

**THE CONSTITUTION AND BY-LAWS OF
MOUNTAIN VIEW FARMERS ASSOCIATION
P-3 SENOTE, OROQUIETA CITY**

PREAMBLE

We the Filipino working people have this day voluntarily associated ourselves for the purpose of forming a Rural Workers 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 uplift the living conditions and life of its members in accordance with the conditions of the Nation Development Plan;
2. To enhance and defend the interest of its members for their mutual aide and protection;
3. To design and undertake all activities for the benefit and welfare of its members and the Organization;
4. To coordinate with proper government agencies and other Rural Workers Organization for certain lawful undertaking;
5. To development income generating project to improve economic situation of the economy of the community.

ARTICLE III- PLACE OF OPERATION

Section I. P-3 SENOTE, OROQUIETA CITY

ARTICLE IV-MEMBERSHIP

Section 1. Qualification of members-Members shall be open to native and any who have resided at least six (6) months successively at Purok 3 Barangay Senote Oroquieta City of legal age, actually engaged in farming, self - employed without employer-employee relationship, The applicant may become member of the organization by filling an application form for membership approved by president.

Section 2. The willing applicant must make the applicator for membership in writing on a form provide 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 assess the accountabilities of said members. If the members has any. The resignation may not be accepted if the member has an important obligation to finish or if the member has not yet settled the accountabilities.

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 of the organization and membership agreement may after thorough investigation and after hearing maybe 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 herewith provided.

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- 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 periodic 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 and all other meetings;
- b. Prepares projects plans in coordination with the proper committee;
- c. To represent the organization in all contracts and transaction, however, major transactions shall be decided by the majority of the general assembly;
- d. Sign all official 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 VI, Section 1, paragraph (a,b,c,d,);
- 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 of all members.**
- b. **Records and keeps the minutes of all meetings;**
- c. **Send out notices of meetings, prepares and countersigns all certificates, resolution, and other acts of the organization.**

Furnish all members of the organization all papers pertaining to minutes of meetings, resolution and other documents upon request;

- d. Perform such other functions and duties as the President may direct.

Section 4. Duties of the Treasurer

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

Section 6. Duties of P.I.O.

The Public Information Officer shall take charge of the publicity of the activities of the organization.

Section 7. Duties of Sgt. At Arms

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Maintain peace and order and handles conflict among members.

Section 8. Duties of Members

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

ARTICLE X- ORGANIZATION FEES DUES AND OTHERS

Section 1. Membership Fee- every member of the association shall pay a membership fee of 500.00 upon his admission to the association.

Section 2. Monthly Dues - A monthly dues of 20.00 is required every member to paid on.

Section 3. Contribution- The association may raised funds for its activities through contribution or donation from its members or non-members, either in cash or labor or in kind and through benefit programs considered appropriate and legal.

Section 4. Savings Funds and Operation - the association shall establish a member's savings-account scheme for the members of the association. 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 savings 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 and amount must be approved by the President.

ARTICLE XII-RULES FOR ORDER

Section 1. Agenda - as far as practicable, the order of business at its meeting shall be:

- Reading and approval of the minutes of the previous meeting.
- Committee including audited financial statements of the association.
- 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 of the members.

Note: The proposed amendment must be submitted at least one regular assembly meeting in advance.

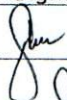
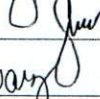
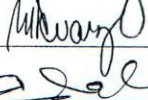
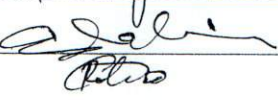

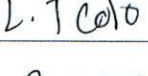
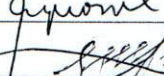
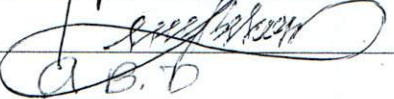
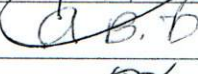

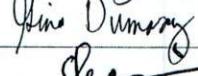
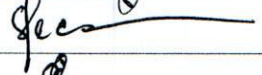

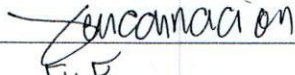

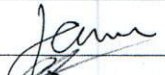

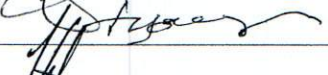

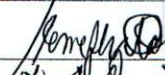
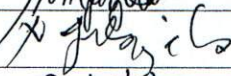
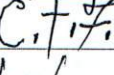
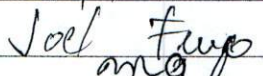


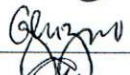
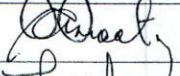
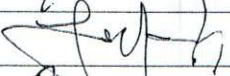

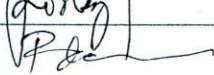
ARTICLE XIII- RATIFICATION AND AMENDMENT



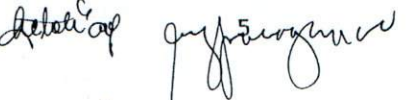


Section 1- Ratification: This Constitution and By-Laws shall be ratified by a majority vote of all the membership in a meeting duly called for that purpose.



Section 2. Amendments: This constitution and By-Laws may be amended by a special General Assembly meeting called for a purpose by the majority vote of the members. The proposed amendments 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 October day of 18, 2021 at P-3, Senote, Oroquieta City.

No.	Last Name	First Name	M.I.	Signature
1.	Abletes	Josephine	M.	
2.	Abletes	Carlos Joseph Frederick	E.	
3.	Alvarez	Marivic	O.	
4.	Caliso	Elsa	D.	
5.	Caliso	Romarico	C.	
6.	Calo	Lourdes	T.	
7.	Conol	Cherise Mae	P.	
8.	Dando	Liezl	T.	
9.	Dumaog	Adelaida	B.	
10.	Dumaog	Bonifacio	S.	
11.	Dumaog	Gina	P.	
12.	Eleccion	Tita	S.	
13.	Eleccion	Augie	S.	
14.	Encarnacion	April Joy	P.	
15.	Encarnacion	Eduardo	Y.	
16.	Encarnacion	Jaime	Y.	
17.	Empeñado	Garry	D	
18.	Enanoria	Jocelyn	N	
19.	Estrada	Tomas	L.	
20.	Felizarta	Elma	M.	
21.	Felizarta	Niolito	M.	
22.	Fuego	Cristita	T.	
23.	Fuego	Joel	T.	
24.	Guerra	Merelyn	C.	
25.	Itom	Edwin	B.	
26.	Luzano	Gloria	C.	
27.	Noot	Aprelita	A.	
28.	Oñez	Leonilo	T.	
29.	Oñez	Rowena	M.	
30.	Paler	Dave	C.	

31	Paragamac	Roselyn	P.	<i>[Signature]</i>
32	Ponce	Dany	T.	<i>[Signature]</i>
33	Sarial	Gaudioso	S.	<i>[Signature]</i>
34	Subico	Manuel	C.	<i>[Signature]</i>
35	Tamayo	Romelo	C.	<i>[Signature]</i>
36	Tajos	Elvie	T.	<i>[Signature]</i>
37	Tajos	Jerlyn	L.	<i>[Signature]</i>
38	Tajos	Jymark	L.	<i>[Signature]</i>
39	Tajos	Marjohn	T.	<i>[Signature]</i>
40	Tayone	Marites	O.	<i>[Signature]</i>
41	Tatad	Lope	D.	<i>[Signature]</i>
42	Templa	Nitzie	T.	<i>[Signature]</i>
43	Tizon	Lucy	M.	<i>[Signature]</i>
44	Tumanda	Clifton	C.	<i>[Signature]</i>

Certified Correct: Tita S. Eleccion
Secretary

Attested by: Manuel C. Subico
President

Excerpts from the minutes of the meeting held in the Mountain View Farm, Purok 3, Senote, Oroquieta City.
This October day of 18 2021.

Adoption and Ratification of Constitution and By-Laws.

No.	Last Name	First Name	M.I.	Signature
1.	Subico	Manuel	C.	<i>[Signature]</i>
2.	Tajos	Jerlyn	L.	<i>[Signature]</i>
3.	Eleccion	Tita	S.	<i>[Signature]</i>
4.	Encarnacion	Josephine	M.	<i>[Signature]</i>
5.	Felizarta	Elma	E.	<i>[Signature]</i>
6.	Fuego	Joel	T.	<i>[Signature]</i>
7.	Itom	Edwin	B.	<i>[Signature]</i>
8.	Empanado	Garry	D.	<i>[Signature]</i>
9.	Sarial	Gaudioso	S.	<i>[Signature]</i>
10.	Tamayo	Romelo	C.	<i>[Signature]</i>
11.	Eleccion	Augie	S.	<i>[Signature]</i>

Affair
Guzman
Lug Tiza
Roney
Mtzona

D. B. T.
Qina Dumaoy
Anot
Harnays

Col
[Signature]

E. E
L. T. Colo
C. T. F

m. f. tips

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