

The Philippine Student Association
Of Texas A&M University

The Point System

Rules and Regulations

Point System Rules and Regulations

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Table of Contents

Article I. Purpose	1
Article II. Rules.....	2
I. Eligibility	2
II. Responsibilities	3
III. Procedure	4
IV. Consequences.....	5
V. Amendments	6
Article III. PhilSA Point System Guidelines	7
I. Structure of the Point System	7
II. Functions of a Controlling Officer.....	7
III. Event Categories	8
IV. Multiple-Category Events.....	10
V. Point Valuation	10
VI. Bonus Points	10
Glossary	11

Article I. Purpose

The purpose of The PhilSA Point System is to reward members who have given their time and energy to the organization. The System measures the level of participation a member contributes to PhilSA by allowing each member to earn a predetermined number of points at each PhilSA event. When a member has accumulated enough points, an award is given to recognize that member's level of commitment.

Originally, The Point System was created to address concerns that PhilSA members were not receiving the recognition they deserved, and that their role in representing PhilSA at The GoodPhil Games was being devalued. Members who worked tirelessly for the cause of PhilSA were being pushed aside, and members who did nothing were taking their place at the event. In order to resolve the situation, the amount of commitment that a member expressed within the organization began to be measured. Only those who met a certain minimum were allowed to participate in The GoodPhil Games. Events, such as general meetings and socials, were worth a certain number of points, and only by acquiring a certain number of points was a member allowed to represent PhilSA at The GoodPhil Games.

The initial response to the idea drew strong reactionary feedback. PhilSA is, after all, a completely voluntary organization. The idea of requiring work seemed contrary to the organization's ideals. Debates and town-hall meetings were held, and a conclusion was reached – The Point System itself was deemed a genuinely beneficial idea, but the presentation of the system was ruled inconsiderate to members and non-members alike. A policy as significant as this, with the power to change the culture of an organization, should be clear and consistent. Without enumerated rules and explicit instructions, The Point System was simply another method of unfairness. Arbitrary point requirements and shifting rule changes occur too easily without a documented reference.

As a result of that conclusion, this written set of Rules and Regulations includes a thorough examination of every aspect of The Point System. By promoting every aspect of PhilSA's mission statement, The Point System symbolizes yet another step in the maturity of the organization by promoting unity, increasing the awareness of Filipino culture on campus, and advocating academic achievement by its members.

As a final note, the primary goal of The PhilSA Point System is not to act as a recruitment piece for the organization. The purpose is to strengthen the organization from within. If this leads to increased membership, then it is a most welcome bonus and another accomplishment for the members themselves.

Article II. Rules

I. Eligibility

a. Participants

- i.** A member, according to these guidelines, is someone who has been and/or is involved with PhilSA.
- ii.** Those who are exempt from The Point System include the following:
 - 1.** Alumni defined as graduated members
 - 2.** Honorary Members as conferred upon in accordance with the PhilSA Constitution
 - 3.** Restricted Members as deemed by the judiciary in accordance with the PhilSA Constitution
 - 4.** Officers, Officers-elect, Officers-in-kind
 - a.** The aforementioned executives act as custodians of the point system.
 - b.** In the event of resignation or removal,
 - i.** Executives resigned or removed in the Fall Period must meet spring period requirements.
 - ii.** Executives resigned or removed in the Spring Period are exempt from spring period requirements.
 - iii.** Back Points earned during their executive terms, with the exception of points awarded for paying dues, will not be awarded to the aforementioned executives due to the nature of their previous office and the fulfillment of their elected duties.

b. Points-Valued Events

- i.** All points-valued events must meet the following criteria:
 - 1.** Sponsored by PhilSA
 - 2.** Prior notice shall be given according to the following timeline:
 - a.** Initial notice shall be issued 5 business days prior to the event
 - b.** A reminder shall be issued 24 hours prior to the event

3. Notices shall be sent via mass media devices (e.g. listserv, website)
 4. The earning of points for an event cannot be exclusive in terms of age, sex, etc. although the event may be exclusive in terms of age, sex, etc.
- ii. Entrance Events**
1. The purpose of an Entrance Event is to add members to the database, which records all points earned by each member.
 2. The Entrance Event must meet the following criteria:
 - a. PhilSA is responsible for 100% of the event.
 - b. PhilSA executives have the ability to record attendance.
 - c. The event functions with a purpose of introducing potential members to current members.
 - d. The overall intent of the target audience is to interact with the current members.
 3. Examples of an Entrance Event include, but are not limited to, the following:
 - a. General meetings
 - b. PhilSA-hosted socials
 - c. PhilSA practices, may they be cultural or athletic in nature
 - d. Fundraisers

II. Responsibilities

- a. Executive Responsibilities shall be delegated in accordance to Article III, Section III.
- b. Member Responsibilities
 - i. Members are responsible for signing in at any event at which an attendance sheet is present.
 - ii. Members are responsible for addressing Back Points that may not have been awarded.
 - iii. In order to participate in The GoodPhil Games, members must meet either of the following criteria, unless the member has served as an Officer:
 1. If the member is Active in the organization for both cyclic periods, that member must accumulate 160 points by the start of The GoodPhil Games.
 2. If the member is Active for only one of the two cyclic periods, that member must accumulate 80 points by the start of The GoodPhil Games.

III. Procedure

- a. Points System Cycle**
 - i.** The beginning of the cycle is marked by the End-of-Semester Event of the academic Spring Semester, at which the database is erased and all members begin with zero points.
 - ii.** The cycle is divided into two periods, which are marked by the End-of-Semester Events.
 - 1.** The Fall Period begins with the Spring End-of-Semester Event and ends on the day before the Fall End-of Semester Event.
 - 2.** The Spring Period begins with the Fall End-of-Semester Event and ends on the day before the Spring End-of-Semester Event.
 - iii.** Points awarded for attending the End-of-Semester Events are recorded as points for the following period (e.g. Spring End-of-Semester Event earns points for the Fall Period).
- b. Recording, Updating, and Rewarding**
 - i.** The controlling officer of the event as delegated in Article III, Section III records attendance at the event on Attendance Sheets. These Attendance Sheets are considered official documents and shall be filed for at least the duration of its respective cycle.
 - ii.** The controlling officer reports Attendance Sheets to the President at the officers' meeting following the event.
 - iii.** The President compiles the points in the database, which shall be updated by 8:00 AM on the day following the officers' meeting.
 - iv.** The updated database shall be made Accessible by 8:00 PM on the day after the officers' meeting.
 - v.** The President shall notify members who have accumulated an amount of points corresponding to a Rewards-Tier to attend the next general meeting at which the Reward will be presented. In the event that the recipient is unable to attend the next general meeting, arrangements shall be made to administer the reward.
 - vi.** The Most-Points Awards of each Period shall be awarded at the End-of-Semester Events. The Most-Points Award of the Cycle shall be awarded at the Spring End-of-Semester Event.
- c. Special Points Considerations**
 - i. Back Points**
 - 1.** Back Points are awarded to a member for events occurring before that member attends their first Entrance Event.
 - 2.** Back Points can be awarded only for events occurring within the same Period as a member's first Entrance Event.
 - 3.** A member's Back Points are addressed as soon as they enter the database.

ii. Errors

1. An Error occurs when points have not been awarded due to failure of fulfilling executive and/or member responsibilities (i.e. not recording attendance on the Attendance Sheet of the event).
2. Errors shall be considered on a case-by-case basis.
3. At least one witness will be required to confirm the member's attendance of the event in question.
4. Points may be awarded under the discretion of the President.

iii. Innovation Points

1. Innovation points are awarded to the original designer(s) of a PhilSA Deliverable.
2. The number of Innovation Points awarded may range from 0 to 150 points, as determined by the PhilSA executives.
3. Innovation points will be awarded within fourteen calendar days after the completion of the Deliverable.

IV. Consequences

a. Penalties

- i.** The only penalty associated with the Points System is restricting the participation of a member in The GoodPhil Games. A member cannot participate as a PhilSA representative if he/she meets the following criteria:
 1. Has registered as a college student at The GoodPhil Games prior to the current cycle as a PhilSA representative
 2. Has not met the minimum requirement as stated in Article II, Section II, Subsection b, Provision ii.
- ii.** It is the duty of the President to give sufficient notice, as outlined below, to members before activating any penalties.
 1. A reminder is to be sent during the first week of the academic Spring Semester to those whose point total does not yet meet the minimum requirement as detailed in Article II, Section II, Subsection b, Provision ii.
 2. A similar reminder is to be sent weekly at the start of February ending the day before The GoodPhil Games.
 3. Members may choose to waive their right of notification.
- iii.** It is the duty of the executives to compile a list of members who will be penalized. This list will be brought to The GoodPhil Games and distributed to the coaches.
- iv.** It is the duty of the coaches to enforce this penalty.

b. Rewards

- i.** Rewards are awarded at each Rewards-Tier, which are marked at every 100 points accumulated by each member.
- ii.** Rewards and its associated budget will be determined by the officers-elect before the beginning of the academic fall semester.
- iii.** The Treasurer shall approve of these Rewards and the budget before the beginning of the Fall Semester.
- iv.** Rewards will be awarded at each general meeting, unless arrangements have been made by the President and the Recipient.
- v.** The Most-Points Awards
 - 1.** The Most-Points Award of a given Period shall be awarded at its corresponding End-of-Semester Event (e.g. The Fall Most-Points Award given during the Fall End-of-Semester Event).
 - 2.** The Most-Points-of-the-Year Award shall be awarded at the Spring End-of-Semester Event.
 - 3.** Keepsakes will be awarded to each Recipient, and the name of each Recipient will be recorded on a Most-Points trophy/plaque, which will be kept and maintained by PhilSA.

V. Amendments

- a.** In order to amend this document, a proposal may be drafted at any time. The proposal must contain the following provisions:
 - i.** Justification of change
 - ii.** Date(s) of activation
- b.** The proposal shall be presented to the executives and qualified by a 50% + 1 vote.
- c.** The qualified proposal shall be presented to the body, as defined by the PhilSA Constitution, and passed by a vote of two-thirds majority.
- d.** Once passed, the proposal will go into effect according to the activation date stated in the proposal.

Article III. PhilSA Point System Guidelines

I. Structure of the Point System

- a.** The Point System shall be structured in such a way that each officer shall become the permanent controlling officer for no more than one given category.
- b.** The Points awarded shall be audited by the President of the organization. Because the president becomes the controlling officer for the entire system, they are not allowed to become the controlling officer for any category. This is done with the understanding that an auditor must have no conflict of interest whatsoever be it voluntary, involuntary, conscious or unconscious.
- c.** The events that fall under the point system shall be categorized by their function and the categories shall be as follows
 - i.** Fundraising
 - ii.** Service
 - iii.** Social
 - iv.** Meeting
 - v.** Cultural
 - vi.** Organizational Dues
 - vii.** Sport
 - viii.** PhilSA Study Session
 - ix.** GoodPhil

II. Functions of a Controlling Officer

- a.** A Controlling Officer shall function as the final arbiter of the category in which they control.
- b.** Controlling Officers must record attendance for every event regulated by their category.
- c.** Should a Controlling Officer be unable to attend an event regulated by their category for any reason, it becomes their objective to find a Controlling Officer Pro Tempore to be chosen from and only from the remaining body of officers with the exception of the President.

III. Event Categories

a. Fundraising

- i.** The Fundraising Officer shall be designated the controlling officer of this category.
- ii.** This category shall be used to denote any event that involves members of the organization with the intent of drawing positive net income into the organization.
- iii.** Examples of fundraising events include but are not limited to: concession stands (football, volleyball, graduation, etc.), Isang Mahal, sale of program advertising space, etc.

b. Service

- i.** The Secretary shall be designated as the controlling officer of this category.
- ii.** Members attempting to achieve points in this category must spend a justifiable majority of their time in the service of another individual/organization that requested their assistance.
- iii.** This category shall include any event done to benefit other individuals/organizations with the intent of drawing no positive net income into the organization or the individual of that organization.
- iv.** Examples of service events include but are not limited to: co-programming with another organization with the intent of aiding an event normally hosted by that organization or would not normally carry the PhilSA name, volunteer work, hosting a foreign party, etc.

c. Social

- i.** The Vice-President shall be designated as the controlling officer of this category.
- ii.** A social shall be any event endorsed by PhilSA with the sole intent being the entertainment of the members of the organization.
- iii.** There shall be two categories of socials with each weighted differently. These two categories shall be distinguished by the location of the social.
- iv.** In-Town socials shall be events confined to the Bryan-College Station area.
- v.** Out-of-Town socials shall be events where any part of the social takes place outside of the Bryan-College Station area.
- vi.** Examples of social events shall include but are not limited to: movie nights, parties, road trips, etc.

d. Meeting

- i.** The Chief Historian shall be designated as the controlling officer of this category.
- ii.** A meeting shall be any gathering of PhilSA members endorsed by PhilSA with the intent of providing a forum for the exchange of tangible and/or intangible property.

- iii. There shall be two categories of meetings determined by the audience targeted by each meeting.
 - iv. General Meetings are defined by the PhilSA Constitution and are meetings directed by the officers of the organization with the intent of providing a forum for the organization's members.
 - v. Officers' Meetings are defined by the PhilSA Constitution and are meetings directed by the President of the organization with the intent of providing a forum for the organization's members.
 - vi. Points awarded for Officers' Meetings may only be awarded to those eligible for points.
 - vii. Meetings must be declared and made open to all members of the organization in order to be counted for the purpose of points.
 - e. Cultural
 - i. The Cultural Curator shall be designated as the controlling officer of this category.
 - ii. There shall be three categories of cultural events determined by the purpose of the event.
 - iii. Rehearsal events shall be those events with the intent of preparing for a future performance.
 - iv. Performances shall be those events with the intent of presenting any rehearsed events for public or private viewing.
 - v. Educational events shall be those events with the specific intent of fulfilling points 1 and 2 of the PhilSA Mission Statement as outlined in the PhilSA Constitution
 - f. Organizational Dues
 - i. The Treasurer shall be designated as the controlling officer of this category.
 - ii. This event encompasses the singular act of contributing to the organization's capital structure by paying the organizational dues as outlined by the PhilSA Constitution.
 - iii. Points shall be assigned based on the time period intended for the payment of dues.
 - g. Sport
 - i. The Recreational Events Coordinator shall be designated as the controlling officer of this category.
 - ii. Sports events are any events that are held with the intent of recreational activity.
 - iii. Examples of Sports Events include but are not limited to: intramurals, GooPhi Games, the day of GoodPhil, sports practices, etc.
 - h. PhilSA Study Session
 - i. The Webmaster shall be designated as the controlling officer of this category.
 - ii. This category includes any PhilSA endorsed events that fulfill point 4 of the PhilSA Mission Statement as outlined in the PhilSA Constitution.

- i. GoodPhil
 - i. The Public Relations Officer shall be designated as the controlling officer of this category.
 - ii. This category shall include any PhilSA event with the intent of programming, planning, organizing, or carrying out any aspect of GoodPhil regardless of which school hosts GoodPhil.
 - iii. Examples of GoodPhil events include but are not limited to: planning, fulfillment of tasks, tasks assigned the days of GoodPhil, etc.

IV. Multiple-Category Events

- a. Each member may only be awarded points under one and only one category for any given event.
- b. The points awarded shall be categorized by the nature of the task accomplished by the member at the time of the event regardless of whether or not that category carries the maximum number of points available for that event.
- c. The controlling officer shall still also be determined by the nature of the task accomplished by the member at the time of the event.

V. Point Valuation

- a. Point Valuation shall be taken as precedence from those given during the year of inception of this system.
- b. Each year's events shall be consistent in point value and based off of the included spreadsheet.
- c. New events outside the range of those enumerated in the included spreadsheet shall be adopted by a majority consensus of the current Officers of the organization.
- d. New events outside the range of those enumerated shall be recorded on the spreadsheet included along with the date of inclusion and the President of the current Officers of the organization
- e. Changes in Point Valuation must be made through majority consensus of the current Officers of the organization in accordance with the amendment protocols outlined herein.

VI. Bonus Points

- a. Bonus Points are those points awarded to members who achieve above and beyond the expectations set by the Controlling Officers.
- b. Bonus Points may only award objective aspects of the event including but not limited to: amounts of money acquired for fundraising, hours spent in service, individual positive initiatives taken that are markedly different from actions expected, etc.
- c. Changes in Bonus Points must be made through majority consensus of the current Officers of the organization in accordance with the amendment protocols outlined herein.

Glossary

Accessible

A term used to ensure the availability of open channels of communication between a member and that member's recorded set of points. The level of availability is determined by the officers.

Active

A member who has been entered into the Database.

Attendance Sheet

The document recording the attendance at a certain event.

Back Points

Back Points are points for events occurring before a member attends their first Entrance Event.

Cycle

1 full cycle is defined as the beginning of the Fall Period to the end of the Spring Period.

Database

Also known as the spreadsheet. The central store for all members who have attended Entrance Events and the point count.

Deliverable

An object, idea, or event that can be created and shared.

Entrance Events

- I.** An Entrance Event marks the entrance of a member into the database.
- II.** An Entrance Event must meet the following criteria:
 - i.** PhilSA has 100% control of the event.
 - ii.** PhilSA Executives have the ability to record attendance.
 - iii.** The event functions with a purpose of introducing potential members to current members.
 - iv.** The overall intent of the target audience is to interact with the current members
- III.** Examples of an Entrance Event include, but are not limited to the following:
 - i.** General Meetings
 - ii.** PhilSA-hosted Socials
 - iii.** PhilSA Practices, for both competitive and non-competitive events
 - iv.** Fundraisers

End-of-Semester Event

The last event in the scholastic semester. The End-of-Semester Event is the first event in a given Period.

Error

An Error occurs when points have not been awarded due to failure of fulfilling executive and/or member responsibilities (i.e. not recording attendance on the Attendance Sheet of the event).

Event

An Event must meet the following criteria:

- i. The Event must be sponsored by PhilSA
- ii. Prior notice shall be given according to the following timeline:
 1. 5 business days prior to the event
 2. 24 hours prior to the event
- iii. The earning of points for an event cannot be exclusive in terms of age or sex.

Exempt

No points are awarded to a member who is exempt. This excludes a member from both the minimum point requirement and from receiving any awards and prizes.

Fall Period

Start of the Fall Period is marked by the Spring End-of-Semester Event. The end of the Fall period is marked as the day before the Fall End-of-Semester Event.

Innovation Points

Points awarded for creating a PhilSA deliverable.

Member

Anyone who has attended an Entrance Event or is granted honorary membership. Anyone who is exempt is also considered a member unless that member has been expelled.

Officer-in-Kind

An appointed head of a long-term committee. Long-term is defined by the current president.

Most-Points-of-the-Year Award

Awarded to the member with the most points during the entire cycle. This award is presented at the Spring End-of-Semester Event.

Most-Points Award

Award given to members with the highest point total for a given period. These awards are presented at the corresponding End-of-Semester Event.

PhilSA

Philippine Student Association at Texas A&M University – College Station.

Prize

Also known as Reward. A prize acknowledging a member's status increase to a higher Rewards-Tier.

Recipient

A member who is receiving a Prize or Award.

Representative

A member who participates at The GoodPhil Games on behalf of PhilSA.

Restricted

A restricted member is considered exempt and cannot participate in The GoodPhil Games. A restricted member is also known as an expelled member as defined by the PhilSA Constitution.

Reward

Also known as Prize. A prize acknowledging a member's status increase to a higher Reward-Tier.

Rewards-Tier

A level of achievement defined by accumulating a certain number of points. The tiers are set at every 100 points. A prize is associated with each Rewards-Tier.

Spreadsheet

Also known as Database. The central store for all members who have attended Entrance Events and the point count.

Spring Period

Start of the Spring Period is marked by the Fall End-of-Semester Event. The end of the Spring Period is marked as the day before the Spring End-of-Semester Event.