

CONSTITUTION AND BY-LAWS

Name of Association

Address

ARTICLE I NAME AND DOMICILE

SECTION 1 – NAME OF ASSOCIATION: This association shall be known as

SECTION 2 – DOMICILE: The principal address of the association shall be at

ARTICLE II NATURE AND PURPOSE

SECTION 1 – NATURE: The association shall be civic, social, and non-political in nature.

SECTION 2 – PURPOSE: The purpose of the association shall be as follows:

1. To foster closer relationship and understanding among members.
2. To serve as channel of all assistance coming from either government or from private agencies/sectors deemed necessary to promote the welfare of the members.
3. To serve as venue for continuing education activities such as training seminars or any venture relevant to members conducted by any government or private agencies.
4. To serve as venue to venture into any lawful project that will enhance/uplift the socio-economic well-being of the members.
5. To promote mutual understanding among members to know more about the objectives of the association.

ARTICLE III MEMBERSHIP

SECTION 1 – QUALIFICATION FOR MEMBERSHIP: Membership in the association shall open to any bonafide resident of _____.

SECTION 2 – RIGHTS OF THE MEMBERS: Every member of the association shall have the following rights:

1. To participate in the deliberation and meetings of the association.
2. To vote and be voted upon as officers of the association.
3. To inspect/examine the books of the association.

4. To obtain from the association any or all the services are deemed necessary to improve their livelihood.

SECTION 3 – DUTIES OF MEMBERS: Every member of the association shall have the following duties:

1. To attend all meeting and activities of the association and other government agencies supportive to the association.
2. To pay all contributions, any fees due to the association.
3. To cooperate in all venture undertakings as maybe planned and implemented by the association.

SECTION 4 – LIABILITIES OF MEMBERS:

1. All members of the association shall be liable collectively for any indebtedness of the association.
2. Any member shall likewise be liable individually for indebtedness of the association.

SECTION 5 – GROUNDS FOR DISMEMBERSHIP:

1. Withdrawal
2. Expulsion
3. Death

Any member desiring to terminate his/her membership by withdrawal shall do so by writing the officers of the association. The following shall be valid grounds for expulsion:

1. Commission of acts prejudicial to the good name or orderly conduct of the affairs of the association.
2. Willful violation of the Constitution and By-Laws of the Association and rules and regulations set forth by association.

ARTICLE IV STRUCTURE AND OFFICIALS

SECTION 1 – MEMBERSHIP: Membership and final authority is vested in the General Assembly.

SECTION 2 – GENERAL ASSEMBLY: The General Assembly of the Association shall be composed of all duly elected officers and the duly constituted members.

SECTION 3 – POWER OF THE GENERAL ASSEMBLY:

The General Assembly has the following powers:

1. To select and remove officers and members for valid cause.
2. To hear and pass upon reports of the officers.
3. To take final decisions regarding any change in the financial problem policies of the association subject to legal restrictions.
4. To act as final arbiter in any dispute.
5. To determine any proposed amendments in the Constitution and By-Laws.

6. To exercise final authority on all matters affecting the association.
7. To exercise all rights and privileges appurtenant to the members.

SECTION 4 – DUTIES OF OFFICERS: All duly elected officers of the association shall perform their respective duties and functions:

A. THE PRESIDENT

1. Represents the association in all social and economic activities.
2. Presides overall meetings/special meetings of the association.
3. Exercise general supervision on overall activities of the association.
4. Conducts consultation/dialogues with the officers and members re: yearly program activities.
5. Performs other functions as maybe required.

B. THE VICE-PRESIDENT

1. Shall act as the President in the absence of the first or in case of incapacity of the President.
2. Shall assist the President in all activities of the association.

C. THE SECRETARY

1. Shall serve as the custodian of all records of the association
2. Records all minutes of meeting conducted.
3. Maintains an updated list of officers and members.
4. Prepares monthly report/activities of the association to be signed by the President.

D. THE TREASURER

1. Serves as the custodian of all financial records of the association.
2. Collects all fees/contributions any other monetary fund due the association.
3. Prepares financial reports of the association.
4. Maintains an updated list of general membership of the association.

E. AUDITOR

1. Reviews/audits all financial records of the association.
2. Submits to the general membership its findings duly certified in writing.

F. THE PRESS RELATIONS OFFICER

1. Serves as the liaison officer of the association.
2. Serves notices to the members.
3. Informs the members of the organization on all activities undertaken.

SECTION 5 – CALENDAR YEAR. It will start January and ends December of the same year.

SECTION 6 – REGULAR MEETINGS of officers shall be conducted every _____.

SECTION 7 – GENERAL ASSEMBLY MEETINGS shall be conducted every _____.

SECTION 8 – SPECIAL MEETINGS may be called to order with notices to be served to the members on _____ days before the meetings.

SECTION 9 – TERM OF OFFICE of the duly elected officers will be for _____ years but revocable if officers commit fault or negligence of duty as ground for termination.

SECTION 10 – Whenever vacancy occurs in any position through death, registration, removal or for other causes, the general assembly shall convene to elect a successor who shall serve for the unexpired term only.

**ARTICLE V
DUES, FEES AND OTHER PAYMENTS**

SECTION 1 – MEMBERSHIP FEE shall be due from a member upon joining the association in the amount of _____.

SECTION 2 – ANNUAL DUES shall be collected from every member in the amount of _____.

SECTION 3 – FINES/PENALTIES shall be charged to any erring officers and members in the amount of _____.

SECTION 4 – DONATIONS from any other institutions may be received for additional funds of the association.

SECTION 5 – All financial matters accruing to the association be it in the form of fees, contributions, donations, subsidies and fines shall be deemed the property of the association.

SECTION 6 – DISSOLUTION. The association will not be dissolved if without the 2/3 votes of the general membership.

**ARTICLE VI
AMENDMENTS**

SECTION 1 – THIS CONSTITUTION AND BY-LAWS may be amended, altered or replaced at any regular meeting called for the purpose by the 2/3 vote of the general membership.

SECTION 2 – Whenever vacancy occurs in any position thru death, resignation, and removal or for other causes, the general assembly shall convene to elect a successor who shall serve for unexpired term only.

**ARTICLE VII
EFFECTIVITY**

SECTION 1 – THIS CONSTITUTION AND BY-LAWS shall take effect upon ratification of members this _____ day of _____.

