

Agripreneur

THE CONSTITUTION AND BY-LAWS OF  
SENOTE POULTRY RAISING ASSOCIATION

PREAMBLE

We the filipino farmers have this day voluntarily associated ourselves for the purpose of forming a farmer's organization under the laws of the Philippines more particularly presidential Decree No.1367 and proclamation No.1852.

ARTICLE II-OBJECTIVES AND PURPOSE

That the following are the objectives and purposes of association:

1. To unify agriprenuers in Misamis Occidental.
2. To ensure the availability of healthy agricultural produce and products grown, raised, and develop in a healthy and safe environment;
3. To encourage, train, & develop organic farmer in the province of Misamis Occidental;
4. To enhance and defend the interest of its members for their mutual aid and protection;
5. To secure food sovereignty throughout the whole province of Misamis Occidental;
6. To develop income generating project to improve economic situation of the economy of the community.

ARTICLE III-PLACE OF OPERATION

SECTION 1. The association will operate within the jurisdiction of Purok-4, Senote, Oroquieta City, Misamis Occidental.

ARTICLE IV-MEMBERSHIP

SECTION 1. **Qualification of members-** Members shall be open to any interested farmers or Agri-Entrepreneur who have actually engaged in organic farming and within the place of operation. The applicant may become member of the organization by filling and application form for membership approved by the president.

SECTION 2. The willing applicant should signify their interest through writing on a form provided by the organization for the purpose. Each applicant must be assisted in filling up the application if the applicant is illiterate.

SECTION 3. **Resignation-** A member of the association may resign by tendering a letter of resignation 10 days before the actual date of resignation so that the Board of Directors will have enough time to assist the accountabilities of said members if the member has any. The resignation may not be accepted if the member has and important obligation to finish or if the member has not yet settled the accountabilities.



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**SECTION 4. Expulsion-** Any member who fails to pay the monthly dues, fees or contribution for three (3) successive times and violated major policy of the organization and member agreement may after thorough investigation and after hearing may be lined, suspended or terminated from membership in the association.

**SECTION 5. Death-** The death of a member shall automatically terminate the membership in the organization. The legitimate heirs of the deceased member shall have the same rights on the deceased and shall have preference in the admission to the organization upon complying with provision here with provided.

#### **ARTICLE V-STRUCTURE AND OFFICIALS**

**SECTION 1. Number and Qualification of Directors.** The entries affairs in business of the organization shall be administered by a Board of Directors composed of three members who shall be elected by the general assembly.

**The following are the qualifications for Directors and officers:**

1. Must be responsible, of good moral character and reputation in the community;
2. May not be holding any political position, or a government employee;
3. Must be a good leader with a high sense of command.

#### **ARTICLE VI-STRUCTURE AND OFFICIALS**

**SECTION 1.** The entries affair in business of organization shall be administered by the officers who shall be elected by the general assembly.

**SECTION 2.** Composition of officer. The officers of the organization shall be composed of president, vice-president, secretary, treasurer, auditor, P.I.O, Sgt. at Arms, and committee chair person.

**SECTION 3.** Vacancies. Whenever a vacancy occurs in the position President, Vice-President down to the lowest position, the vacancy shall be filled-up thru election by general assembly.

**SECTION 4.** Committee. There shall be three (3) committee to be created namely: Membership and education committee, finance and development committee in audit and inventory committee.

#### **ARTICLE VII-MEETING OF THE ASSOCIATION**

**SECTION 1.** General Assembly. The general assembly shall meet in every 1st Sunday of the month and shall be held at the principal address of the organization.

**SECTION 2.** Special General Assembly. A special meeting or officers meeting may be called by the President anytime to discuss important matters.

**SECTION 3.** Notice of General Assembly Meetings. Written notice of all meetings shall be served by the secretary through an agent or mail and such notice be accompanied by an agenda.



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## ARTICLE VIII-ELECTORAL PROCEDURES/POLICIES

**SECTION 1. Election Committee-** The election committee shall be formed 30 days before the election day. There shall be 3 main election committee to be elected by the most of the members which shall perform its duties in accordance with establish election practices, canvas and certify in writing election results, then submit the same to the presiding officer.

- a. **Membership and Education Committee-** Shall orient, sustain and promote the educational and technological advancement of the members in cooperation with the officers of the organization.
- b. **Finance and Development Committee-** Is in charge to source out funds, plan and implement the entire plan promulgated for the economic and social upliftment of the members.
- c. **Audit and Inventory Committee-** Shall audit the accounts and inventory of all assets of the organization. The result of their periods audit shall be reported to the organization and to proper government authorities.

## ARTICLE IX-DUTIES OF OFFICERS

### Section 1. Duties of the President

The President has the following duties and responsibilities:

- a. Acts as presiding officer of the general assembly meeting in all other meetings;
- b. Prepares projects plans in coordination with the proper committee;
- c. To represent the organization in all contracts and transaction, how ever major transactions shall be decided by the majority of the general assembly;
- d. Sign all officials' correspondents and disbursement of the association.

### Section 2. Duties of the Vice-President

- a. Shall assume the duties and responsibilities of the President during his/her absence as provided under Article VI, Section 1.
- b. Perform such other functions as the President of the association may direct.

### Section 3. Duties of the Secretary

- a. Take down the minutes of the general assembly meetings, keeps the same and maintain an up to date all members.
- b. Records and keeps the minutes of all meetings,
- c. Send out notice of meetings, prepares and countersign all certificates, resolutions, and other act of the organization.  
Furnish all members of organization all papers pertaining to minutes of meetings, resolution and others documents upon request;
- d. Perform such other functions and duties as the President may direct.



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#### Section 4. Duties of the Treasurer

- a. Acts as custodian of assets in finance of the organization and reimburses legitimate expenses incurred;
- b. Shall be in charge of the safe keeping of funds and prepares regular financial status report of the organization;
- c. Shall also perform such other duties as the President may direct;
- d. Countersign all disbursement against funds of the association;

#### Section 5. Duties of the Auditor

- a. The auditor shall oversee of all funds and properties of the organization;
- b. He shall conduct a detailed periodic audit of inventory of all funds in book accounts of the organization;
- c. He shall certify the reports which shall be written to the general membership in the annual meetings;
- d. He shall perform such other duties as the organization by prescribe;
- e. Verifies and examine all financial reports of the association.

#### Section 6. Duties of the P.I.O

The public information officers shall take charge of the publicity of the activities of the organization.

#### Section 7. Duties of the Sgt. at Arms

Maintain peace and order and handles conflicts among members.

#### Section 8. Duties of the Members

It is an obligation of each member to attend a full-time meeting during the general assembly meeting, special general assembly meeting.

### ARTICLE X-ORGANIZATION FEES DUES AND OTHERS

**Section 1. Membership Fee-** Every member of the association shall pay a membership fee of Php100.00 upon his admission to the association.

**Section 2. Monthly Dues-** A monthly dues of Php20.00 is required every member to paid on.

**Section 3. Fines and Penalties-** Failure to attend the monthly meeting will pay the fines of Php50.00.

Failure to attend "pahina" if its half day Php50.00 and if its whole day Php100.00.

**Section 4. Contribution-** The association may raise funds for its activities through contribution or donation from each member or non-member, either in cash or labor or in kind and through benefit programs considered appropriate and legal.

**Section 5. Savings Funds and Operation-** The association shall establish a member savings accounts scheme for the members of the association.

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The accumulated funds shall be deposited in their chosen depository bank. A table of equity shall be maintained by the treasurer. A trust receipt shall be issued for its purpose.

### ARTICLE XI-DISPOSITION OF ASSOCIATION FUNDS

**Section 1. Deposit of funds-** The President and /or treasurer and auditor must establish a joint account in the depository bank. There shall be one account maintained for the saving funds for the membership fees, monthly dues, contribution, and donation. The sources of funds like the loan proceed shall be deposited in this account.

**Section 2. Withdrawal of funds-** Must be made by accomplishing a withdrawal slip with the purpose in amount must be approved by the President.

### ARTICLE XII-RULES OR ORDER

**Section 1. Agenda-** As far as a practicable, the order of business at its meeting shall be;

- a. Reading and approval of the minutes of the previous meeting.
- b. Committee including audited financial statements of the association.
- c. Adjournment

**Section 2. Quorum-** The attendance of 50% plus one of the memberships of the association shall constitute a quorum for the transaction of business.

**Section 3. A Special General Assembly Meeting May Amend-** this constitution and by-laws for the purpose by the majority vote for the members.

**Note:** The propose amendment must be submitted at least one regular assembly meeting in advance



# ARTICLE XIV-EFFECTIVITY

**Section 1.** This constitution and by-laws take effect upon its ratification. Unanimously adopted and ratified this 14<sup>th</sup> day of Feb<sup>y</sup>, 2024 at Senote, Oroquieta City, Misamis Occidental.

No.	Last Name	First Name	M.I.	Signature
1.	BERSAME	DELLA	C.	
2.	PARAGAMAC	ROSELYN	P.	
3.	BORSA	ANALUZ	P.	
4.	Bandala	Blanco	J.	
5.	Baniqued	Fluorita	E	
6.	Miquias	HAIDE	I	
7.	For	MARGARITO	C	
8.	ENOLA	JULIE	J.	
9.	OMLAN	VILMA	E.	
10.	BANDALA	MARILYN	J.	
11.	SUMALPONG	ROMEO	O.	
12.	SUMALPONG	LEONARDO	a.	
13.	Fernandez	Estrella	S.	
14.	SUMALPONG	ROMEO	E.	
15.	Badiangan	Linne	O.	
16.				
17.				
18.				
19.				
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21.				
22.				
23.				
24.				
25.				

Certified Correct:

ESTRELLA S. FERNANDEZ  
 Secretary

Attested by:

ROMEO E. SUMALPONG JR.  
 President

Excerpts from the minutes of the meeting held at Senote, Oroquieta City, Misamis Occidental this 14<sup>th</sup> day of April 2024.

Adoption and Ratification of Constitution and By-Laws.

No.	Last Name	First Name	M.I.	Signature
1.	BERSAM E	DELLA	C.	
2.	PARAGANAC	ROSOBYN	P.	
3.	BORJA	ANALUZ	P.	
4.	Bandala	Dani	J.	
5.	Bariqued	Manita	E	
6.	LIQUIADAS	HAIDE	I	
7.	<del>Bar</del>	MARGARITO	C	
8.	ENIOLA	JULIE	S.	
9.	OMLAN	VILMA	E.	
10.	BANDALA	MARILYN	J.	
11.	SUMALPONG	ROMEO	O.	
12.	SUMALPONG	LEWARD	O.	
13.	Fernandez	Estrella	S.	
14.	SUMALPONG	ROMEO	E.	
15.	Badiangan	Linne	O.	
16.				
17.				
18.				
19.				
20.				

Whereas the Constitution and By-Laws of the association was presented to the members during the meeting on April 14, 2024 by the duly elected President.

Whereas, it has been moved and seconded that the creation of By-Laws and Articles on constitution has been adopted by the body and has been ratified.

Therefore, be it resolved as it is hereby resolved that the body has approved the articles of constitution and By-Laws of the association.

I hereby certify to the correctness of the forgoing minutes.

Certified correct:

ESTRELLA S. FERNANDEZ  
Secretary

Attested by:

ROMEO E. SUMALPONG JR.  
President