

## THE CONSTITUTION AND BY-LAWS OF

### UPPER RIZAL LIVELIHOOD ASSOCIATION Upper Rizal, 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. The "Upper Rizal Livelihood Association" will be located at Upper Rizal, 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 Upper Rizal, 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.

#### ARTICLE V- STRUCTURE AND OFFICIALS

**Section I. Number and Qualification of Directors.** The entries affairs and Business of the organization shall be administered by a Board of Directors composed of five 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. Must 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 entire affairs and business of the organization shall be administered by the officers who shall be elected by the General Assembly.

**Section 2. Composition of officers.** The officers of the organization shall be composed of President, Vice-President, Secretary, Treasurer, Auditor, PIO and SGT. At Arms.

**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 the General Assembly.

**Section 4. Committee.** There shall be three (3) committee to be created namely: Membership and Education Committee, Finance and Development Committee and Audit and Inventory Committee.

## ARTICLE VII-MEETING OF THE ASSOCIATION

**Section 1. General Assembly-** The General Assembly shall meet every 1st Friday of December and shall be held at the principal address of the organization.

**Section 2. Special General Assembly-** A special meeting/general assembly or officers meeting may be called by the President any time to discuss important matters.

**Section 3. Notice of General Assembly Meetings-** written notices of all meetings shall be served by the Secretary through an agent or mail and such notice be accompanied by an agenda.

## 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 majority of the members which shall perform its duties in accordance with established election practices, canvas and certify in writing election results, then submit the same to the Presiding Officer.

- 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.
- 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.
- 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:

- Acts as Presiding Officer of the General Assembly meeting and all other meetings;
- Prepares projects plans in coordination with the proper committee;
- To represent the organization in all contracts and transaction, however, major transactions shall be decided by the majority of the general assembly;
- Sign all official correspondents and disbursement of the association.

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

- Shall assume the duties and responsibilities of the President during his/her absence as provided under IX, Section 1, paragraph (a,b,c,d,);
- Perform such other functions as the President of the association may direct.

### Section 3. Duties of the Secretary

- Take down the minutes of the General Assembly meetings, keeps the same and maintain an up-to-date of all members.
- 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**

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 ₹ 100.00 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:

- 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 of the members.

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




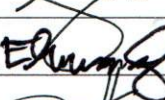







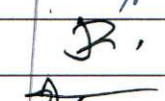
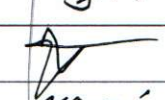
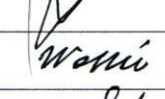
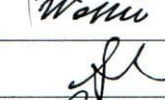
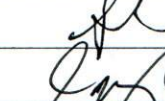
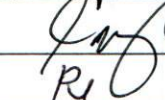
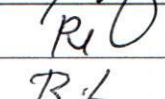
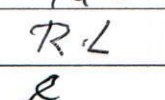
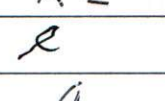
### ARTICLE XIII- RATIFICATION AND AMENDMENT

**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 23rd day of August, 2023 at Upper Rizal, Oroquieta City.

No.	Last Name	First Name	M.I.	Signature
1.	CAIRAN	ELMERANTE	N.	
2.	CALIPUSAN	A FLORA	G	
3.	LOOD, JR.	EFREN	B.	
4.	LUMAN-AG	EUGENE	C.	
5.	REMOLLO	ELMAR	B.	
6.	LABADAN, JR.	CANDIDO	O.	
7.	BITANGHOL	JOMAR	B.	
8.	Gumolon A	A CRISTINE	M.	
9.	QUIMNO	JUNGIE	P.	
10.	LAGUITAO	emma	A	
11.	ESYANG	JUDITO	T.	
12.	GATAB	WENNIE	L.	
13.	LAPAD	SAMUEL	C.	
14.	MALINIS, JR.	ROMEO	P.	
15.	SAGARINO	REY	D.	
16.	LAPAD	RONEL	E.	
17.	LAPAD	ESTERLITO	C.	
18.	CAUBA	A arcilita	L.	
19.	SUMALPONG	JOSEPH	T.	
20.	PABATE, Jr.	ERIC	R.	

Certified Correct:

  
**EFREN B. LOOD, JR.**  
Secretary

Attested by:

  
**ELMERANTE N. CAIRAN**  
President



Adoption and Ratification of Constitution and By-Laws.

By first to name

No.	Last Name	First Name	M.I.	Signature
1.	CAIRAN	ELMERANTE	N.	
2.	CALIPUSAN	FTONA	G	
3.	LOOD, JR.	EFREN	B.	
4.	LUMAN-AG	EUGENE	C.	
5.	REMOLLO	ELMAR	B.	
6.	LABADAN, JR.	CANDIDO	O.	
7.	BITANGHOL	JOMAR	B.	
8.	GUMOLON	MARLON	B.	
9.	QUIMNO	JUNGIE	P.	
10.				

Whereas the Constitution By-Laws of the association was presented to the members during the meeting on August 23, 2023 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 associations.

I hereby certify to the correctness of the forgoing minutes.

Certified Correct:

EFREN B. LOOD, JR.  
Secretary

Attested by:

ELMERANTE N. CAIRAN  
President