

SENOTE WOMENS ASSOCIATION (SEWA)

PUROK 2, SENOTE, OROQUIETA CITY MISAMIS OCCIDENTAL

CONSTITUTION AND BY-LAWS OF THE SENOTE WOMENS ASSOCIATION (SEWA)

PREAMBLE

WE, THE MEMBERS OF THE SENOTE WOMENS ASSOCIATION, OROQUIETA CITY, INVOKING DIVINE GUIDANCE IN ORDER TO ESTABLISH AN ORGANIZATION AND PROMOTE AMONG OURSELVES UNITY AND COOPERATION IN WHATEVER ENDEAVOR FOR THE SUCCESS OF OUR ORGANIZATION DO HERE BY PROMULGATE CONSTITUTION AND BY-LAWS.

ARTICLE I

NAME OF ORGANIZATION

Section 1. The name of this organization shall be the Senote Women's Association (SEWA)

ARTICLE II

DECLARATION OF PRINCIPLES

Section 1. The Senote Women's Association (SEWA) has a vision of "GAMHANAN, HIMSOG ug NAGKAHIUSANG KABAYEN-AN NGA NAGLIHOK DIHA SA MALINAWON UG MALAHUTAYONG KALAMBUAN UBAN SA ILANG PAMILYA UG KATILINGBAN"

Section 2. The Senote Women's Association (SEWA) is an integral part of the Organization to promote Unity, Justice and peace upgrades Social Community, develop and promote livelihood and standards living condition on Human Resources and Development, whatsoever.

ARTICLE III

MEMBERSHIP

Section 1. The members who are officially listed in the roll are regular members of the organization.

Section 2. Membership shall be voluntary and only be limited to the resident of the City of Oroquieta.

Section 3. There shall be a membership fee of Twenty (P20.00) annually or any amount which shall be determined by the Board from time to time in keeping with the demands of the time for all members.

ARTICLE IV

OFFICERS AND THEIR DUTIES

Section 1. The governing body of the organizational shall be the executive committee composed of the officers and board of directors elected by the representative of the Federated of the City of Oroquieta convened for the purpose.

Section 2. List of Officer and Board of Directors

President	-	Mrs. Elvie T. Tajos
Vice-President-		Mrs. Gelie M. Bandala
Secretary	-	Mrs. Veolita B. Duma-og
Treasurer	-	Mrs. Hermelinda B. Toliao
Auditor	-	Mrs. Ernie T. Vilamin
Board of Directors	-	Mrs. Beatriz I. E...
Board of Directors	-	Mrs. Vivian N. ...
Board of Directors	-	Mrs. ...
Board of Directors	-	Mrs. ...
Board of Directors	-	Mrs. ...
Board of Directors	-	Mrs. ...
Board of Directors	-	Mrs. ...

ASSEMBLY GENERAL

Section 3 The President shall have full powers to enforce to Provisions of the Constitution and By-laws rules and regulations. When the need arises, she may call a general assembly and preside over it. She shall prepare and submit a report on the state of the organization during general assembly or at any meeting called for a particular purpose.

Section 4. The Vice-President after qualification, shall succeed and perform the duties of the President in case of the latter absence, incapacity or resignation. In any case of succession, She shall serve only the UN-EXPIRED TERM of her predecessor.

Section 5. The Secretary shall keep a complete and up -to- date records of all minutes and proceeding of all meetings. Act as custodian on such records and other official papers, handle all correspondence and perform other duties inherent in the office.

Section 6. The Treasurer has the following function:

- a.) To keep the required proper book of accounts and enter therein a full accurate accounting of all money received and paid by her in behalf of the organization.
- b.) To render a statements of assets and liabilities of the organization for approval by the executive committee and a statement of cash account at any time that maybe required by the President or any member of the executive Committee.

Section 7. The Auditor shall inspect and audit periodically the Books of Accounts and records of the Treasurer and submit to the Executive Committee.

Section 8. The public Information Officer shall be responsible for the maintenance of good relationship among members of the organization. In addition, she shall perform the following functions:

- a.) To publish all activities of the associations.
- b.) To foster and maintain the good image of the organization before its members and the general public

Section 9. The District Coordinator shall be in charged of coordinating all activities and other programs and projects in the area. In case of gross misconduct by any member, of responsibilities

Section 10. All members of the Executive Committee shall serve a term of (3) years and maybe reelected for maximum of 3 terms.

Section 11. In case of vacancy in the Executive Committee due to resignation, death incapacity of any other cause, the executive Committee constituting a quorum is empowered and authorized to appoint from any of the active members of the organization to fill or serve the un-expired term.

ARTICLE V

MEETINGS, QUORUMS AND PENALTIES

Section 1. The organization shall hold general assembly once during the officers term of office.

Section 2. The Executive Committee meets regularly once every two months, date and shall be determined by the members of the Executive Committee themselves.

Section 3. The President may call a special meeting of the Executive Committee to treat matters which are of natal importance to the organization.

Section 4. The Executive Committee may call a special meeting of the General Assembly of the reduce of two-third (2/3) of all members and the time date and venue of which shall determined by the Executive Committee.

Section 5. A majority attendance of all members of the association shall constitute a quorum for the transaction of business at the general or special meeting of the organization.

Section 6. A majority of the Executive Committee shall constitute a quorum for the transaction of business at any given meeting of the committee.

ARTICLE VI

SCHEDULE OF ELECTION

Section 1. On or before January 29, of proceeding the expiry of the term of office of the Incumbent Executive Committee.

Section 2. The election shall be done through secret balloting by all President of all Cities of the Organization.

ARTICLE VII

COMMITTEES

Section 1. The following standing committees shall be constitute by the President within (1) week after her election each composed of a chairman and two (2) members.

- a.) Membership Committee
- b.) Election Committee
- c.) Committee on Constitutional amendments
- d.) Grievance Committee
- e.) Finance Committee

ARTICLE VIII
DUES AND DONATIONS

Section 1. Each members shall constitute an annual membership fee of twenty (20.00).
Section 3. Article III. Every member municipality /city shall be obligated to monthly dues of Fifty Pesos (P50.00). the annual dues shall be used by the municipality/ city federation while the monthly dues shall be used to finance various activities program and project of the Provincial Federation as determine by the Executive Committee.

ARTICLE IX
AMENDMENTS

Section 1. Any amendments to the constitution and by-laws maybe initiated and proposed by the Executive Committee upon a vote of the majority of its members and shall be valid upon the satisfaction of and approval by the majority vote of all members present at any regular or special meeting called for the purpose.

ARTICLE X
EFFECTIVITY

Section 1. This Constitution and By-laws shall take effect approval by the majority of its members present at a regular or specials meeting or a general assembly meeting called for the purpose.

RATIFICATION OF THE CONSTITUTION AND BY-LAWS

This is to certify that this constitution and by-laws has been duly ratified by all the officers and members of Senote Women's Association through a plebiscite conducted on April 14, 2008 the Barangay hall Senote, Oroquieta City Misamis Occidental an was unanimously approved.

NO	NAME	ADDRESS	SIGNATURE
1.	Mrs. Tita S. Election	Purok 1, Senote, Oroquieta City	<i>Tita S. Election</i>
2.	Mrs. Nelfa S. Borja	Purok 1, Senote, Oroquieta City	<i>Nelfa S. Borja</i>
3.	Mrs. Roselyn P. Paragamac	Purok 2, Senote, Oroquieta City	<i>Roselyn P. Paragamac</i>
4.	Mrs. Seonica Onez	Purok 1, Senote, Oroquieta City	<i>Seonica Onez</i>
5.	Mrs. Emelia L. Subico	Purok 4, Senote, Oroquieta City	<i>Emelia L. Subico</i>
6.	Mrs. Amelita O. Toliao	Purok 2, Senote, Oroquieta City	<i>Amelita O. Toliao</i>
7.	Mrs. Victoria O. Cabahug	Purok 4, Senote, Oroquieta City	<i>N.O.</i>
8.	Mrs. Marilou S. Bandala	Purok 2, Senote, Oroquieta City	<i>Marilou S. Bandala</i>
9.	Mrs. Jerlyn L. Tajos	Purok 2, Senote, Oroquieta City	<i>Jerlyn L. Tajos</i>
10.	Mrs. Vivian R. Aguador	Purok 4, Senote, Oroquieta City	<i>Vivian R. Aguador</i>
11.	Mrs. Tessie L. Duma-og	Purok 2, Senote, Oroquieta City	<i>Tessie L. Duma-og</i>
12.	Mrs. Hermelinda B. Toliao	Purok 4, Senote, Oroquieta City	<i>H.B. Toliao</i>
13.	Mrs. Teresita S. Estrada	Purok 4, Senote, Oroquieta City	<i>Teresita S. Estrada</i>
14.	Mrs. Beatriz J. Eniego	Purok 4, Senote, Oroquieta City	<i>Beatriz J. Eniego</i>
15.	Mrs. Mary Ann B. Pacho	Purok 4, Senote, Oroquieta City	<i>Mary Ann B. Pacho</i>
16.	Mrs. Alejara P. Eniego	Purok 1, Senote, Oroquieta City	<i>Alejara P. Eniego</i>
17.	Mrs. Esterbita Sumalpong	Purok 4, Senote, Oroquieta City	<i>Esterbita Sumalpong</i>
18.	Mrs. Maria L. Onez	Purok 3, Senote, Oroquieta City	<i>Maria L. Onez</i>
19.	Mrs. Nora B. Fuego	Purok 2, Senote, Oroquieta City	<i>Nora B. Fuego</i>
20.	Mrs. Cristita T. Fuego	Purok 2, Senote, Oroquieta City	<i>Cristita T. Fuego</i>
21.	Mrs. Gelie M. Bandala	Purok 2, Senote, Oroquieta City	<i>Gelie M. Bandala</i>
22.	Mrs. Violeta B. Duma-og	Purok 2, Senote, Oroquieta City	<i>Violeta B. Duma-og</i>
23.	Mrs. Ernie Villamen	Purok 4, Senote, Oroquieta City	<i>Ernie Villamen</i>
24.	Mrs. Elvie T. Tajos.	Purok 2, Senote, Oroquieta City	<i>Elvie T. Tajos</i>

Prepared by:

Violita B. Duma-og
MRS. VIOLITA B. DUMA-OG
 Secretary

Attested by:

Elvie T. Tajos
MRS. ELVIE T. TAJOS
 President