

ATENEO GRADUATE  
SCHOOL OF BUSINESS  
STUDENT CLUB  
FORMATION  
GUIDELINES

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## **Ateneo Graduate School of Business (AGSB) Mission and Vision**

### **Vision**

To be a leading management educational institution in the Asia-Pacific region for the business practitioner seeking to become a professional and ethical business leader committed to nation-building.

### **Mission**

As a Jesuit institution whose identity and purpose is derived from a tradition of service and a standard of academic excellence, we are committed to:

- Developing and nurturing workplace-based business leaders, managers and entrepreneurs who are guided by principles, imbued with a sense of service, and equipped with effective management skills. We believe that expertise without integrity is empty, integrity without expertise is ineffectual, and expertise and integrity without service is irrelevant.
- Providing relevant and globally-oriented programs, using facilitative learning methodologies that integrate technical, technological, political, and ethical dimensions, and producing intellectual contributions in support of developing the discipline, practice and teaching of business and management. We believe that intellectual rigor and strength of character form the essential foundation for business professionals.
- Enhancing the personal and professional growth of our faculty and staff. We believe that success in fulfilling our mission is decided by the dedication of the members of our organization.
- Drawing on the expertise of our faculty, the different units of the University, and of our strategic partners as we address the challenges of technology and competition in the domestic and global settings. We believe that in harnessing the resources of our various stakeholders in an interactive and integrated manner we remain effective and relevant in the changing times.

As we pursue these commitments, we strive to bridge the gaps in our communities and in our country so that our people may achieve just and good lives.

### **What is an AGSB Student Organization?**

An AGSB Student organization is a formal group of students coming together due to common interests, hobbies and goals. They abide by the rules set forth by the Student Council and the school. Any student of the AGSB is eligible to apply to be part of any club accredited by the AGSB. Student clubs are strictly to be non-profit in nature.

### **Oversight of Student Club**

Each club is required to have a faculty adviser. Clubs will also be subject to supervision by the Office of Student Activities and Formation (OSAF).

## Purpose

The main purpose of the club must be clearly stated – and such statement must include how it intends to contribute to the achievement of the AGSB’s mission and vision. All accredited student organizations carry the name of the AGSB and must abide by the norms of the school.

## Privileges and Responsibilities

### Privileges of Accredited Organizations

- Use of AGSB Name and Logo for approved activities
- Use of campus facilities
- Ability to promote club events through traditional and non-traditional AGSB media
- Opportunity to represent via a seat on the AGSB Student Council (AGSB SC)
- Access to a wider network for sharing of interests
- Access to facilitators and trainers
- Mentoring from AGSB faculty
- Access to funding support from the Student Activity Fund for approved annual budgets

### Privileges of Recognized Organizations

- Use of AGSB Name and Logo for approved activities
  - Use of campus facilities
  - Access to a wider network for sharing of interests
  - Mentoring from AGSB faculty
  - Case to Case funding support
- ❖ Upon the approval of new organizations, they will be classified as “Recognized” meaning they are in the process of establishing a two year track record that will make them eligible to apply for full accreditation.

### Responsibilities

- Student clubs must act in accordance with AGSB Policies and Regulations, as well as the Student Constitution
- Student clubs must re-apply for accreditation after its first and second year prior to conferment of full accreditation status. The organization’s viability shall be evaluated every after two (2) years upon being fully accredited.
- Student clubs must provide semi-annual reports to the Office of Student Activities and Formation – reports on planned activities, financial information

### Membership and Election of leaders

Clubs are open to all current students of the AGSB. Leadership positions of the clubs must be filled by students with at least three unenrolled subjects remaining until graduation as of the time of election.

## Application for Accreditation

Application will be done via email. The required documentation must be sent to [agsbclubs@gmail.com](mailto:agsbclubs@gmail.com) and copied to [dvacruz@ateneo.edu](mailto:dvacruz@ateneo.edu) and the club's stated adviser.

Information required:

1. Name and Logo (with explanation)
2. Purpose: Mission and vision statements
3. List of all current leaders and members (if already available), indicating year level and block
4. Constitution and bylaws
5. Annual plan – activities, etc.
6. Name of Adviser and his/her written consent, annexed to the certificate
7. Approximate membership size
8. Website and/or Facebook page address(es)

All clubs established after the date of promulgation of these Guidelines shall apply for registration with the Office of Student Affairs by filing the required documentation above within seven (7) days of the date on which they are formally established.

Once the information has been received and approved by the Student Council and Office of Student Affairs and Formation, the founding officers will undergo a panel interview to assess the viability, plans and governance of the proposed club, once approved the application will be forwarded to the Dean for final approval. Once final approval has been received from the Dean, the Coordinator for Office of Student Activities and Formation will meet with the Student Club leader for the conferment of initial accreditation.

The initially accredited club should operate for at least two (2) consecutive years with yearly reports regarding activities/accomplishments. This will be the basis of evaluation for the conferment of full accreditation status.

## Governance

Each club must have a constitution which will be submitted as part of the requirements for accreditation. Special attention must be given to the club's contribution to Nation building.

## Advisers

Each club must have an adviser who is either: full-time administrator, or a faculty member of the AGSB. An adviser may only be an adviser to one club at a time. The adviser is expected to:

1. Provide guidance and leadership to the club
2. Be knowledgeable about the club's policies and planned activities
3. Attend club meetings
4. Ensure coordination of the club with the OSAF – all projects/activities must be endorsed by the adviser and approved by the administration before applicable privileges can be accorded.

## **Budgets**

Clubs must submit an annual budget as part of accreditation and must include budget information in the required semi-annual reports.

## **Fundraising and Corporate Sponsorship**

All fund raising solicitations are to be endorsed by the Adviser and Coordinator for Student Activities and Formation before sending out such to sponsors.

## **Use of AGSB Name/Logo**

Accredited clubs may use the AGSB and AGSB SC Names and Logos for approved activities. Please see appendix for brand standards on logo usage.

## **Online Presence**

Accredited clubs may have a presence on the AGSB and AGSB SC website. They are also encouraged to engage with the student body via social media.

## **Club Activities and Events**

Clubs must submit an annual plan subject to approval by the SC and OSAF. The annual plan must include all planned activities. Each activity must have a dedicated project manager as well as a project plan detailing the purpose of the event, how it contributes to the wellbeing of the AGSB community, as well as nation building.

## **Emergencies**

Clubs must maintain contact information in cases of emergency. Each Club must indicate the chain of command in their respective constitutions.

## **Misconduct**

Allegations of misconduct on the part of the student club as a whole, individuals, or groups of individuals will be investigated and disciplinary action will be instituted by the OSAF as deemed appropriate in accordance with AGSB Policies and Regulations. The definition of misconduct and appropriate disciplinary actions are defined in the Student Handbook of the AGSB.

## **Compliance with The Anti-Hazing Act of 2018 and Other AGSB Policies**

Each club must comply with all the requirements of The Anti-Hazing Act of 2018, AGSB Policies and AGSB Student Council Constitution, including those that relate to the registration requirements set out in these Guidelines including, without limitation, the requirement for updating of its list of members not later than thirty (30) days from the start of every trimester.

Prepared by:

Endorsed:

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Student Activities and Formation Director

Approved:

Rudy P. Ang  
Dean

## Appendix

### References:

Ateneo de Manila University – Brand Standards Manual (ADMU Brand Standards Manual.pdf)

### Logos:

#### Blue & White Centered Three lines



ATENEUM DE MANILA  
UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

#### Full color Centered Three lines



ATENEUM DE MANILA  
UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

#### Black & White Centered Two lines



ATENEUM DE MANILA UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

#### Blue & White Centered Two lines



ATENEO DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS

**Full Color Centered Two lines**



ATENEO DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS

**Full color Centered Two lines (for dark background)**



**Black & White Left Aligned**



ATENEO DE MANILA  
UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS

**Blue & White Left Aligned**



ATENEO DE MANILA  
UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS

**Full color Left Aligned**



ATENEO DE MANILA  
UNIVERSITY  
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