

**THE CONSTITUTION AND BY-LAWS OF
GASA ORGANIC AGRICULTURE FARMERS AND PRODUCERS ASSOC.
(GOAFPA)**

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.

ARTTICLE II - OBJECTIVES AND PURPOSE

That the following are the objectives and purposes of the Association:

1. To secure food sovereignty throughout the whole province of Misamis Occidental;
2. To ensure the availability of healthy agricultural produce and products grown, raised, and developed in a healthy and safe environment;
3. To encourage, train, & develop organic farmer practitioners in the province of Misamis Occidental;
4. To uplift the living conditions and life of its organic farmer members in accordance with the conditions of the Nation Development Plan;
5. To enhance and defend the interest of its members for their mutual aid and protection;
6. To design and undertake all activities for the benefit & welfare of its members and the surrounding environment;
7. To create an income generating projects such as but not limited to:
 - (1) **Livestock Production** (free range heritage chicken, swine/hogs, native/hybrid cattle, goat, rabbit, etc.);
 - (2) **Agricultural Crop Production** (rice, corn, leafy vegetables, fruiting vegetables, rootcrops, legumes, herbs & spices, perennial crops (such as cacao & coconut), planting materials, etc.);
 - (3) **Production of Organic Fertilizers** (vermicast, composted animal manure, coco peat, carbonized rice hulls, etc.);

(4) **Production of Organic Concoctions and Extracts** (fermented plant juice, fermented fruit juice, fish amino acid, oriental herbal nutrients, indigenous microorganism, vermi tea, calcium phosphate, lactic acid bacteria serum, natural insect attractant, seawater solution, water soluble calcium, rice vinegar, compost bran with IMO, etc.);

8. To improve the economic situation of a micro and macro community through organic agriculture income generating projects;
9. To enhance the capability of the farmers through specializing organic agriculture practices and standards;
10. To equip the community with knowledge and skills in organic agriculture practices and standards;
11. To increase organic agriculture practitioners, and organic agriculture related enterprise;
12. To increase organic agriculture areas through certification by a third-party certification body and/or through a Certified PGS Group as provided by R.A. 11511.

ARTICLE III - PLACE OF OPERATION

Section 1. The Association will be composed of members within the whole province of Misamis Occidental.

ARTICLE IV - MEMBERSHIP

Section 1. Qualification of members - Members shall be open to any interested farmer or Agri-Entrepreneur who have actually engaged in organic farming and/or an organic practitioner and within the place of operation. The applicant may become member of the organization by filling an application form for membership approved by the 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:

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 seven (7) committee to be created namely: (1) Membership and Education Committee, (2) Finance and Development Committee, (3) Audit and Inventory Committee, (4) Management Committee, (5) Review Committee, (6) Appeals & Complaints Committee, and (7) Election Committee.

Section 5. Terms of Office. Terms of office of all elected officers shall be maximum of three (3) years subject to re-election.

ARTICLE VII – MEETING OF THE ASSOCIATION

Section 1. General Assembly - The General Assembly shall meet every 3rd Thursday of the Month 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 the association 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 the Committee's Audit shall be reported to the organization and to proper government authorities.

d. **Management Committee** - shall monitor and supervise farm operation procedure of each organic farm member. The Management Committee shall:

1. Hold and manage the Association's legal documents such as but not limited to: Registration, Bank Accounts, Certificates, List and Profile of Organic Practitioner Farmer Members, Manual of Operation, GMP Policy with SSOP Docs, etc.
2. Endorse an organic farm to the Government Authorities for financial assistance and support in applying an Organic Certification.
3. Provide a "Certificate of Approval" to the farmers who are qualified to be a member of the association.

e. **Review Committee** - shall make pre-inspection to the farms of each farm member in the process of the application for Farm Production Organic Certification. The Review Committee shall endorse a potentially qualified organic farm to the Management Committee. The Review Committee shall have a written reports of non-compliance of the members who did not comply the standards of PNS-BAFS 07-2016 Organic Agriculture and shall provide recommendation or solution to the farm member. In any case, the farm member does not wish to be certified organic farm, a strict implementation of the standard shall be observe.

f. **Appeals and Complaints Committee** - shall accepts the appeals of the members whose application has not approve and make review of the decision of the Management Committee. The Appeals and Complaints Committee shall make a written document of their findings decision of the appeals and complaints of the members. The Appeals and Complaints Committee is responsible in creating a schedule of meeting wherein the Management and Review Committee is present to discuss and review the appeals or complaints of the members.

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;

- d. Sign all official correspondents and disbursement of the association.
- e. Spearhead each officers, committees, and members of the Association.

Section 2. Duties of the Vice- President

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

Section 3. Duties of the Secretary

- a. Take down the minutes of the General Assembly meetings, keeps the same and maintain an up-to-date of all members.
- b. 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.
- d. Furnish all members of the organization all papers pertaining to minutes of meetings, resolution and other documents upon request;
- e. 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.

- a. The Public Information Officer shall take charge of the publicity of the activities of the organization.

Section 7. Duties of Sgt. at Arms

- a. Maintain peace and order and handles conflict among members.

Section 8. Duties of Members

- a. Attend a full time meeting during the general assembly meeting, and special general assembly meetings.

Section 9. Duties of the Committee Chairman

- a. Planning committee meetings
b. Scheduling of general assembly
c. Distributing material to the committee whenever needed to keep members informed, particularly agenda material before a meeting.

ARTICLE X – ORGANIZATION FEES DUES AND OTHERS

Section 1. Membership Fee - every member of the association shall pay a membership fee of Php.100.00 upon his or her admission to the association.

Section 2. Monthly Dues – A monthly dues of Php.100.00 is required every member to paid on.

Section 3. Contribution - The association may raise 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.

Section 5. Penalty – a Penalty Fee of Php.100.00 shall incurred for any absence during meeting.

Marybeth P. Oguis

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 a written purpose and amount, duly-signed/agreed by the Association Members 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


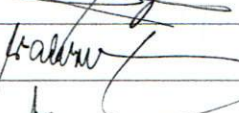
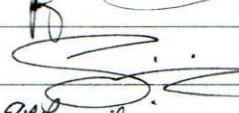
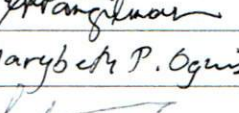
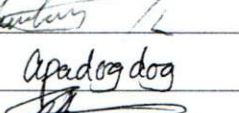
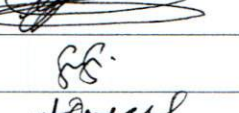
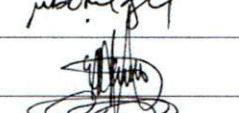
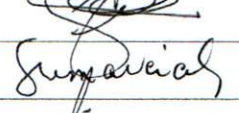
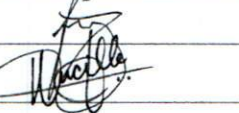
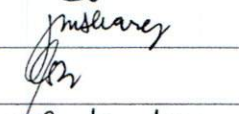
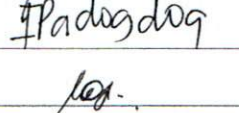
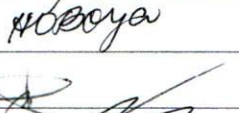
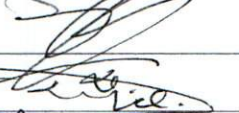
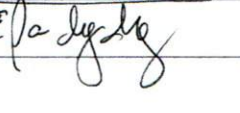


ARTICLE XIII - RATIFICATION AND AMENDMENT



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 on **15** day of **June, 2023** at **GOAFPA Office, Purok-1, Barangay Mobod, Oroquieta City, Misamis Occidental.**

No.	Last Name	First Name	M.I.	Signature
1.	Alvarez	Julie An	P.	
2.	Alvarez	Garlan	L.	
3.	Alvarez	Sagrada	P.	
4.	Alvarez	Regil Kent	P.	
5.	Doliente	Siara Hope	A.	
6.	Pangilinan	Erly	P.	
7.	Oguis	Marybeth	P.	
8.	Oguis	Saturno	G.	
9.	Padogdog	Ana	D.	
10.	Ponce	Geraldo	J.	
11.	Jamisola	Jenny	.	
12.	Omega	Roel	B.	
13.	Sagarino	Elaine Jayne	B.	
14.	Saratao	Leahpen	G.	
15.	Marcial	Rejie	N.	
16.	Quimno	Ron Joseph	A.	
17.	Alvarez	Lucille May	M.	
18.	Alvarez	Johna Lou	M.	
19.	Balustre	Geraldine	M.	
20.	Padogdog	Imelda	A.	
21.	Jalalon	Shella	P.	
22.	Borja	Helen	O.	
23.	Ederosas	Arsenia	A.	
24.	Balustre	Ian	R.	
25.	Padogdog	Dolley	A.	
26.	Padogdog	Editha	M.	

27.	Oguis	Jay	—	M.	
28.	Oguis	Julie Ann	—	P.	

Certified Correct: 
JENNY JAMISOLA
Secretary

Attested By: 
JULIE AN P. ALVAREZ
President

Excerpts from the minutes of the meeting held at GOAFPA Office, Purok 1, Barangay Mobod, Oroquieta City, Misamis Occidental on **15** day of **June, 2023**.