

**THE CONSTITUTION AND BY-LAWS OF
BARANGAY MIALEN WOMENS 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 1 - OBJECTIVES AND PURPOSE

That the following are the Objectives and Purposes 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 protection;
3. To design and undertake all activities for the benefits 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 develop income generating projects to improve the economic situation of the economy of the community.

ARTICLE 2 - PLACE OF OPERATION

Section 1. Determining an organization's place of business – including the location of the organization's office, personnel and tangible assets, as well as the locus of its day to day operations will be at Brgy. Mialen, Oroquieta City, Misamis Occidental.

Section 2. Other Factors include the Place of Operation – this is where meetings are held, corporate records are kept, in addition to the location that the corporation would consider its home.

ARTICLE 3 – MEMBERSHIP

Section 1. Qualification of members – shall open to native and who have resided at least six (6) months at Barangay Mialen, Oroquieta City, Misamis Occidental of legal age.

Section 2. 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 have 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 3. – Penalty – any member who fails to attend the monthly meeting should have a penalty of 10.00 pesos. Excuse letter will be accepted if the reason is valid. No uniform must pay the amount of 10.00 php.

Section 4. – Death – the death of a member shall automatically terminate the membership in the organization. The legitimate heirs of the deceased member shall have the rights on the deceased and shall have preference in the admission to the organization upon complying with provision herewith provided.

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 Blamson E.D.
 T. Schiller
 Glen P. Cabigkio
 Mulinda S. Micalob
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ARTICLE 4 – STRUCTURE AND OFFICIALS

Section 1. Number and Qualification of Officers – The entries affairs and Business of the organization shall be administered by a set of officers who shall be elected during the General Assembly.

The following are the qualifications for officers.

1. Must be responsible, of good moral character and reputation in the community;
2. Must be a good leader with a high sense of command.

Section 2. The entire affairs and business of the organization shall be administered by the officers who shall be elected during General Assemblies.

Section 3. Composition of Officers. The officers of the organization shall be composed of President, Vice- President, Secretary, Treasurer, Auditor, P.I.O, Sgt. at Arms, Board of Directors, Social Managers, Muse.

Section 4. Vacancies. Whenever a vacancy occurs in the position of President, Vice-President down to the lowest position, the vacancy shall be filled-up thru election during General Assemblies.

ARTICLE 5 – MEETING OF THE ASSOCIATION

Section 1. General Assembly – shall meet every 2nd Saturday @ 1:00 pm 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 meeting – notices of all meetings shall be served by the secretary through mobile.

ARTICLE 6 - DUTIES OF OFFICERS AND MEMBERS

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 meetings.
- Prepares projects plans in coordination with the proper committee;
- To represent the organization in all contracts and transactions, however, major transactions shall be decided by the majority of the general assembly;
- Sign of 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 V11, Section 1, paragraph (a,b,c,d).
- Perform such other functions as the President of the association may direct.

Handwritten signatures and names at the bottom of the page:
M. Winda & Michael
Jenilyn
CHERRY
PAPOLAO
See
py.
fil
P. Cab...
Perita
m. o. w.
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Section 3. Duties of the Secretary

- Take down the minutes of the General Assembly meetings, keep the same and maintain an up-to-date of all members.
- Records and keeps the minutes on all meetings.
- 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 meeting, resolution and other documents upon request;
- Perform such other functions and duties as the President may direct.

Section 4. Duties of the Treasurer

- Acts as custodian of assets and finances of the organization and reimburses legitimate expenses incurred;
- Shall be in-charge of the safekeeping of funds and prepares regular status report of the organization;
- Shall perform such other duties as the President may direct;
- Countersign all disbursement against funds of the association.

Section 5. Duties of Auditor

- The auditor shall be oversee of all funds and properties of the organization;
- He/She shall conduct a detailed periodic audit of inventory of all funds and book accounts of the organization;
- He/She shall certify the report which shall be written to the general membership in the annual meetings;
- He/She shall perform such other duties of the organization may prescribe;
- Verifies and examines all financial reports of the organization.

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

- Maintaining peace and order shall handle 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 assembly meetings.

Melinda S. Michael

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CHERRY AND PARAGROG

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Don P. Cobig

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ARTICLE 7 – ORGANIZATION FEES, DUES AND OTHERS

Section 1. Membership fee – every member of the association shall pay a membership fee of 20.00 pesos upon his admission to the association.

Section 2. Monthly Dues – A monthly dues of 5.00 is required for every member to pay on.

Section 3. Contribution – The association may raise funds for its activities through contribution or donation from its members, either cash or labor in kind and through benefit programs considered appropriate and legal.

Section 4. Saving, Funds and Operation – the association shall establish a member's savings accounts 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 8 – DISPOSITION OF ASSOCIATIONS FUNDS

Section 1. Deposit funds – The President, Treasurer, and Auditor must establish a joint account in the depository bank. There shall be one account maintained for the saving funds for the membership fees. Monthly dues, contribution and donation. The sources of funds for the loan proceeds 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 9 – RULES FOR ORDER

Section 1. Agenda – as far as practicable, the order of business as 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.

Micaela S. Melinda

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CHERRY AM PANDOLAC

PERLITA

Glor R Cabigkos

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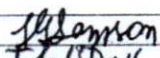


































ARTICLE 10 – RATIFICATION AND AMENDMENT

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 11 – EFFECTIVITY

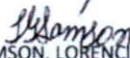
Section 1. This constitution and by-laws take effect upon its ratification. Unanimously adopted and ratified this 2nd day of September, 2023 Barangay Mialen, Oroquieta City, Misamis Occidental.

No.	LAST NAME	FIRST NAME	M.I.	SIGNATURE
1.	SAMSON	LORENCIA	G.	
2.	SALIBAY	TITA	M.	
3.	SARANCIAL	JOCELYN	T	
4.	LIMPAHAN	LUCILLE	T	
5.	CALAMIAN	ANABEL	S.	
6.	RONDA	LESIE	S	
7.	SALIBAY	LILY	S.	
8.	CALAMIAN	MAILEEN	O.	
9.	SALIBAY	EVELYN	Q.	
10.	PADOGDOG	VILMA	C	
11.	RONDA	DIVINA	S.	
12.	SARANCIAL	ISABELITA	C.	
13.	DOLDOLEA	JULIET	S	
14.	VARQUEZ	SHERYL	S.	
15.	SARANCIAL	CORA	R.	
16.	AGUM	LEONORA	S	
17.	MICULOB	MERLINDA	S	
18.	PABATE	MERICRIS	M.	
19.	PASTILLO	MARGIE	P.	
20.	CABIGKIS	GLOR	P	
21.	QUERING	MELISSA	C	
22.	CADANO	ERELYN	T	
23.	SARIAL	SUSAN	S.	
24.	CALIPUSAN	MERICRIS	S	
25.	SALIBAY	MARYJANE	S	
26.	BALENDRES	PERLITA	D	
27.	GUMIASON	GENELYN	S	
28.	SARIAL	ROMELYN	T	
29.	ANGCAP	RICELYN	P	
30.	SALIBAY	RICHELLE	Q.	
31.	MACASANDAG	MARICEL	O	
32.	PABLI	JOAN	B.	
33.	DALUNA	ELEZABETH	D.	
34.	PASTILLO	IRENE	T.	
35.	PADOGDOG	CHERRY ANN	S.	

Certified Correct:


DOLDOLEA, JULIET S.
Secretary

Attested by:


SAMSON, LORENCIA G.
President

