

**ALLIANCE OF STATISTICS STAFF ENGAGED IN RESEARCH AND TRAINING, Inc. (ASSERT, Inc.)**

**CONSTITUTION**

**PREAMBLE**

We, the employees and members of the Alliance of Statistics Staff Engaged in Research and Training, Inc. (ASSERT, Inc.) of the Philippine Statistical Research and Training Institute (PSRTI) formerly Statistical Research and Training Center (SRTC), in order to promote our moral, social and economic well-being, protect and uphold the individual and collective rights, as well as foster harmonious and progressive labor management relations, do hereby promulgate this CONSTITUTION.

**ARTICLE I NAME AND DOMICILE**

**Section 1.** The organization shall be known as the Alliance of Statistics Staff Engaged in Research and Training, Inc. (ASSERT, Inc.), hereinafter referred to as the **UNION**. (Formerly: Alliance of Statistics Staff Engaged in Research and Training) *W*

**Section 2.** The Union shall be domiciled at the Philippine Statistical Research and Training Institute (PSRTI) formerly Statistical Research and Training Center (SRTC), J & S Building, No. 104 Kalayaan Avenue, Diliman, Quezon City or at wherever location that the PSRTI will hold office.

**ARTICLE II DECLARATION OF OBJECTIVES**

The UNION commits itself to the pursuit of the following objectives:

**Section 1.** To establish an organization that will represent the employees of the Philippine Statistical Research and Training Institute (PSRTI) formerly Statistical Research and Training Center (SRTC) in collective negotiation beneficial to the members.

**Section 2.** To promote the moral, social, and economic well-being of all the members.

**Section 3.** To protect and uphold the individual and collective rights of all the members.

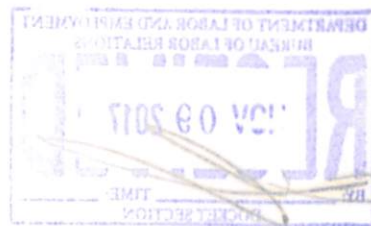
**Section 4.** To foster harmonious and progressive labor-management relations.

**Section 5.** To strive for the adoption of legislation, policies and other measures that will promote the economic, social and general well-being of all the members, and the working class, in general.

**Section 6.** To promote the enlightenment of all the members in regard to their rights and obligations as union members and as employees, the present labor relations systems, the existing collective negotiating agreement (CNA) and all other matters that directly or indirectly affect the union.

**ARTICLE III NAME OF EMPLOYER AND PLACE OF OPERATION**

**Section 1.** For collective negotiating purposes, the definite employer is the Philippine Statistical Research and Training Institute formerly Statistical Research and Training Center, hereinafter referred to as the Agency, the principal place of operation, which is at J & S Building, No. 104 Kalayaan Avenue, Diliman, Quezon City.



#### ARTICLE IV MEMBERSHIP

- Section 1.** Every rank and file employee, with salary grade 22 (SG22) and below, of the PSRTI, not otherwise disqualified by law and without regard to sex, race, nationality, religious or political belief of affiliation is eligible for membership in the union.
- Section 2.** These employees, who are either under permanent or contractual employment arrangement of the PSRTI may become members of the UNION by written application, approved by the President through the recommendation of the Committee on Membership and after payment in full of the required admission fee.
- Section 3.** Membership is voluntary. A member shall have the following rights:
- To exercise the right to vote on all matters relating to the affairs of the association;
  - To be eligible as an elective or appointive officer of the association provided that said membership has been active for a minimum of one year;
  - To participate in all deliberations/meetings of the association;
  - To avail of facilities of the association;
  - To examine records or books of the association.
- Section 4.** A PSRTI employee who may opt to not become a member should be informed that any benefits resulting from collective negotiation between Management and the UNION will be of lesser value than UNION members and shall be determined accordingly by the Executive Board.
- Section 5.** All members shall obey and comply with the by-laws, rules and regulations that may be promulgated by the association from time to time.
- Section 6.** Duration of Membership. Membership in the UNION shall continue until the member has ceased to be a member under any of the following causes:
- Voluntary termination due to resignation, transfer to another government office or optional retirement;
  - Involuntary termination due to death, disability resulting to separation from PSRTI,
  - Compulsory termination due to compulsory retirement and lapse of co-terminus appointment.
- Membership in the UNION shall also be terminated if the member commits willful violation of any provision of this Constitution or rules, regulations, measure resolution and decisions of the association.
- Section 7.** PSRTI Executive Director and Division Chiefs are not qualified for membership to the UNION. However, they can receive benefits arising from any successful negotiation similar to those UNION members.

#### ARTICLE V PRINCIPAL OFFICERS

- Section 1.** The Governing Body of the union shall be the Executive Board whose members shall be elected through a general assembly by at least two-thirds (2/3) of votes of its total membership. Only those with a **minimum**



**membership of one year** can be nominated and elected as members of the Executive Board.

**Section 2.** The Executive Board shall administer union affairs, formulate policies, implement programs and update the Collective Negotiation Agreement (CNA) every three (3) years to effectively carry out the objectives of the UNION and manage its properties and monies.

**Section 3.** The Executive Board shall consist of seven (7) officers, namely:

President  
Vice-President for Internal Affairs  
Vice President for External Affairs  
Secretary  
Accountant  
Treasurer  
Auditor

**Section 4.** The elected Executive Board shall also be the Board of Directors consisting of the same who are already elected through secret ballot.

**Section 5.** The officers of the UNION shall hold office for a period of one (1) year from the date of their election until their successors shall have been duly elected and qualified; provided that they remain members of the UNION in good standing.

**Section 6.** Vacancies in the Executive Board, except the position of President, shall be filled up by the Board by appointing any member/s in good standing of the UNION whose membership is for a continuous period of one (1) year immediately preceding such appointment. The said appointee/s shall hold office in acting capacity for the unexpired term of office of the immediate predecessors, or until a special election therefore as authorized by the Executive Board and duly approved by the majority of members of the UNION.

#### **ARTICLE VI DUTIES AND POWERS**

**Section 1.** The President shall serve as the Executive Officer of the Union. His/her duties and powers shall include the following:

- a. Preside over all meetings and deliberations of the Executive Board and of the general membership;
- b. Appoint members to working committees when necessary with the concurrence of at least two-thirds (2/3) of members of the Executive Board and the general membership;
- c. Approved orders covering the applications on expenditures of the UNION funds before payment or disbursement is made by the Treasurer with concurrence of the Vice-President for Internal Affairs and Auditor;
- d. Represent the UNION on all occasions and matters in which representation may be agreed upon or required; and
- e. Serve as official spokesperson of the UNION.

**Section 2.** The duties of the Vice President for External Affairs shall be the following:

- a. Represent the President in all activities in case of his/her absence;
- b. Represent the UNION in matters requiring inter-agency cooperation;

- c. Together with the President, formulate and submit an annual program of action regarding external activities of the Union which shall be approved by the Executive Board;
- d. Work closely with the Vice-President for Internal Affairs in pursuing harmonious and cooperative activities that the UNION may pursue for the professional advancement and development of its membership;
- e. Handle matters involving public relations of the UNION; and
- f. Perform other functions that may be assigned by the Executive Board pertaining to matters involving other agencies and entities.

**Section 3.** The duties of the Vice-President for Internal Affairs shall be the following:

- a. Represent the President in all activities in case of his/her absence, disability, death or resignation;
- b. Represent the UNION on matters pertaining to or related to administrative functions and other concerns internal to the organization;
- c. Together with the President, formulate and submit an annual program of action regarding internal activities of the UNION which shall be approved by the Executive Board;
- d. Work closely with the Vice-President for External Affairs in pursuing harmonious and cooperative activities that the UNION may pursue for the professional advancement and development of its membership; and
- e. Perform other functions that may be assigned by the Executive Board pertaining to administrative and related matters within the UNION.

**Section 4.** The Secretary shall perform the following duties and functions:

- a. Take down minutes of the meetings of the general membership and of the Executive Board;
- b. Keep a book of Minutes of Resolution and continuing Register of all members of the UNION;
- c. Act as custodian of all records, documents, minutes of the meetings of the Executive Board and the general membership as well as printed and/or written policies, projects and activities of the UNION;
- d. Submit to the Bureau of Labor Relations (BLR) annually a list of the UNION officers and members;
- e. Submit every three (3) years the approved Collective Negotiation Agreement (CNA) to the Civil Service Commission (CSC).

**Section 5.** The Treasurer shall perform the following duties and functions:

- a. Collect, receive and issue receipts for all money, funds and contributions to the UNION;
- b. Make sure that all disbursements and payments made are covered by vouchers and accompanied by the necessary receipts; and
- c. Keep a record of all receipts and expenditures.

**Section 6.** The Accountant shall perform the following duties and functions.

- a. Prepare financial reports and other accounting transactions as may be required by the general membership, the Executive Board, the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC), which shall include money received and paid by him/her since he/she assumed office. The rendering of such account shall be made:
  - At least once a year within thirty (30) days after the close of the fiscal year of the UNION;



- At such other times as may be required by a resolution of the majority of the UNION and;
- Upon vacating his/her office or dissolution of the UNION for any cause.

- Section 7.** The Auditor shall audit, verify and examine all financial account of the UNION. He/She shall supervise the entries in the books of accounts of the UNION and shall render a report of his/her audit as may be required by the Executive Board or by a resolution of the majority of the general membership.
- Section 8.** The Executive Board (EB) shall be in charge of the legislative functions of the UNION under guidelines to be discussed with the majority members of the organization. The EB shall consult the general membership also on matters, problems and areas that may be subject to the agency's rule, regulation and policy.
- Section 9.** The officers of the UNION shall not be paid any compensation other than the salaries, allowances and expenses due their positions as are specifically provided in a written resolution duly adopted by the majority of all the members called for the purpose. The Secretary shall take down minutes of the meetings together with the list of participants and tally of votes cast, copy of which shall be furnished the Department of Labor and Employment and the Civil Service Commission.

#### ARTICLE VII STANDING COMMITTEES

- Section 1.** To ensure coordination and efficiency in the transaction of UNION matters and in order to realize the objectives of this Constitution, the following four (4) standing committees are hereby created:
- a. COMMITTEE ON MEMBERSHIP – which shall receive and process application for membership and make recommendations thereon to the Executive Board. It shall implement rules, regulations and decisions as may be promulgated by the Executive Board or the general membership for the admission of members in the UNION.
  - b. COMMITTEE ON GRIEVANCE/WELFARE – which shall investigate internal UNION disputes in accordance with Article XIV of this Constitution. It shall assist in the presentation and settlement UNION grievance with Management subject to the pertinent provisions of the existing Collective Negotiation Agreement (CNA). It shall be responsible for the adoption and implementation of programs, projects and activities that will promote and protect the general welfare of the members.
  - c. COMMITTEE ON LABOR EDUCATION AND RESEARCH - which shall prepare, adopt and implement labor education programs and activities that will promote the enlightenment of the members in regard to the prevailing labor relations system, the provisions of the Constitution and the existing CNA, and all labor legislation rules, issuances and policies that affect the members directly or indirectly.
  - d. COMMITTEE ON SPORTS AND RECREATION - which shall organize sports and recreational activities that will enhance the physical and social well-being of the UNION members. The Committee shall also manage the use of the association's sports and recreational facilities.

## ARTICLE VIII MEETINGS OF THE UNION

- Section 1.** The UNION shall hold an annual membership meeting every first Friday of December. Notices of the meeting shall be sent out by the Secretary at least ten (10) days prior to such meeting by posting in conspicuous places, preferably inside the office premises. The said notices should contain the date, time and place of the meeting duly determined and approved by the Executive Board.
- Section 2.** Regular meetings of the Executive Board shall take place every month with appropriate notice to be sent out by the Secretary to each member of the Board at least (5) working days prior to such meeting. The time and place of the meeting shall be determined by the President, or in his/her absence, the Vice-President of Internal Affairs. The meeting shall preferably be held in the place where the UNION holds office.
- Section 3.** Special meetings of the Executive Board or of the general membership may be called at any time, either at the call of the President, upon request of at least two-thirds (2/3) of members of the Executive Board or upon petition addressed to the President by at least one-third (1/3) of all members in good standing of the UNION.
- Section 4.** The notice for any meeting whether it be of the general membership or of the Executive Board, regular or special, shall contain the item or items to be discussed and shall include the agenda of the meeting. Any item or items included in the agenda may be taken up through a recommendation of the majority of members of the Executive Board present and constituting a quorum if it be an Executive Board meeting or at least two-thirds (2/3) of the members present and constituting a quorum if it is a general membership meeting.
- Section 5.** Any member who absents himself from any regular or special meeting of the general membership shall within five (5) working days from the date of said meeting submit a written explanation of the Committee on Membership as to the reason or reasons for his failure to attend the meeting. The Committee on Membership shall evaluate the explanation and render a report thereof to the Executive Board.
- Section 6.** Members on official leave of absence and travel are excused from attending meetings whether regular or special.
- Section 7.** Any member who absents himself/herself for three (3) consecutive times from any regular or special meeting of the general membership without justifiable grounds may be expelled or suspended from the UNION by a vote of at least two-thirds (2/3) of the general membership.
- Section 8.** Absence of a member of the Executive Board shall be subject to the rules and regulations to be promulgated by the Board, and passed on to the general membership for approval.
- Section 9.** **Quorum and Rule of Order.** Except when a greater promotion is required hereto or by law, at least two-thirds (2/3) of members vote shall prevail at meetings and deliberations of the UNION. A majority of the members of the UNION shall constitute a quorum to officially transact any business. The



UNION meetings shall, whenever practicable, be governed by the Robert's Rules of Order.

#### **ARTICLE IX UNION ELECTION**

- Section 1.** There shall be a Committee on Election (COMELEC) to be created by the Executive Board at least thirty (30) days before any regular or special election shall take place. The functions of the COMELEC include the following:
- a. Adopt and promulgate rules and regulations that will ensure a free, clean, honest and orderly election, whether regular or special;
  - b. Pass upon qualifications of candidates;
  - c. Rule on any question or protest regarding the conduct of the election, subject to the procedure that may be promulgated by the Executive Board; and
  - d. Proclaim duly elected officers.
- Section 2.** The COMELEC shall be composed of a chairperson and two (2) members, all of whom shall be selected by the Executive Board among themselves and are disqualified from running for any elective position.
- Section 3.** The COMELEC shall automatically be dissolved thirty (30) days after the duly elected officers are proclaimed.
- Section 4.** Regular election of officers of the UNION shall be held every first Friday of December. Its annual meeting on the same date every year thereafter.
- Section 5.** All members of the UNION in good standing shall be eligible to vote in the UNION election. Candidates for elective positions must be members of the Union in good standing for a period of at least one (1) year on the date of the election.
- Section 6.** Voting shall be by secret balloting and the election shall be decided by the plurality of votes.
- Section 7.** The duly elected officers shall meet within one (1) week following their proclamation to which time the outgoing administration shall turn over all records and properties of the UNION to the new administration.

#### **ARTICLE X FEES, DUES, SPECIAL ASSESSMENTS, FINES AND OTHER PAYMENTS**

- Section 1.** A non-refundable admission fee, to be determined by the general membership, shall be paid by an applicant before he/she becomes officially a member of the UNION. Admission fee is set at five hundred pesos (P500.00) per applicant, and can be increased by the Executive Board through a resolution stating clearly the reason for such an increase.
- Section 2.** Every member shall pay a non-refundable monthly due to the UNION **One Hundred Pesos (Php100.00)**, and deducted from the PSRTI payroll. Any increase in the monthly dues will be decided by two-thirds (2/3) of the members of the Executive Board.



- Section 3.** All amounts collected pursuant to the two preceding sections shall constitute the General Fund of the UNION to be applied to its operational and organizational expenses or for any purposes or objective as may be authorized by the Executive Board in a written resolution adopted at a meeting duly called for the purpose.
- Section 4.** Every member shall contribute to the UNION such amounts as may be fixed by the Executive Board or General Membership through a written resolution adopted at a general membership meeting duly called for the purpose to be applied to or expended for any or all of the following objects:
- a. Labor education programs
  - b. CNA negotiations
  - c. Sports and recreational activities
  - d. Such other plans and programs that will promote the interest and welfare of the UNION and its members
- Section 5.** Special assessments or other extraordinary fees shall be made only upon resolution duly ratified by at least two-thirds (2/3) of the general membership through an election called for the purpose.
- Section 6.** Any member who have not paid his/her regular monthly dues for six (6) months, or who fails for two (2) times to pay any special assessments, fines or other payments required to be made, may be subjected to disciplinary actions. In the event of sickness, leave of absence without pay and other similar causes, the Executive Board may excuse non-payment or defer collection thereof at its own discretion.
- Section 7.** Any non-members of the UNION shall pay ten percent (10%) of the amount received to the UNION resulting from the Collective Negotiation Agreement (CNA), or any other monetary benefits, that maybe successfully negotiated upon by the UNION;
- Section 8.** Every payment of fees, dues, or other contributions by a member shall be evidenced by a receipt signed by the Treasurer or his duly authorized representative making the collection entered into the records of the UNION to be kept and maintained for the purpose.
- Section 9.** Every expenditure of the UNION shall be evidenced by a receipt from the person to whom the payment is made which shall state the date, place and purpose of such payment. Such receipt shall form part of the financial records of the UNION.
- Section 10.** The book of accounts and other records of the financial activities of the union shall be open for inspection by any officer or member anytime during office hours.
- Section 11.** The calendar year of the association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

#### ARTICLE XI DISPOSITION OF UNION FUNDS

- Section 1.** In case of voluntary dissolution of the UNION or final cancellation of its registration certificate, the UNION members shall enjoy equity to its properties to the extent that such properties shall first be sold to members before these are offered to non-union members, and the proceeds there from, together with the balance of the rest of the union funds shall be

distributed, pro-rate to its members, depending on the amount of membership dues contributed to the UNION. The general membership may be consulted to settle differences of opinions.

#### **ARTICLE XII QUORUM AND RULES OF ORDER**

- Section 1.** Except when a greater proportion is required hereon or by the law, a majority vote shall prevail at meetings and deliberations of the UNION. A majority of the members of the UNION shall constitute a quorum to officially transact any business.
- Section 2.** Meetings of the UNION, shall whenever practicable be governed by the Roberts Rules of Order.

#### **ARTICLE XIII COLLECTIVE NEGOTIATION**

- Section 1.** Collective negotiation for and on behalf of the general membership shall be undertaken by the Executive Board, which thereby shall act as the Negotiating Panel.
- Section 2.** Prior to negotiations with PSRTI management, the Collective Negotiation Agreement (CNA) shall be subject to the approval by at least two-thirds (2/3) of members of the UNION members at a meeting convened or by a referendum held for such purpose.

#### **ARTICLE XIV SETTLEMENT OF INTERNAL DISPUTE**

- Section 1.** Disputes involving union members and its officers shall be made in writing and submitted to the President who shall undertake to have them settle their differences amicably.
- Section 2.** In the event of failure to settle the dispute amicably, the President shall pass on the dispute to the Committee on Grievance/Welfare, which shall undertake to investigate or hear the case on its merits.
- Section 3.** The Committee on Grievance/Welfare shall require the respondent within five (5) days from the date of the confrontation of involved parties to put their disputes in writing. Thereafter, both sides shall be entitled to a hearing.
- Section 4.** After proper evaluation of evidence submitted, the Committee on Grievance/Welfare shall render its written decision on the dispute within five (5) days from the culmination of the hearing.
- Section 5.** Decisions of the Committee on Grievance/Welfare shall become final unless appealed to the General Membership within three (3) days from receipt of a copy of the decision of the Committee.

#### **ARTICLE XV IMPEACHMENT AND RECALL**

- Section 1.** Any of the following shall be a ground for the impeachment or recall of UNION officers:
- a. Committing or causing the commission directly or indirectly of acts against the interest and welfare of the UNION;
  - b. Malicious attack against the UNION, its officers or against a fellow UNION officer or member;



- c. Failure to comply with the obligations to turn-over and return to the UNION Treasurer within three (3) days the unexpected sum or sums of money received from the UNION funds to answer for an authorized activity of the UNION;
- d. Gross misconduct unbecoming of a union officer;
- e. Misappropriation of UNION funds and property. This is without prejudice to the filing of an appropriate criminal or civil action against the responsible officer or officers by any interested party;
- f. Willful violation of any provisions of this Constitution or rules, regulations, measure resolution and decisions of the UNION.

- Section 2.** The following procedure shall govern impeachment and recall proceedings:
- a. Impeachment or recall proceedings shall be initiated by a formal petition or resolution signed by at least two-thirds (2/3) of all members of the UNION and addressed to the President of the Executive Board;
  - b. The President shall then convene a general membership meeting to consider the impeachment or recall of an officer or a group of officers, whether elective or appointive;
  - c. UNION officers against whom impeachment or recall charges have been filed shall be given ample time and opportunity to defend themselves before any impeachment or recall vote is finally taken;
  - d. At least two-thirds (2/3) of all the members of the UNION shall be required to impeach or recall its officers;
  - e. A UNION officers impeached shall be ipso facto be considered resigned or ousted from office and shall no longer be elected nor appointed to any position in the UNION;
  - f. The decision of the general membership on the impeachment and recall charge shall be final and executory.

#### ARTICLE XVI FISCAL YEAR

- Section 1.** The UNION's fiscal year commence on 1 January and end on 31 December of every Year

#### ARTICLE XVII AMENDMENTS

- Section 1.** Proposals for amendments to this Constitution may be made by the Executive Board or upon formal petition of at least one-third (1/3) of the general membership.

- Section 2.** No proposal shall be considered an amendment and become a part of this Constitution until after the same shall have been ratified by at least two-thirds (2/3) vote of all the members of the UNION either at special meeting or a referendum called for such purpose.

**ARTICLE XVIII EFFECTIVITY**


**Section 1.** This amended Constitution shall take effect on the day following its ratification.

Adopted and ratified this 30<sup>th</sup> day of October 2017 at the Philippine Statistical Research and Training Institute (PSRTI) office with the list of members, together with their signatures, who ratified the same appearing in Annex "A" hereof.


**CERTIFIED CORRECT:**

  
**IMELDA P. HIGANTO**  
Secretary

**ATTESTED:**

  
**ANA JULIA J. MACARAIG**  
President

**SUBSCRIBED AND SWORN TO BEFORE ME** this NOV 9 2017 day of \_\_\_\_\_  
2017 affiant exhibiting me their PSRTI ID No. RITD-11 and TD-08 issued in Quezon City on  
October 11, 2016.

  
**YOLANDA C. MAGSUMBOL**  
Notary Public  
Until December 31, 2018  
PTR No. 5989452  
Issued at Manila 1-3-17  
TIN 137-929-011  
MCLE Compliance No. VI-0000676

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