

CONSTITUTION AND BY-LAWS

OF

BARANGAY BOLIBOL WOMENS ASSOCIATION

Name of Association

PREAMBLE

We, the Women Sector, Filipino people have this day voluntarily associated ourselves for the purpose of forming a Rural Workers Association under the laws of the Philippines more particularly Presidential Decree No. 11367.

ARTICLE 1

NAME, DOMICILE, AREA OF OPERATION

SECTION 1. This Association shall be known as the BARANGAY BOLIBOL WOMENS ASSOCIATION (B B W A) herein referred to as the Association.

SECTION 2. The principal address of the Association shall be at Brgy. Bolibol, Oroquieta City which permanent address shall be immediately reported.

SECTION 3. The area of operation of the Association shall be at entire Barangay of Bolibol, Oroquieta City, Philippines.

ARTICLE II

OBJECTIVES OF THE ASSOCIATION

SECTION 1. The Association has the following objectives:

1.1. To uplift the living condition and welfare of the members in accordance with the definition of the National Development Plan;

1.2. To enhance and defend the interest of its members for their mutual interest through protection, rehabilitation and management of forest ecosystem as well as the watershed areas for sustainable development and livelihood benefits;

1.3. To acquire and dispose property, real or personal for the use and benefit of the entire membership and the Association.

1.4. To design and undertake all activities for the benefit and welfare of its members and the Association including housing, building, and other projects not contrary to law; and

SECTION 2. To coordinate and collaborate with proper government agencies and other non-government organizations for certain lawful undertakings.

ARTICLE III-

MEMBERSHIP

SECTION 1. Qualifications of Members.

- 1.1. Membership shall be open only to a Filipino Citizen who has resided six (6) months continuously in the Barangay of legal age,
- 1.2. Actually engaged in farming, agricultural workers, and self-employed without clear out employer-employee relationship.
- 1.3. May become member of the Association by filing an application for membership addressed to the Board of Directors.

SECTION 2. Application for Membership.

- 2.1. The willing applicant must make his application for membership in writing on a form provided by the association for the purpose.
- 2.2. It shall be the duty and responsibility of the Board of Directors to approve or disapprove the application.
- 2.3. The applicant must be assisted in filling up the application if he/she 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 his resignation so that the Board of Directors will have enough time to assess the accountabilities of said member if he has any. His resignation may not be accepted if he has an important obligation to finish or if he has not yet settled his accountabilities.

SECTION 4. Expulsion. Any member who fails to pay his monthly dues, fees or contributions for three (3) successive times or violates major policy of the Association and membership agreement may after through investigation and after hearing before the Board of Directors, be fined, suspended or terminated from equity if any, shall be upon the discretion of the Board.

SECTION 5. Death. The death of a member shall automatically terminate his membership in the Association. The legitimate heirs of the deceased shall have the same rights of the equities of the deceased and shall have preferences in admission to the Association upon complying with the provisions herein provided.

ARTICLE IV

OFFICERS AND DUTIES

SECTION 1. Officers. The Association will have the following officers: President, Vice-President, Secretary, Treasurer, Auditor, Public Informations Officers (P.I.O), These officers will constitute the Board of Directors of the Association with the President as Chairman.

SECTION 2. Duties of the President. The President has the following duties and responsibilities:

- 2.1. Acts as Presiding Officer of the Board of Directors and General Assembly Meetings.
- 2.2. Prepares project plans in coordination with the Board of Directors.

2.3. Represents the Association in all contracts and transactions. However, major transactions shall be decided by the majority of the Board of Directors.

SECTION 3. Duties of the Vice-President. The Vice-President shall assist the President. He/She shall assume the duties and responsibilities of the President when incapacitated.

SECTION 4. Duties of the Secretary. The Secretary shall take down the minutes of the General Assembly and Board of Directors Meetings. He/She shall keep the minutes and all records of the Association.

SECTION 5. Duties of the Treasurer. He/She shall act as Custodian of the assets and finances of the Association and shall reimburse legitimate expenses incurred.

SECTION 6. Duties of the Auditor. He/She shall take care of the information dissemination regarding the activities of the Association.

SECTION 7. Duties of the P.I.O. He/She shall take care of the information dissemination regarding the activities of the Association.

SECTION 10. Powers and duties of the Board of Directors. The Board of Directors shall handle the administration and management of the activities of the Association. It shall have the following powers and duties:

- 10.1. To have general supervision and control of the affairs of the Association.
- 10.2. To promulgate rules and regulations consistent with the provisions of the Constitutions and By-Laws for the management of the affairs of the Association.
- 10.3. To study and install effective accounting system for the management of the Association.
- 10.4. To keep all records of transaction of the association and to submit to the General Assembly periodic financial statements.

ARTICLE V

OFFICER'S ELECTION AND TERM OF OFFICE

SECTION 1. Mode of Election. The President, Vice-President, Secretary, Treasurer, Auditor, P.I.O., and Sergeant-at-Arms shall be elected by the members of the General Assembly every TWO YEARS EVERY 2ND SUNDAY OF of the ensuing calendar year by secret ballots. JANUARY

SECTION 2. Term of Office.

- 2.1. The elected officers after taking their oath shall hold the office as such and as member of the Board of Directors for a period of two (2) years.

- 2.2. They may be re-elected for two (2) consecutive terms of the same position.

SECTION 3. Vacancies. Whenever a vacancy occurs in the position of President, Vice-President, Secretary, Treasurer, Auditor, P.I.O., the same shall be filled-up through election by the General Assembly.

ARTICLE VI

ELECTORAL PROCEDURES/ POLICIES

SECTION 1. Election Committee. The Election Committee shall be formed 5 days before the election day. There shall be a three (3) main Election Committee, to be elected by a majority of the members of the General Assembly. The Election Committee shall perform its duties in accordance with election practices, canvass and verify in writing election results and submit the same to the preceding officer.

ARTICLE VII

MEETINGS OF THE ASSOCIATION

SECTION 1. Annual Assembly. The Annual General Assembly shall meet at the principal office of the Association every 2nd Sunday of FEB of the year.

SECTION 2. Regular Membership Assembly. Shall be conducted every 3rd Sunday OF THE MONTH. A special General Assembly may be called by the Board of Directors anytime to discuss important matters.

SECTION 3. Regular Meetings of the Board Director / Members. The Board of Directors shall meet every 3rd SUNDAY OF THE MONTH at BRGY HALL in the principal address of the PR BARANGAY BOLIPOL OROQUIETA CITY.

SECTION 4. A Special Meeting of the Board of Director shall be held whenever called by the President or by the majority of the Board of Directors. A written notice signed by the person/ persons calling the same shall specify the time, agenda and place of the meeting.

SECTION 5. Notice of General Assembly Meeting.

5.1. Written notice of all meeting shall be served by the Secretary through an agent of by mail and such notice shall be accompanied by an agenda.

5.2. Notice of the special assembly meeting shall be state the purpose of the agenda, where it is to held and the same agenda will be undertaken or considered during the meeting and no other.

ARTICLE VIII

ASSOCIATION FEES, DUES AND OTHERS

SECTION 1. Membership Fee. Every member of the Association must pay a membership fee of P 50.00 upon his admission to the Association.

SECTION 2. Annual Dues. Annual due of P100.00 is required of every member to be paid during the annual general assembly meeting.

SECTION 3. Monthly Dues. A monthly due of P10.00 is required of every member to be paid on the REGULAR MEMBERSHIP MEETING EVERY MONTH of the month.

SECTION 4. Contribution. The Association may raise funds for its activities through contributions or donations from its members or non-members either in cash or labor or in kind and through benefit programs considered appropriate and legal; or other programs and projects in coordination with DOLE Region IX.

SECTION 5. Savings Fund and Operation. The Association shall establish a member-savings scheme for its members. The accumulated fund shall be deposited in a chosen depository bank. A record of equity shall be maintained by the treasurer. A trust receipt shall be issued for this purpose.

ARTICLE IX

DISPOSITION OF ASSOCIATION FUNDS

SECTION 1. DEPOSIT OF FUNDS. The President, the Secretary and the Treasurer must be authorized a joint account in the depository bank. There shall be two (2) accounts to be maintained; one for the savings fund and another for the membership fees, monthly dues, annual dues, contributions and donations. Other sources of funds like the loan proceeds shall be deposited in another account.

SECTION 2. Withdrawal of Funds will be done by the 2 signatories, President and the Treasurer.

ARTICLE X

RULES OF ORDER

SECTION 1. Agenda. As far as practicable, the order of business of its annual meetings shall be:

- a. Roll call
- b. Proof of due notice
- c. Reading and approval of the minutes of the last meeting.
- d. Unfinished & new business
- e. Announcement
- f. Adjournment

SECTION 2. Quorum. A majority of the entire membership of the Association shall constitute a quorum for the transaction of the business for a General Assembly Meeting.

SECTION 3. Quorum of the Directors Meeting. At least 50% plus one (1) of the total number of the Board of Directors shall constitute a quorum.

ARTICLE XI

MISCELLANEOUS PROVISIONS

SECTION 1. Amendment. This Constitution and By-Laws may be amended by a special General Assembly meeting called for the purpose by the majority vote of the members.

SECTION 2. Other Rules and Regulations. The Board of Directors may promulgate such rules and regulations that may be necessary for the better relationships among the members and those concerning the rendering of manpower services to livelihood activities. All members shall abide and comply with such rules and regulations subject to appropriate disciplinary action as determined by the Board.

ARTICLE XII

EFFECTIVITY

SECTION 1. This Constitution and By-Laws shall take effect upon ratification being done by the General Membership Assembly.

SECTION 2. Unanimously adopted and ratified this 18th day of February at Barangay Hall of Bolibol, Oroquieta City.

NAME	ADDRESS	CTC NO.	SIGNATURE
<u>Susana B. Compa</u>	<u>P3 Bolibol Div. 7</u>	<u>17911241</u>	<u>[Signature]</u>
<u>Teodora V. Madarimot</u>	<u>P2. 11</u>	<u>17911244</u>	<u>[Signature]</u>
<u>Anie M. Echa</u>	<u>P2 11</u>	<u>17912411</u>	<u>[Signature]</u>
<u>Lucita C. Madarimot</u>	<u>P3 11</u>	<u>17911238</u>	<u>[Signature]</u>
<u>Ma. Luisa Cabanog</u>	<u>P3 Bolibol</u>	<u>17905678</u>	<u>[Signature]</u>
<u>Mila M. Capricho</u>	<u>P3 Bolibol</u>	<u>12911215</u>	<u>[Signature]</u>
<u>D. C. Oayao</u>	<u>P3 Bolibol</u>	<u>17912358</u>	<u>[Signature]</u>