

SERVICE ADVOCATES AND VOLUNTEERS FOR ENVIRONMENT SOCIETY

(SAVE SOCIETY)

**OROQUIETA CITY
MISAMIS OCCIDENTAL**

BY LAWS

INTRODUCTION

We, the members of Service Advocates and Volunteers for Environment Society (SAVE SOCIETY), united as one for the purpose to form and create an Organization for protection, preservation and conservation of the environment. In this way we can offer heartily and voluntarily services. Almighty God in Heaven and most powerful of all, may your holy spirit guide and bless this constitution and by-laws.

ARTICLE I NAME AND PLACE OF THE ORGANIZATION

- Section 1. The name of the organization shall be Service Advocates and Volunteers for Environment Society (Save Society), and environmental non-government organization.
- Section 2. The official location of the organization shall be in Oroquieta City, Misamis Occidental.

ARTICLE II

PURPOSE, PRINCIPLES AND OBJECTIVES

- Section 1. We believe that our environment is already depleting in the whole country. Therefore, the organization believes that there is a need to take action especially to take care, protect, preserve and conserve the environment.
- Section 2. We believe that in order to protect and conserve the environment, efficient plans on conducting environmental programs and project and initiatives from the organization would result to betterment of everybody and the environment.
- Section 3. We believe that by doing well in our advocacy towards protection, conservation and preservation of the environment, we could serve as model for the rest of the world.

ARTICLE III

MEMBERSHIP AND DISQUALIFICATION OF MEMBER

- Section 1. Membership of this Organization is open to everybody who is interested for the advocacy of Environment.
- Section 2. Interested applicants for membership should be eighteen years old (18) and above.
- 2.a. Junior Save Society membership high school student (15-17).
- Section 3. Membership of this Organization should undergo orientation and screening process. The person who passes the screening process will become an ASPIRANT for 2-3 months. After he/she performs all the requirements of being an ASPIRANT, acceptance ceremony follows.
- Section 4. One accepted and declared as full pledge member of the Organization he/she is obliged to pay one hundred pesos (Php 100.00) for lifetime membership fee and ten pesos (Php 10.00) as monthly fee for student and twenty pesos (Php 20.00) for have work/professionals.
- 4.a. Those members who are outside Oroquieta City without chapter in their area must pay monthly dues quarterly to the Mother Chapter. Failure to the subject to initiate members, he/she cannot use Save Society for legal purpose.

Section 5. Being a member of this Organization, each individual shall abide all laws made by this constitution and to religiously pay the dues for betterment of the Organization.

Section 6. Bases for disqualification of being a member.

6.a. Members who are not abiding this constitution and by-laws; and

6.b. Members of the Organization who failed to participate in the activities and attend scheduled meeting of the Organization. The following are the conditionality:

6.b.i. Those who are residing within the chapter area is obliged to attend the regular mass meeting every Saturday and participate in voluntary activities for the conservation, protection and preservation of the environment, failure to do so would mean a disqualification of membership.

6.b.ii. Those members working or busy doing important matters is required to participate at least one activity per month.

This will be further subjected for comments and deliberations of the resident members and officers. Furthermore, the officers shall decide whether to disqualify or not the members through a meeting.

ARTICLE IV

RIGHTS AND POSITION OF MEMBER IN THE ORGANIZATION

Section 1. Rights of the Member

1.a. To participate in all activities of the Organization;

Section 2. Duties of the Member

2.a. To implement the constitution and by-laws and resolutions that is made by the group and all other laws;

2.b. To protect the name and integrity of the Organization;

2.c. To build foundation and support the interests of the Organization;

2.d. To actively participate and support the Organization by attending all its meetings and activities; and

2.e. To pay all the necessary dues and donations agreed by the members.

ARTICLE V

GENERAL ASSEMBLY

- Section 1. The General Assembly (GA) shall be the highest decision-making body of the Organization. It shall be composed of all the resident members. It shall be responsible in making laws, policies and plans approved by the assembly; hence all members must respect and abide it.
- Section 2. The General Assembly will be regularly held every March 17 of the, during the Foundation Day Celebration.

ARTICLE VI

FOUNDERS, OFFICIALS AND MEMBERS IN THE ORGANIZATION

- Section 1. BOD is open to everybody who is member of Save Society as long as he/she is qualified in this position. Appointed process most of the time subject for the approval of all existing BOD member and officers of the Organization.
- I. BOD planning
 - II. BOD activity
 - III. BOD on Programs and Working Comity
 - IV. BOD on Information, Education and Advocacy Comity
 - V. BOD on Financial Budgeting
- Section 2. The members of the Organization shall elect the following set of officials:
- I. One (1) President
 - II. One (1) Vice President
 - III. One (1) Secretary
 - IV. One (1) Treasurer
 - V. One (1) Auditor
 - VI. Three (3) PIO
- Section 3. The elected officials shall have one year to serve and perform duties and tasks of his/her designated position.

ARTICLE VII

FUNCTIONS OF FOUNDERS, OFFICIALS AND ADVISERS

Section 1. PRESIDENT

The President shall be Chief Executive Officer of the Organization. He/she shall represent the Organization in all the activities, gathering and events. The President shall sign the entire document, shall call meeting both regular and emergency meeting whenever needed and be the chairman of all the meetings.

Section 2. VICE-PRESIDENT

The Vice-President shall take over all the responsibility of the president in the latter's absence. He/she shall assist the President in all matters required.

Section 3. SECRETARY

The secretary shall take down official minutes of all the meetings of the Organization. He/she shall keep official records such as communications. Moreover, the secretary shall prepare resolutions approved by the officers and members and to do other related work requested by the officers.

Section 4. TREASURER

The treasurer shall be accountable for the cash flow of money of the Organization. He/she shall keep all the necessary documents and records such as deposit and withdrawal slips and be the authorized person in all bank transactions together with the president of the Organizations Bank Account. The treasurer shall be responsible in collecting fees, dues, fines and contributions from the members as required by the constitution or as agreed upon by the Organization. Furthermore, the treasurer shall post and submit financial reports to the members of the Organization.

Section 5. AUDITOR

The auditor shall audit financial reports of the treasurer whenever necessary and shall conduct inventory of equipment, materials and other belongings of the Organization.

Section 6. PIO

The PIO shall inform all the members of the Organization regarding activities, programs and events that needs to be conducted. He/she shall lead in conducting publicity activities for the organization.

Section 7. FOUNDER

The founder shall oversee all the activities of the Organization, initiate and

ARTICLE VIII MEETING

- Section 1. Officers of each chapter shall have a meeting every Wednesday. Moreover, the members shall the regular mass meeting every Saturday every after the weekly voluntarism environmental activity.
- Section 2. QUORUM
Quorum during the chapter meeting and regular mass meeting shall follow the fifty percent plus one (50% + 1) rule. No decision making shall be made without quorum.
- Section 3. The Organization shall conduct a yearly meeting during its anniversary and all chapters shall have yearly activities.

ARTICLE IX SOURCES OF FUNDS

- Section 1. The following shall be the source of funds of the Organization:
- 1.a. Membership fee
 - 1.b. Monthly dues
 - 1.c. Financial assistance from the granting agencies, and
 - 1.d. Other legal ways of source funds

ARTICLE X

ELECTIONS AND RE-ELECTION OF OFFICERS

- Section 1. Election of the Organization officials shall be conducted once a year after the Organization is formed and shall only serve the same position for two consecutive terms of office.
- Section 2. Secret ballots shall be the means of voting for the selections of officials and shall follow majority votes to be elected.

ARTICLE XI

LOCAL AND NATIONAL ELECTION

- Section 1. The Organization during the local and national election shall serve as independent party and shall not be under any political party running.
- Section 2. The members have the right to choose who are their candidates but, do not bring the name of the Organization for any purposes.

ARTICLE XII

AMENDMENTS

- Section 1. Any member can propose amendments to this constitution and by-laws provided that during the General Assembly and that two-thirds (2/3) vote of the resident members of the Organization approved the amendments.

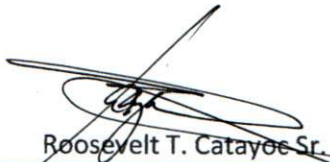
ARTICLE XIII EFFECTIVITY

Section 1. This constitution and by-laws will take effect immediately after sign by all the members of the Organization this 18th month of April 2012 in Oroquieta City, Philippines.



Maynard C. Bongcayao

(Signature over printed name of the Founder)



Roosevelt T. Catayoc Sr.

(Signature over printed name of the President)