

THE CONSTITUTION AND BY-LAWS OF

Name of Association

SENIOR CITIZEN WORKERS ASSOCIATION

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 aid 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-2, MIALEN OROQUIETA CITY MISAMIS OCCIDENTAL

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 BARANGAY MIALEN, 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 1. 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:

JOHABANO

PH

Senulyn

Elizan R. Calapusan

VT Edgardo Calapusan

Eddie L. Rorinda

Bar

AS

A.B

D.S.

EB



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, P.I.O. Sgt. At Arms and Committee Chairperson.

**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 (2) twice a year 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.

- a. **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.
- b. **Finance and Development Committee-** is in-charge to source out funds, plan and implement the entire plane 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 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:

- 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;

Edgardo Calpas

VT Edgardo Calpas

Edgar & Ronda

Elizav A. Calpas

A.B

D.S.

A.S



## Section 2. Duties of the Vice- President

### **Section 3. Duties of the Secretary**

#### **Section 4. Duties of the Treasurer**

### **Section 5. Duties of the Auditor**

### **Section 6. Duties of P.I.O.**

### Section 7. Duties of Sgt. At Arms

### **Section 8. Duties of Members**

## ARTICLE X- ORGANIZATION FEES DUES AND OTHERS

**Section 2. Monthly Dues** – A monthly dues of \$ 25.00 is required every member to paid on.

**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

LOZabonu

Edgardo Caceron

Gene Lynn

VT

Eddie L Bond

Wizar S. Calapuyan

*[Handwritten signature]*



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D.S.

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**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 \_\_\_\_\_

2nd day of MARCH, 2023 at BARANGAY HALL OF MIALEN OROQUIETA CITY

No.	Last Name	First Name	M.I.	Signature
1.	Pastillo	Margie	P.	
2.	Pastillo	Zaide	S.	
3.	Balendres	Areston	C.	
4.	Tabamo	Florita	Q.	
5.	Tumagna	Vicente	A.	
6.	Ronda	Eddie	L.	
7.	Salibay	David	S.	
8.	Calamiran	Anabel	S.	
9.	Orical	Anastacia	A.	
10.	Jabalon	Evangelin	T.	
11.	Mucay	Genelyn	C.	
12.	Samson	Dionesio	B.	
13.	Calamian	Maulleen	O.	
14.	Calipusan	Edgardo	S.	
15.	Salibay	Tita	M.	
16.	Luminding	In-In	S.	
17.	Orical	Marife	G.	



18.	Gabutan	Marilan	C.	1. <del>Salibay</del>
19.	Salibay	Richelle	Q.	Salibaychelle
20.	Calipusan	Elizar	S.	Elizar & Calipusan

Certified Correct: RICHELLE Q. SALIBAY  
Secretary

Attested by: ELIZAR S. CALIPUSAN  
President

Excerpts from the minutes of the meeting held in the BARANGAY HALL OF MIALEN the 2nd day of MARCH 2023.

# Adoption and Ratification of Constitution and By-Laws.

No.	Last Name	First Name	M.I.	Signature
1.	Pastillo	Margie	P.	
2.	Pastillo	Zaide	S.	
3.	Balendres	Areston	C.	A. B
4.	Tabamo	Florita	Q.	
5.	Tumagna	Vicente	A.	VT
6.	Ronda	Eddie	L.	Eddie & Ronda
7.	Salibay	David	S.	D.S.
8.	Calamian	Anabel	S.	
9.	Serial	Anastacia	A.	A.S
10.	Jalalon	Evangelin	T.	
11.	Mucay	Genelyn	C.	Genelyn
12.	Samson	Dionesio	B.	
13.	Calamian	Maileen	D.	
14.	Calipusan	Edgardo	S.	Edgardo Calipusan
15.	Salibay	Tita	M.	T. Salibay
16.	Dominding	In-In	S.	
17.	Serial	Marife	G.	H.
18.	Gabutan	Marilan	C.	
19.	Salibay	Richelle	Q.	Salibaychelle
20.	Calipusan	Elizar	S.	Elizar & Calipusan

Whereas the Constitution By-Laws of the association was presented to the members during the meeting on MARCH 2, 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: RICHELLE Q. SALIBAY  
Secretary

Attested by: ELIZAR S. CALIPUSAN  
President