to, participate in and collaborate with TSSP in transportation seminars, conferences, projects and activities.
- 6.0 **Amendments.** These policies, guidelines and processes may be amended by the TSSP Board as needed and the amendments shall become effective on the date of approval or adoption.