

CONSTITUTION AND BY-LAWS OF HAYAG YOUTH ORGANIZATION

Preamble

We, the members of Hayag Youth Organization, imploring the aid of the Divine Providence, desirous of developing our potentials and skills, bind ourselves together in the spirit of friendship and harmony; adopt to ourselves and undertakings the values of respect, integrity, social responsibility, interdependence, and excellence, do ordain and promulgate this Constitution and By-laws.

Article I

Name, Logo and Office

Section 1. Name. This organization shall be known as **Hayag Youth Organization**. Its initials shall be HYO.

Section 2. Logo.

- a) The official logo of the HYO shall be hands holding a globe with a cross which includes the face of the youth and the phases of their development;
- b) The logo symbolizes a good and unified Christian youth of the society with perseverance to commit themselves in doing right deeds and develop their potentials for the betterment of oneself and the community as a whole.

Section 3. Office. The HYO shall have its principal office at CCF Dreamland Village, Brgy. San Isidro, Ormoc City, Leyte, Philippines.

Article II

Declaration of Purpose and Objectives

Section 1. To train and develop members and youth potentials and capabilities to become productive and responsible member of society.

Section 2. To promote and advocate members' rights and issues affecting member and to empower them and participate in local governance.

Section 3. To tap and mobilize external and internal resources for the sustainability of projects that the organization may undertake.

Section 4. To network-coalesce with the international, national, local, government offices, non-government organizations, people's organizations, private sectors and youth focus agencies for the "well-being" of the youth.

Section 5. To cultivate among members a strong sense of social responsibility in order to contribute effectively to the building of a humane world where everyone has equal opportunities to improve his quality of life.

Article III

Membership

Section 1. Eligibility.

- a) Membership in the HYO is voluntary and shall be open to all youth, either OSY, ISY, or working youth.
- b) He or she must be 15 years old or not older than 30 years old; and
- c) a bona fide resident of Ormoc City, Leyte.

Section 2. Application of Membership. Interested applicants shall submit their application directly to the Membership Committee.

Section 3. Admission. Date of admission to membership in the HYO shall be the date of approval of the application by the Board of Directors as recommended by the Membership Committee and payment of the corresponding membership fee. Upon such approval, the new member shall be entitled to all the rights and privileges granted by the organization, and shall be charged with all the duties and obligations of all members.

Section 4. Membership Fee. All members shall pay a membership fee in the amount as may be set by the Board of Directors and shall be immediately payable to the HYO upon notice to the applicant's admission to membership. This membership fee is non-reimbursable in the event of loss of membership.

Section 5. The Board of Directors may increase or decrease the membership fee without the necessity of amending this Constitution and By-Laws.

Section 6. Duties of the Members.

- a) All members shall hold themselves duty bound and expected to do all in their power to maintain an interest in the organization, forward its aims, purposes, objectives and to uphold its aims.
- b) All members and persons under the jurisdiction of this organization shall be bound to abide by the decisions of this organization, its officers, constitution and by-laws, to fulfill his/her obligation to said organization and shall not maliciously injure in act or deed, any other member in any manner.
- c) In order for a member to be eligible to vote in an election of Officers and the members of the Board of Directors, that member must be certified by the Membership Committee to be a member in good standing.

Section 7. Rights and Privileges.

- a) All members shall have the right to vote in every annual and special meetings of the organization, in which they shall be entitled to one (1) vote only.

- b) All members of whatever classification can avail of the benefits, privileges, and services of the HYO that it offers to its members.
- c) All members shall enjoy other rights and privileges that the HYO may determine and those that HYO may grant.

Section 8. Renewal of Membership. The membership in the organization shall be for one (1) year only, unless renewed annually or otherwise provided by the Board of Directors. Renewal of membership may be declined by the association based on the same grounds stated hereafter under Section 12 of this Article and for other justifiable grounds.

Section 9. Renewal Fee. A renewal fee shall be set by the Board of Directors and shall be immediately payable to the HYO upon notice to the applicant's admission to membership, which shall be non-reimbursable in the event of loss of membership.

Section 10. The Board of Directors may likewise increase or decrease the said fee without the necessity of amending this Constitution and By-Laws, but in no case shall it be more than the amount of the existing membership fee.

Section 11. Suspension. The Board of Directors shall have the sole power to suspend any member for cause after due notice and hearing. Any member suspended from the HYO for cause is deemed to have forfeited all rights and privileges granted by the organization, until suspension has been lifted upon such grounds as the Board of Directors may determine.

Section 12. Loss of Membership. Membership in the HYO shall be lost for cause, but not limited to the following ground upon confirmation of the Board of Directors by a majority vote of all its members:

- a) Culpable violation of this Constitution and By-laws.
- b) Criminal conviction. Final conviction from penal laws and statutes carrying a penalty of at least arresto mayor.
- c) Misconduct. Any member who has undertaken any action, whether verbal, written or otherwise derogatory or inimical to the reputation, image or integrity of the association.
- d) Non-payment of dues and other assessments. Non-payment of dues and other assessments within sixty (60) days upon receipt of notice thereof.
- e) Disinterest. Any member who unreasonably refuse to support the activities of the organization.
- f) Voluntary resignation. Any member who has expressed his/her intention in writing to withdraw his/her membership.
- g) Compulsory resignation. Any member who has incurred three suspensions.
- h) Non-renewal of membership. For all members, failure to renew their membership during the prescribed period.

Section 13. Reinstatement. Membership lost under the above grounds may be reinstated upon prior application and approval by the Board of Directors under such terms and conditions as it may impose.

Section 14. Since membership in the HYO is voluntary, each member agrees that no cause of action exists against the organization as a result of or arising from loss of membership or suspension therefrom, unless exercised with grave abuse of discretion. Upon the filing of an application for membership, the same carries with it the acknowledgment that the applicant/member recognizes the authority of the Board of Directors to determine continuance or maintenance of membership in the HYO.

Article IV

Meetings

Section 1. Annual Meetings. The annual meeting of the HYO shall be held on the third or last Saturday of December of each year at such time and place as the Officers and/or the members of the Board of Directors may determine. The Officers and/or the Board of Directors may designate a different date for a justifiable reason, but not later than January 30 of that next year.

At such Annual Meetings, the regular order of business shall be as follows:

- 1.) Declaration of a Quorum
- 2.) Motion to Convene
- 3.) Call to Order
- 4.) Reading of the Minutes of the last Annual Meeting
- 5.) Report of the President
- 6.) Financial Report of the Treasurer
- 8.) Election of Officers and members of the Board of Directors
- 9.) Unfinished Business
- 10.) New Business
- 11.) Motion to Adjourn
- 12.) Call to Adjournment

Section 2. Regular Meetings. Regular meetings of the Officers and the members of the Board of Directors shall be held on the third Saturday of every month, at such time and place as the Officers and/ or the members of the Board of Directors may determine. The Board and/ or Officers may likewise designate a different date for a justifiable reason. The regular order of business shall be provided hereafter by the Board and Officers.

Section 3. Special Meetings. Special meetings may be called by the President time to time as he/she may deem necessary, or by a request of the majority of the Officers and the members of the Board of Directors, or the majority of the members.

Section 4. Common Provisions Governing Meetings:

- a) **Notice of Meetings.** The Secretary of the HYO shall inform the members of all meetings at least two (2) days before the date set for such meetings together with the agenda specifying the business to be transacted during such meetings.
- b) **Order of Business.** The order of business during Annual Meetings and Regular Meetings shall be in accordance to the provisions set forth in this Article. In case of Special Meetings, the order of business shall be based on the agenda circulated with the notice of such meetings. Any business not included in the notice of any meeting shall be transacted only upon approval of the majority of all those present.
- c) **Voting.** Each member of the HYO in good standing shall be entitled to one (1) vote. Only on matters referred by the Officers and the members of the Board of Directors to members not usually entitled to vote, they shall likewise be entitled to one (1) vote.
- d) **Quorum.** A majority of all members of HYO in good standing shall constitute a quorum at all Annual and Regular Meetings. If after three (3) consecutive calls for any meeting no quorum has been obtained, the members in good standing present in the next meeting, whatever their number, shall constitute a quorum.

Article V

Officers and Members of the Board of Directors

Section 1. Composition and Term. The officers shall be a President, Vice-President, Secretary, Treasurer, Auditor, and two (2) Public Information Officers; and the members of the Board of Directors shall be composed of five (5) members. They must be elected in the manner prescribed by this Constitution and By-Laws and shall serve for one (1) year, to begin on April 1 next following their election and shall end at the same date one year thereafter; or until their successors are duly elected and qualified, unless sooner removed.

The immediate past President of the HYO may participate in the deliberations of the Board of Directors in an ex-officio and non-voting capacity. His/her participation shall be for one (1) year only.

Section 2. Eligibility.

- a) He/she must be a member in good standing for one (1) year, without having been suspended by the Board of Directors for a cause; and
- b) He/ she must be attended the activities of the organization.
- c) Any official may be re-elected thrice (3) at the expiration of their term of office, to the same office or any other office for which they may be elected to.

Section 3. Powers. The property, assets, business and affairs of the HYO shall be managed and controlled by the Officers. The members of the Board of Directors shall be responsible in all matters regarding the decision and policy making of the organization. The Officers and Board shall exercise such other powers and discretion as may be provided in this Constitution and By-laws and those incidental thereto.

Section 4. Election. The officers and the members of the Board of Directors shall be elected by ballot at the annual meeting by a majority of the vote cast for that office.

Section 4: Vacancy. If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Article V

Duties of the Officers and Members of the Board of Directors

Section 1. Subject to the provision of Section 4, Article IV of this Constitution and By-laws. The duties and responsibilities of the officers and members of the Board of Directors are as follows;

A. President – it shall be the duty of the President to:

- To have direct supervision of all undertakings of HYO;
- To convene as appropriate and preside over all meetings of HYO;
- To issue circulars or memoranda in connection with the discharge of his/her duties and responsibilities;
- To be responsible to the Officers for the active management of all existing committees;
- To represent HYO in official and social functions and in this regard to maintain its position and reputation;
- To sign contracts, job orders, vouchers, checks, correspondence and other documents of the HYO, subject to such limitations as the members of the Board of Directors may impose; and
- To exercise general supervision over such appointees and cause their discipline and/or removal as appropriate, subject to the approval of the Board.

B. Vice-President – It shall be the duty of the Vice-President to:

- To assist the President in the latter's administrative functions;
- To perform the duties of the President in the event of death, inability, sickness, absence, or temporary disability of the former; and
- To supervise all undertakings of such committee/s as may be delegated to him/her by the President.

C. Secretary – It shall be the duty of the Secretary to:

- To attend all meetings and record the proceedings of HYO;
- To be responsible for serving all notices of scheduled meetings to all people concerned;
- To assist the President during official and social functions with his/her undertakings;
- To prepare and attest all written contracts, correspondences, and other documents to which the HYO shall be a party involved;
- To be responsible for the safe-keeping of records, documents and other related materials of the HYO; and
- To supervise all undertakings of such committee/s as may be delegated to him/her by the President.

D. Treasurer – It shall be the duty of the Treasurer to:

- To be the official custodian of HYO funds in such bank or banks as may be approved by the Board of Directors
- To keep a book of accounts showing all financial reports to be submitted on the regular meeting of the Officers and the members of the Board of Directors and annually to the members, an account of such transactions as well as the financial condition of the HYO;
- To countersign such document relating to financial matters; and
- To supervise all undertakings of such committee/s as may be delegated to him/her by the President.
- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

E. Auditor – It shall be the duty of the Auditor to:

- To audit the financial transactions of HYO; and
- To check and balance the funds of the organization.

F. Public Relations Officer – It shall be the duty of the P.I.O. to:

- To coordinate activities outside the Officers and/or Board of Directors in line with the objectives of the HYO, subject to the approval of the Officers and/or Board of Directors;
- To assist in the promotion of all HYO activities; and
- To supervise all undertakings of such committees as may be delegated to him/her by the President.

F. Board of Directors – It shall be the duty of the members of the B.O.D. to:

- To provide guidance and leadership in the development and implementation of policies, plans and programs for the accomplishments of the objectives of the HYO
- To manage this organization and shall be vested responsibility to the entire membership to uphold these bylaws.

Section 2. The Officers and/or the members of the Board of Directors shall have the power to create standing and/or ad hoc committees as in its judgment will advance the interest of the HYO, or as required by this Constitution and By-laws. In case of standing committees, all members of the HYO shall be entitled to a representation thereof. The Officers and/or the members of the Board of Directors shall hereafter provide for the implementing guidelines in connection with their establishment, operations, and accountability.

Article VI

Committees

Section 1. Membership Committee – A membership committee composed of the Secretary as the chairperson and the members of the Board of Directors, whose duty shall be to assist in the application of the membership to the HYO.

Section B: Program Committee – A program committee composed of the Vice-President as the chairperson and four (4) members in good standing that shall be appointed by the President, whose duty shall be to plan prior to the implementation of the programs and activities of HYO set by the officers.

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Officers and/ or the Board of Directors, from time to time as need demands.

Article VII

Accountability

Section 1. The Officers and the members of the Board of Directors must at all times be accountable to the general membership, serve them with utmost responsibility, integrity, and efficiency. They may be removed from office by impeachment in the manner strictly provided herein.

Section 2. Grounds. Any Officer and member of the Board of Directors may be impeached from office for the following reasons:

- a) Culpable violation of this Constitution and By-laws;
- b) Criminal conviction. Final conviction from penal laws and statutes carrying a penalty of at least arresto mayor;
- c) Seven (7) absences during his/her term;
- d) Malversation of funds;
- e) Serious misconduct;
- f) Neglect to perform one's duty;

- g) Tardiness; and
- h) Gross inefficiency.

Section 3. Procedure. Any member in good standing may file a formal complaint stating the facts and the grounds thereof with the Membership Committee. Within seven (7) days after the filing of the complaint, an ad hoc Grievance Committee shall be created to initiate the proceedings for impeachment. Such committee shall be composed of the Directorial Advisers, the Officers and three (3) members in good standing. It shall have the power to recommend to the Board of Directors the continuity of the impeachment proceedings by a 2/3 vote of all its members within (21) days after the receipt of such complaint, provided that due process has been served. Upon receipt of the recommendation for impeachment, the Board of Directors shall act on the matter within seven (7) days.

No Director shall be subject to impeachment for more than once during his term of office. Also, no impeachment proceeding shall take place within two (2) months from the assumption of office or two (2) months immediately preceding the next Annual Meeting.

Article VII

Directorial Advisers

Section 1. Composition and Function. There shall be two (2) Directorial Advisers who are alumni of the HYO, unless otherwise provided. The Directorial Advisers shall be advisory and consultative in nature. It shall provide policy guidance, advice, and counsel to the Officers and the members of the Board of Directors in the performance of its duties, and perform such other functions as may be provided for by this Constitution and By-laws.

Section 2. Meetings. The Directorial Advisers shall meet periodically, and in no case less often than once every six months, for the purpose of undertaking a general review of the operations of the HYO.

Section 3. The Board of Directors may hereafter provide other related provisions that will further enhance the establishment of the Directorial Advisers, without the necessity of amending this Constitution and By-laws and only after prior consultation with the existing Directorial Advisers.

Article VII

Fiscal Provisions

Section 1. Fiscal Year. The fiscal year of the HYO shall be from January 1 of the present year to December 31 of the same year.

Section 2. Inspection. The books, accounts, and records of the HYO shall be open for inspection by any member of the Board of Directors at all times. Any member of the

association in good standing may inspect said books, accounts and records during office hours on any business day.

Section 3. Funds and Other Assets. All funds, money, and securities owned and held by or otherwise under the custody of the HYO shall be deposited in such bank or banks as may be duly designated by the Officers and/or the Board of Directors. All disbursements and withdrawal from the HYO funds shall be affected through drafts, checks, notes, and any other form of commercial papers to be signed by the Treasurer and countersigned by the President or such other signatories as may be designated and authorized by the Board. Any expenditures, disbursements or withdrawal shall be made only with the prior approval of the Board.

Section 4. Appropriations. The annual appropriations of the organization shall begin in March until the first week of April during a meeting duly called for that purpose. The said meeting shall be attended by the newly elected members of the Officers and the members of the Board of Directors.

Section 5. Dissolution. In the event of dissolution of HYO, the remaining assets after payment of its liabilities, shall be disposed of and turned over to any non-profit foundation, to be selected by the Officers and/or the members of the Board of Directors.

Article VII

Amendments and Revision

Section 1. Procedure. Any amendments to, or revision of, this Constitution and By-Laws may be proposed in writing by any member in good standing during an annual, or special meeting duly called for that purpose, with the concurrence of the majority vote of all regular representatives.

Within fourteen (14) days after the approval of such proposal, an ad hoc Constitutional Committee shall be created by the Officers and/or the members of the Board of Directors to be composed of the Chief Councilor, who shall act as Chairman, five (5) members in good standing. Within thirty (30) days, it will draft the proposed amendment or a new HYO Constitution and By-laws, as the case may be; such period may be extended for another thirty (30) days, but in no case shall the extension exceed forty-five (45) days. The final draft shall be approved with the concurrence of the 2/3 vote of all the members of the Constitutional Committee.

Section 2. Notice. Notice of proposed amendment to or revision of this Constitution and By-Laws shall be sent out to the general membership at least fifteen (15) days prior to the next scheduled meeting.

Section 3. Effectivity. Any amendment to, or revision of, this Constitution and By-laws under Section 1 hereof shall be valid when ratified by a majority vote of all academic

members and members of the general membership who are present, voting separately, in a plebiscite duly called for the purpose.

Section 4. Construction. Upon all questions of construction regarding the provisions of this Constitution and By-Laws, the decision of the Board of Directors shall control, only after prior consultation with the Directorial Advisers.

Section 5. No amendment or revision shall take place within three (3) years following the ratification of this Constitution and By-laws.

Article VII

Transitory Provisions

Section 1. All existing policies of the organization not inconsistent with this Constitution and By-laws shall remain operative, until amended or repealed.

Section 2. In case there shall be legal impossibilities as to the requirements mandated in this Constitution and By-laws, the Officers and/or the members of the Board of Directors shall resolve the same through a 2/3 vote of all its members, who are present during the deliberations thereof.

Section 3. The incumbent members of the existing standing committees of the organization shall maintain their membership therein for another year, next following the ratification of this Constitution and By-laws, unless otherwise provided.