

VERDANT HILLS FARMERS ASSOCIATION  
Brgy. Clarin Settlement, Oroquieta City

KNOW ALL MEN BY THESE PRESENT:

We the undersigned, citizens and resident of the Philippines, representing a majority of the members of the Verdant Hills Farmers Association, have on this day voluntarily associated ourselves for the purpose of forming a farmer's organization of livelihood program to uplift the quality of life in the rural areas hereinafter referred to as association, do hereby adopt the following code of by-laws:

ARTICLE 1

Section 1. Objectives and purposes of the association are those set forth in each articles of organization and those generally granted to organized Verdant Hills Association and the Rules and Regulations there under.

ARTICLE 11

MEMBERSHIP

The association has 30 original members/incorporators, but the association can accept additional members. Membership of the association shall be opened to all persons who are of legal age, with capacity to raise animals, gardening, farming, and responsible head and members of the family.

The perspective members should:

- Commit to undertake the duties and responsibilities of an active members
  - Complete the prescribed membership of the association, and
  - Members should undergo a pre-training seminar for poultry, swine production, small and big ruminants, and Horticulture at Oroquieta Agro Industrial School or any Industry related training.
- a) The application for membership shall be in writing on a form provided for the purpose and shall be presented to the President of the Organization for action.

ARTICLE 111

MEETING AND OFFICERS OF THE ASSOCIATION

Section 1. Call for a Meeting. The association shall at least have two (2) General Assembly Meetings. The special meeting shall be called by the President as the necessity arises. Majority of 50% plus one of the members constitutes a quorum.

Section 2. Election of Officers: The officers of the association shall be elected by the members in secret Ballot and shall serve continually for a period of three years. The officers shall be entitled for one re-election.

Section 3. Officers and their duties and Responsibilities. The following are the officers of the Association:



1. President

- Preside over all meetings
- Perform any and all acts and duties by a presiding officer
- Monitor all programs/services for the best of the association

2. Vice President

- Shall assume and perform all duties of the president in the absence and disability of the president. He/she will become president in case of death, resignation or removal from the office of the President.

3. Secretary

- Keep a complete list of all members
- Maintain a correct record of all meetings of the organization and prepare minutes of meeting in every meeting of the association.
- Give notice of all meetings
- Keep and maintain record of stock and transfer of books
- Turn over to the successor all books in/his/her possession in case of in availability of attending to his/her obligations for the association.
- Perform other duties as needed for the good of the organization

4. Treasurer

- Take custody of all monies and papers of the organization
- Keep complete records of cash transaction
- Certify the correctness of the cash position of the organization
- Turn over all monies and other properties belonging to the organization
- Perform other duties as delegated for the benefit of the organization

5. Auditor – must be at least a college graduate preferably major in accounting

- Install an adequate and effective affective accounting system in the organization
- He/she shall render quarterly report to the organization on the financial condition and operation
- Assist the officers of the organization in record keeping
- Perform other duties as needed for the success of the organization

6. PIO

- Publicize information to members/community the activities/programs and services of the association
- Perform duties and responsibilities as directed by the officers of the association
- Act as emcee during programs/presentation of the association
- Serve as fore runner of the association
- Perform other duties and responsibilities as needed for the good of the association

7. Marketer/Social/Business Manager

- Responsible for research mark/market price, whatever goods produce by the association ; like buy and sale or any product that are produce by the association for sell, and or sale



- Take charge of the tag market pricing of goods
- In charge of checking quality market products
- Take charge of goods marketing area if necessary
- Perform other duties and responsibilities as needed for the benefit of the association

## ARTICLE 1V

### CAPITAL INVESTMENT

#### Section 1. Sources of Funds

- Members contribution / membership dues
- Grants from DOLE and/or LGU and other civic organizations
- Donations and subsidy grants

#### Section 2. Developing Capital

The organization through the officers may raise a revolving capital to strengthen the capital of the association.

## ARTICLE V

### MISCELLANEOUS

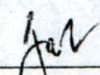
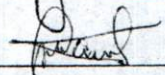
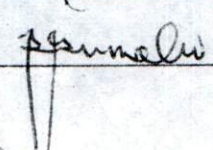
#### Section 1. Books of Account

- The organization shall keep and maintain adequate books of account
- Submit financial statements for audit once a year
- The organization shall make annual report with audited financial statements certified by the president, treasurer and auditor
- Copy of the annual report shall be submitted to DOLE/Barangay and/or LGU for record purposes

## ARTICLE VI

### EFFECTIVITY

The amendments shall take effect upon receipt by the organization of the corresponding certificate of the registration issued by DOLE regional office 10. Voted and adopted this 10<sup>th</sup> day of March 2011 in Oroquieta City.

NAME	SIGNATURE
1. Bonifacia B. Gado	
2. Micandro B. Marcos Jr.	
3. Jolly Gumolon	



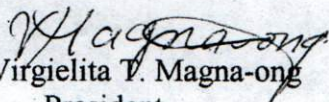
4. Virgielita T. Magna-ong
5. Leonila Gatab
6. Celma S. Manduyag
7. Wilma G. Quiatchon
8. Juvelyn G. Villaraza
9. Bernadeth M. Labad
10. Josephine Supena
11. Rosemarie Tillo
12. Joel Duromal
13. Joel Bongabong
14. Ruben Bacus
15. Dolito Oguis
16. Tessie Casas
17. Shirley Oguis
18. Francisco Casas
19. Raylin Magna-ong
20. Emmanuel Tillo
21. Eduardo Labad
22. Elves Enate
23. Emelina Enate
24. Marlyn Bacus
25. Vivian Duromal
26. Casiana Sumatra
27. Dorotheo Supena
28. Perla Pacarao
29. Virginia Terez
30. Fredo L. Gatab

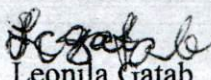
Magna-ong  
 Gatab  
 Manduyag  
 Quiatchon  
 Villaraza  
 Labad  
 Supena  
 Tillo  
 Duromal  
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 Raylin  
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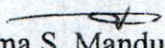


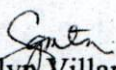
We the undersigned, representing the officers of the organization and the Verdant Hills Farmers Associations do hereby certify the foregoing instrument is the code of by- laws of the said organization.

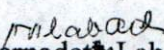
Signed:

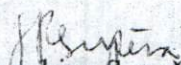
  
Virgilita T. Magna-ong  
President

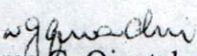
  
Leonila Gatab  
Vice President


  
Celma S. Manduyag  
Treasurer


  
Juvelyn Villaraza  
Secretary

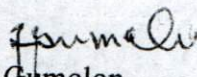
  
Bernadette Labad  
Auditor

  
Josephine Supena  
PIO

  
Wilma G. Quiatchon  
Social/Business Manager

  
Bonifacia B. Gado  
Adviser/Consultant  
OAS School Administrator

  
Nicandro B. Marcos Jr.  
Consultant/ Instructor  
Animal Production NC 11

  
Jolly Gumolon  
Brgy. Capt./Consultant