

# Philippine GUARDIANS Brotherhood Incorporated SEC Registry Nr A200008885

2016 Amended Constitution and By-Laws



### Philippine GUARDIANS Brotherhood, Incorporated CONSTITUTION AND BY-LAWS

Metro Manila

#### **Preamble**

For GOD, Country and Family, WE, the brothers and sisters of the Philippine GUARDIANS Brotherhood, Incorporated (PGBI), in fulfilment of our mission to accomplish our forefather's dreams and aspirations to attain true freedom and democracy in an environment of genuine economic, social and political independence, do hereby promulgate and adopt this Constitution and By-Laws.



Section 1. The name of the Organization shall be the Philippine GUARDIANS Brotherhood, Incorporated.

Section 2. Every letter of the word "GUARDIANS" represents the following:

G - Gentlemen

U - United

A - Associates

R - Race

D - Dauntless

I - Ingenuous

A - Advocator

N - Nation

S - Society

meaning, "GENTLEMEN AND UNITED ASSOCIATES OF THE HUMAN RACE; DAUNTLESS AND INGENUOUS ADVOCATORS FOR THE NATION AND SOCIETY", which, when translated in Pilipino, will mean, "MGA MAGINOO AT NAGKAKAISANG KATUWANG NG SANGKATAUHANG LAHI, MAGIGITING AT MATATAPAT NA TAGAPAGTANGGOL NG BANSA AT LIPUNAN."

Section 3. OFFICE - The principal office of the Organization shall be located in Metro Manila.

Section 4. MOTTO - The Organization propagates the motto: "Brotherhood for peace, integrity, justice, equality, service, and prosperity."

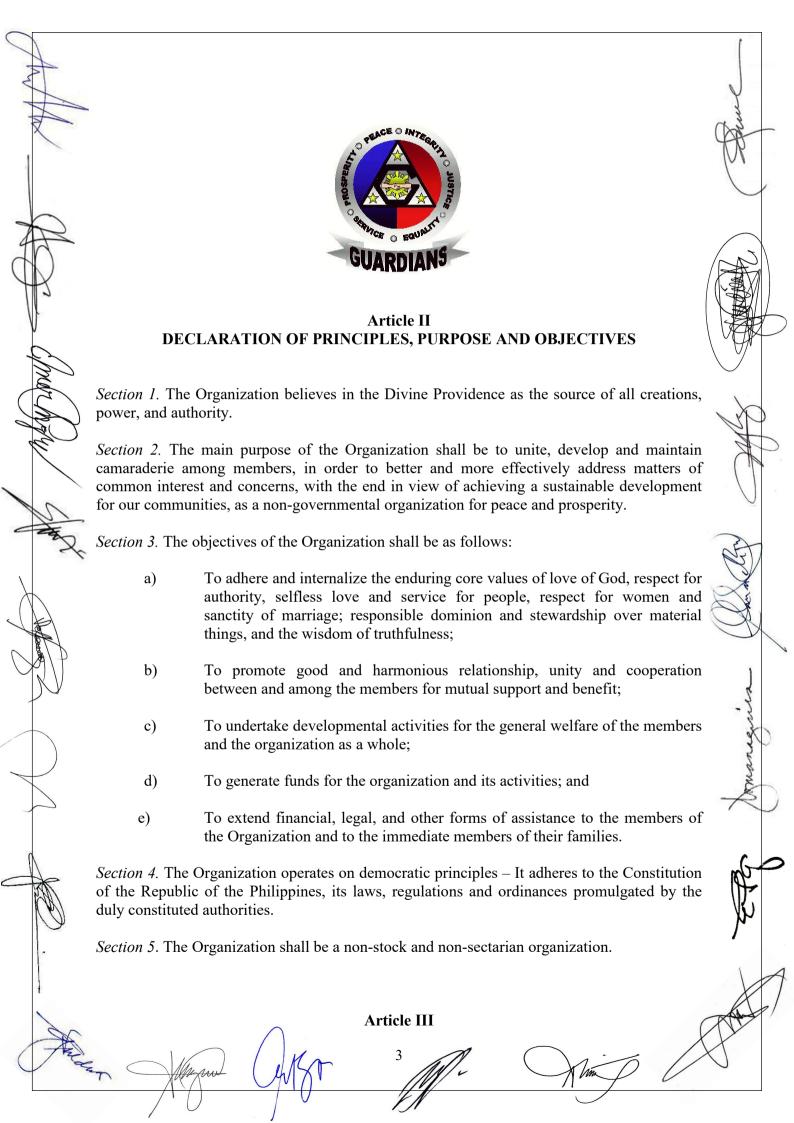
Section 5. LOGO - The seal of the Philippine GUARDIANS Brotherhood, Inc. shall consist of a bold letter "G" which stands for GUARDIANS and within the confines of the letter "G", the handshaking symbolizes brotherhood, solidarity and unity of purpose. The triangular figure represents the seal membership tattoo. The sun and the three (3) stars stands for Luzon, Visayas, and Mindanao, and the colors red, white and blue represent the flag of our country.

The seal is designed herein below:

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#### **MEMBERSHIP**

Section 1. The members of the Organization shall be the following:

- a) Those who at the time of the adoption of this Constitution and By-Laws are incumbent members of the DIABLO Squad Crime Busters, Guardians Brotherhood, Inc., Guardians Centre Foundation Inc., MAGIC Group and all other Guardians factions who will be admitted pursuant to the provisions of this Constitution and By-Laws;
- b) Those who are hereafter admitted as members of the Organization in accordance with this Constitution and By-Laws.

Section 2. Qualifications for Membership. – A citizen of the Philippines or of any foreign country who is of good standing in the community where he resides and/or works is eligible for membership provided that he shall qualify and pass the organization's screening and testing procedures after an application made in writing is given due course. The Organization shall determine the qualifications of an applicant for membership. Among others, the age requirement for MAGIC Group is at least twenty one (21) years of age. Foreign citizens who shall be admitted for membership shall be marked or tattooed with civilian markings pursuant to this Constitution and By-Laws. The National Executive Council, through a resolution, shall provide the guidelines for membership of foreign citizens.

Section 3. Membership Procedures. - Application for membership shall be made in writing in an official form provided for the purpose. An applicant shall only be considered as a bona fide member after having passed the five (5) stages of membership, namely: (a) Application; (b) Background Investigation; (c) Presentation of Applicants; (d) Indoctrination Seminar/Lecture, and (e) Recognition.

- a) Application. An applicant shall accomplish an official application form duly indorsed by any bona fide member, known as Sponsor, of the Organization which shall be submitted to the Screening Committee of the chapter concerned for examination and approval;
- b) Background Investigation. No one shall be admitted in the Organization unless his background has been thoroughly known and investigated to ensure that he will not be a liability or source of embarrassment in the future. As part of the investigation, an applicant is required to present a police clearance from his place of residence. Other clearances may be required by the chapter concerned where he filed his application;
- c) Presentation of applicant. An applicant who has passed the first two (2) stages of membership must be presented to all the members during a scheduled monthly meeting. In this stage, the applicant must state his personal circumstances and the reasons for joining the organization. An objection from the members will automatically disqualify the applicant but the objection must be justified and approved by the members present. If there is no objection, the applicant must be immediately scheduled for seminar or lecture;
- d) Indoctrination Seminar or Lecture. Applicants whose application forms shall have been approved shall undergo an indoctrination seminar or lecture on the objectives, aspirations and ideals of the Organization;

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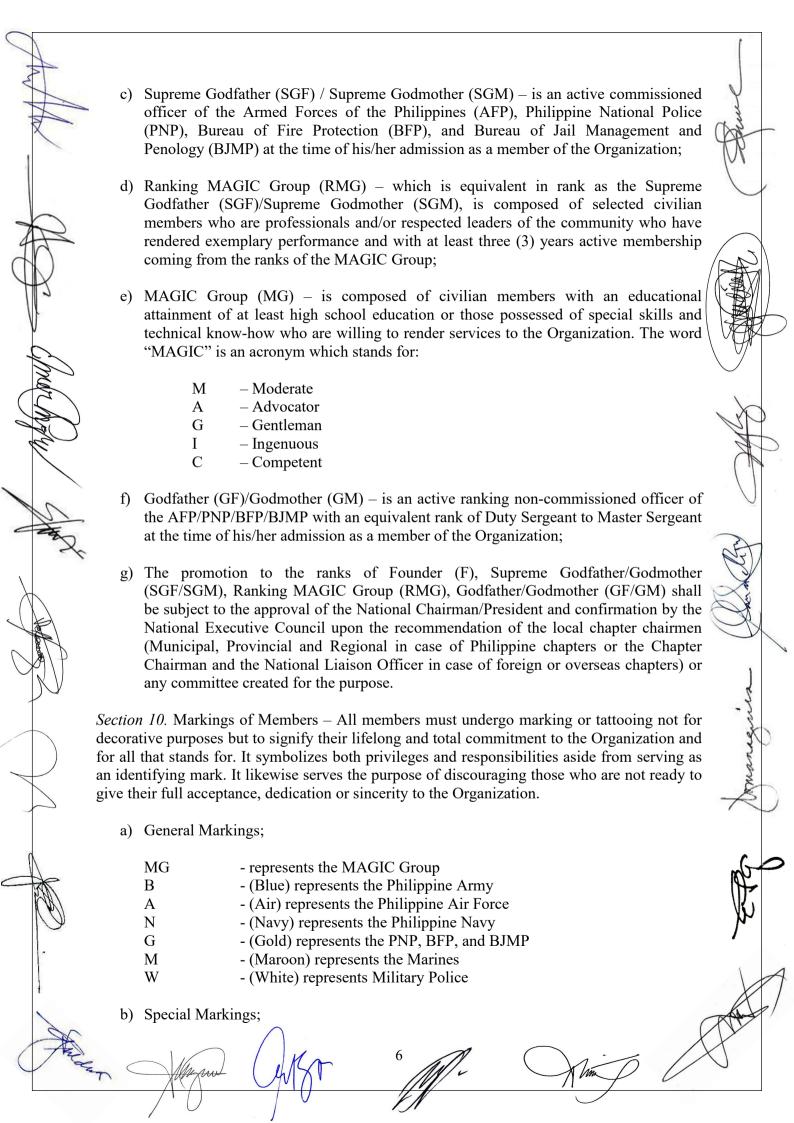
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e) Recognition. – In this stage, it has been the practice of the Organization to adopt certain customs and traditions by which it sets itself from other organizations and giving the members one sense of belongingness and identity essential to the progress and success of the Organization. Section 4. Dual or Multiple Membership – Dual or multiple membership in different chapters of the PGBI is allowed provided that the member concerned shall pay his membership fee, monthly and annual dues and other assessments, and attend all the meetings and other activities, in all the chapters to which he/she is a member. The member concerned may apply for a separate Identification Card for the other chapters to which he/she becomes a member. Section 5. Affiliation - No affiliation of any individual member from one chapter to another shall be valid unless it has the prior approval of the chapter to which he/she will be affiliated. Section 6. Rights of Members. – Basically, a member shall have the following rights: a) To exercise the right to vote on all matters relating to the affairs of the Organization; b) To be eligible to occupy an elective or appointive office; c) To participate in all deliberations or meetings of the Organization; d) To avail of the facilities of the Organization; e) To examine all the records or books of the Organization during business hours; Section 7. Duties and Responsibilities of Members. – A member shall have the following duties and responsibilities: a) To obey and comply with the By-Laws, rules and regulations that may be promulgated by the Organization from time to time; b) To pay membership dues and other assessments of the Organization; c) To attend all meetings of his chapter and to actively participate in all activities that may be conducted, held or initiated by the officers of his chapter. Section 8. Additional Rights, Duties, and Responsibilities of Members. – The Organization may promulgate rules providing for additional rights, duties and responsibilities of members in order to achieve the objectives and goals of the Organization as ordained in this Constitution and By-Laws. become Founders of local or foreign chapters; Godmother (SGM) group or Ranking Magic Group;

Section 9. Classes of members. – Members of the Organization shall be classified as follows:

a) Founder (F) – He/She is a senior member of the Organization coming from the ranks of Ranking MAGIC Group (RMG), in the case of MAGIC Groups (MG), and Godfather (GF) and Godmother (GM), in the case of uniformed personnel, with at least five (5) years of active membership of good standing and who have established or organized at least one (1) local or foreign chapter. There shall be only one (1) Founder for every organized local or foreign chapter who shall stand as the adviser therein and supervise all initiation rites within his chapter. Only Filipino citizens can

b) Grand Supremo – A title given to the highest incumbent national official of the Organization whether coming from the Supreme Godfather (SGF)/Supreme



F – represents the Founder

SGF/SGM – represents the Supreme Godfather/Godmother

RMG – represents the Ranking MAGIC Group GF/GM – represents the Godfather/Godmother

c) All members shall be correspondingly marked by a tattoo in the superior area between the thumb and the point finger of the right hand with letters particularly described above;

d) The "GUARDIANS" mark including the Pseudonym, year of admission and the letters "M" for Mindanao, "V" for Visayas, and "L" for Luzon shall be made permanently by appropriate tattoos on the lateral extremity of the upper right arm just below the shoulder. In the case of members of foreign or overseas chapters, the letters "M", "V", or "L" shall be replaced with the initial of the country as marked in the left hand of the member concerned after the letter "G". The design of the shoulder tattoo shall be as follows:

(Year of recognition)

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A
V
N
G
(L/V/M) or S
(Initial of the foreign country)
(Pseudonym)

- e) The letter markings "GM" for Guardians Mindanao, "GV" for Guardians Visayas and "GL for Guardians Luzon shall be tattooed on the superior area between the thumb and the point finger of the left hand to easily identify areas of membership. For members who were initiated and recognized in foreign or overseas chapters, the initial of the country as approved by the National Chapter shall be tattooed after the letter "G" instead of "M", "V" or "L". Examples are "GHK" for Guardians Hongkong, "GUSA" for Guardians USA, "GKSA" for Guardians Kingdom of Saudi Arabia, etc.;
- f) Pseudonym When one is finally admitted as a member of the Organization, he shall assume a name by which he is known and addressed by his fellow members and make him closer with his fellow GUARDIANS.

Section 11. Change of Status of Members. – In case of change of status, the affected member shall be marked with the appropriate tattoo in line with the original mark for all promotions except promotions for FOUNDER and/or SGF where the mark shall be on the top of the original mark to reflect his present status.

Section 12. Handshake and Embrace. – Handshake and embrace signify respect, love, unity, solidarity and concern for one another.

Section 13. Disregard of Rank, Position, Unit or Branch of Service. – In the organization, there is no obstacle to an open, free and honest interaction among members. As far as the goals of the Organization are concerned and for the purpose of achieving cohesion, all members shall disregard their ranks, occupation, position or unit or branch of service. Thus, irrespective of whether one is a government official or employee, professional or with the Army, Navy, Air Force, Marines or PNP, BJMP, BFP, he is simply a GUARDIANS. However, to maintain a proper decorum in all activities of the Organization, the positions of

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Grand Supremo, Supremo (SGF/SGM), RMG, Founder, MG and Godfather/Godmother shall be recognized. Section 14. Oath of Allegiance. - A bonafide member of the Organization shall sign an Oath of Allegiance or Panunumpa. Section 15. Code of Conduct. – The National Headquarters shall adopt a Uniform Code of Conduct of members of the Organization. **ARTICLE IV** DISCIPLINE Section 1. Disciplinary Action. - Any member or officer whose conduct or activities are contrary to this Constitution and By-Laws, and rules and regulations of the organization shall be subjected to disciplinary action. All administrative complaints, except when otherwise provided by appropriate resolution of the National Executive Council, shall be filed with the Office of the National Chairman through the Secretary General and shall be heard and decided by the National Executive Council, in the case of national and regional officers; filed with the Regional Chairman and shall be heard and decided by the Regional Executive Council, in the case of Provincial officers, and filed with the Provincial Chairman and shall be heard and decided by the Provincial Executive Council, in the case of Barangay, Institutional, Municipal, District and City Chapter officers and members.

The National, Regional and Provincial Chairmen, with the conformity of their respective executive councils, are not precluded, however, from constituting a Grievance or Investigation Committee and/or machinery for this purpose. The findings of the grievance or investigation committee shall be recommendatory and the decision shall be issued by the National, Regional or Provincial Chairman concerned. All decisions of expulsion and/or dismissal of members issued by the Regional or Provincial Chairmen shall be approved by the National Chairman/President.

Section 2. Grounds for Disciplinary Action. – Any member may be suspended or expelled from or stripped of his membership and all benefits or privileges due him shall be denied under any of the following grounds:

- a) Non-payment of membership fee, annual or monthly dues and other assessments for six (6) consecutive months or a total of one (1) year;
- b) Non-payment of fines properly imposed upon him within three (3) months after the same is ordered final and executory by the authorities concerned;
- c) Failure, despite notice, to attend without sufficient cause as may be determined by the executive council concerned, regular or special meetings for six (6) consecutive months;
- d) Other serious infractions or violations of any provision of this By-Laws and other similar rules and regulations of the Organization after final findings thereof by the disciplinary officers of the chapter concerned.

Section 3. Other grounds for disciplinary action. – The following are other grounds or causes for disciplinary action:



- a) Dishonesty;
- b) Neglect of Duty;
- c) Misconduct;
- d) Gross Incompetence;
- e) Negligence;
- f) Disgraceful and immoral conduct;
- g) Notoriety;
- h) Conviction of a crime involving moral turpitude;
- i) Improper or unauthorized solicitation of contributions or donations;
- j) Insubordination;
- k) Abuse of Authority;
- 1) Conduct Prejudicial or Inimical to the general interest of the organization;
- m) Disloyalty to the Organization and/or this Constitution and By-laws.

Section 4. Penalties. - The following penalties may be imposed upon any erring member or officer:

- a) Removal/Expulsion for serious and grave offenses;
- b) Suspension for less serious and less grave offenses; and
- c) Fine/Admonition/Warning for light offenses.

The gravity (whether grave, less grave or light) of the offense/s committed by the erring member shall be determined by the executive council concerned.

Section 5. Form of Complaint. – Any complaint against any member or officer shall be made in writing and verified under oath before an officer authorized to administer oath and properly filed pursuant to Section 1 hereof.

Section 6. Appeal. – The decision of the Provincial Executive Council may be appealed to the Regional Executive Council through the Regional Chairman while the decision of the Regional Executive Council may be appealed to the National Executive Council through the National Chairman. The decision of the National Executive Council is final and executory. Appeal period shall be thirty (30) days from receipt of the decision by the respondent in all levels of the organization and the appellate council shall decide the same within a period of sixty (60) days upon receipt thereof.

#### ARTICLE V **GOVERNMENT**

Section 1. The National Chapter and the National Executive Council - The National Chapter shall be composed of the National Chairman/President and his staff, the members of the National Executive Council, Office of the Secretary General and his assistants and staff, the Office of the National Treasurer and his staff or any other national office that may be created by the National Executive Council or appointed by the National Chairman/President. The Executive and Legislative powers of the National Chapter shall be exercised, its business conducted, and its property controlled by the National Executive Council, who shall be elected from the National Convention as provided in this Constitution and By-Laws.

There shall be one (1) representative per region to the National Executive Council. Prior to the election during the National Convention and when a vacancy arises, the National Chairman/President may issue interim appointments to fill up vacancies in the council.



and Mindanao; Laws;

- a) The members of the National Executive Council shall elect from among themselves a President, who shall automatically assume the position of National Chairman/President of the Organization, and the Vice Presidents for Luzon, Visayas and Mindanao;
- b) The voting delegates to the National Convention shall be apportioned to five (5) representatives per region. These delegates shall constitute the National Assembly;
- c) The delegates to the National Convention shall perform the following functions:
  - 1. To hear and pass upon the reports of the National Executive Council;
  - 2. To elect and remove for cause, the members of the National Executive Council;
  - 3. To make final decisions on any significant change in financial and other policies subject to legal restrictions;
  - 4. To exercise final authority on all matters significantly affecting the organization, unless otherwise provided in the Constitution and By-Laws; and
  - 5. To determine and pass upon the proposed amendments to this Constitution and By-Laws:
- d) The National Convention, which is considered as the National Assembly, shall be held on the 1st Monday of April every year or at any date as may be determined by the National Executive Council.

Section 2. Regional Chapter and Regional Executive Council - The Regional Chapter shall be composed of the Regional Representative, Office of the Regional Chairman and staff, the officers and members of the Regional Executive Council and all other offices that may be created by the Regional Executive Council. The Executive and Legislative powers of the Regional Chapter shall be exercised, its business conducted, and its property controlled by the Regional Executive Council which is composed of the Provincial Chairmen and City Chairmen of Highly-Urbanized Cities within the region.

- a) The members of the Regional Executive Council shall elect from among themselves a Regional Representative, Regional Chairman and Vice Chairman. The Regional Executive Council may elect the Secretary, Treasurer, Auditor, Business Manager, Public Relations Officer and other officers of the Regional Chapter from other qualified members who are not members of the council;
- b) The Regional Assembly shall be composed of all elected Provincial Chairmen and three (3) other voting delegates from each province or highly-urbanized city;

In the case of NCR, the Regional assembly shall be composed of all elected City or Municipal Chairmen and three (3) other voting delegates from each city or municipality.

- c) Functions of the Regional Assembly. The Representatives to the Regional Assembly shall perform the following functions:
  - 1. To hear and pass upon the reports of the Regional Executive Council;

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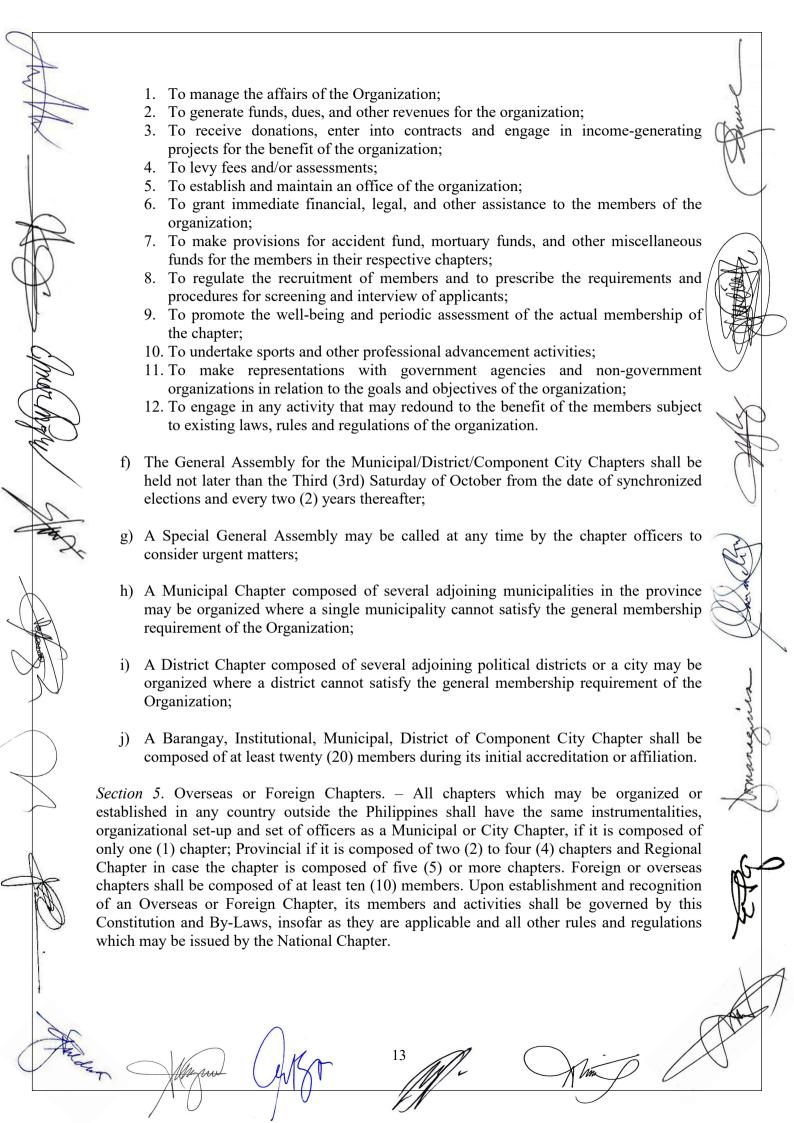
2. To elect and remove for cause the members of the Regional Executive Council; 3. To make final decisions on any significant change in financial policies subject to legal restrictions; and, 4. To exercise final authority on all matters significantly affecting the organization, unless otherwise provided in this Constitution and By-Laws. 5. The Regional Assembly shall be held not later than the second Saturday of December from the date of synchronized elections and every two (2) years thereafter or as may be determined by the Regional Executive Council; 6. A Special Regional assembly may be called at any time to consider urgent matters by the Regional Chairman. Section 3. Provincial and Highly-urbanized City Chapters and Provincial/Highly-urbanized City Executive Council. - The Provincial and Highly-urbanized City Chapters shall be composed of the Provincial/Highly-urbanized City Chapter officers and the members of the Provincial/Highly-urbanized City Executive Council. The Executive and Legislative powers of the Provincial/Highly-urbanized City Chapter shall be exercised, its business conducted, and its property controlled by the Provincial/Highly-urbanized City Executive Council which is composed of the municipal and component city chairmen within the province, or barangay chairmen in case of a Highly-urbanized city. a) The members of the Provincial/Highly-urbanized City Executive Council shall elect from among themselves the Chairman and Vice Chairman. The Provincial/Highlyurbanized City Executive Council may elect the Secretary, Treasurer, Auditor, Business Manager, Public Relations Officer and other officers of Provincial/Highly-urbanized City Chapter from other qualified members who are not members of the council: b) The Provincial Assembly shall be composed all elected Municipal/District/Component City Chapter Chairmen and three (3) other delegates from each chapter. The Highly-urbanized City Assembly shall be composed of the different Barangay, Institutional or district Chapter Chairmen and three (3) other delegates from each chapter; c) Functions of the Provincial/Highly-urbanized City Assembly. – The Representatives to the Provincial/Highly-urbanized City Assembly shall perform the following functions: 1. To hear and pass upon the reports of the Provincial/Highly-urbanized City Executive Council; 2. To elect and remove for cause the members of the Provincial/Highly-urbanized City Executive Council; 3. To make final decisions on any significant change in financial policies subject to legal restrictions; and

4. To exercise final authority on all matters affecting the organization, unless otherwise provided elsewhere in this Constitution and By-Laws. 5. The Provincial/Highly-urbanized City Assembly shall be held not later than the Third (3rd) Saturday of November from the date of synchronized elections and every two (2) years thereafter or as may be determined by the Provincial Executive Council; 6. A Special Provincial/Highly-urbanized City Assembly may be called at any time to consider urgent matters by the Provincial/Highly-urbanized City Executive Council Chairman. Section 4. Barangay, Institutional, Municipal, District or Component City Chapters. The Governing body for activities of the Municipal/District/Component City Chapter is the Municipal/District/Component City Executive Council which is composed of seven (7) officers who shall be elected in the Municipal/District/Component City assembly to be held every two (2) years or as may be determined by their respective executive councils. Barangay and Institutional Chapters, although possessed of its own set of officers as provided herein for purposes of local governance, shall be under the supervision and control of their respective Municipal or City Chapters. a) The members of the Municipal/District/Component City Executive Council shall elect from among themselves a Chairman, Vice-Chairman, Secretary, Treasurer, Auditor, Business Manager and Public Relations Officer. Other officers as may be required or necessary may be elected or appointed by the Chairman: b) The Municipal/District Component City Assembly shall be composed of the general membership of the Municipal/District/Component City chapters. Barangay and Institutional Chapters, for purposes of the general assembly, shall participate in their respective municipality or city chapters; c) Functions of the Municipal/District/Component City Assembly: 1. To hear and pass upon the reports of the Officers of the Municipal/ District/Component City Chapters; 2. To elect and remove for cause, the members of the Municipal/Component City Chapters; 3. To make final decisions on any significant change in financial policies subject to legal restrictions; and 4. To exercise final authority on all matters significantly affecting the organization, unless otherwise provided in this Constitution and By-Laws. d) The executive and legislative powers of the Municipal/District/Component City Chapters shall be exercised by the Municipal/District/Component City Chapter Officers; e) The Municipal/District/Component City Chapter Officers shall have the following functions, powers and authority:

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Section 1. Executive Council Officers - The executive council officers in the National Chapter are the National Chairman/President, and the three (3) Vice Presidents for Luzon, Visayas, and Mindanao. The executive council officers in Highly-urbanized City, Provincial and Regional Chapters are as follows: Chairman, Vice-Chairman, Secretary, Treasurer, Auditor, Business Manager, and Public Relations Officer. Barangay, Institutional, Municipal, District and Component City Chapter Officers perform executive and legislative functions in their respective chapters.

Section 2. Appointed Officers. The Executive Council Chairman or President at every level of the Organization may appoint officers with the consent of a majority of the members in its council. The National Chairman/President shall appoint, with the consent of the National Executive Council, the Secretary General and two (2) Assistants Secretary General for Philippine and overseas chapters, respectively, the National Treasurer and Assistant National Treasurer, Auditor and all other officers who shall occupy national offices created by the National Executive Council. He may also appoint Liaison Officers who shall perform the following duties and functions:

- a) He/She shall represent the corresponding components of the organization at its level;
- b) He/She shall assist, through liaison work, the Executive Council Chairman or President of the chapter in the conduct of activities of the Organization;
- c) He/She shall brief the chapter on the particular service activities where the organization may be called upon to participate;
- d) He/She shall perform such other duties as the council or the Chairman/President may prescribe.

Section 3. Qualifications of Officers. – In addition to those which may be prescribed by the National Chapter, all elected and appointed officers shall have the following qualifications:

#### General Qualifications:

- a) He/She must be a bonafide member and a member in good standing of the Organization; and -
- b) He/She must not be convicted of, nor has a pending criminal or administrative case involving moral turpitude.

#### Specific Qualifications:

- a) Office of the National Chairman/President He must be a Ranking MAGIC Group (RMG) or Supremo; Office of the Vice-President He must be a Ranking MAGIC Group or Supremo;
- b) Elective Officers. Any member of good standing in the Organization; and

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c) Appointive Officers. – Any member of good standing of the Organization. Additional qualifications for elective and appointive positions may be required by the National Executive Council through an appropriate resolution or memorandum. National Chapter, the following are the disqualifications of officers: Organization;

Section 4. Disqualification of Officers. – In addition to those which may be prescribed by the

- (a) Appointive Officers, unless they resign, are disqualified to run in any elections of the
- (b) Elected Officers who run for any other position aside from the office which they presently occupy are considered resigned upon filling or acceptance of their candidacy.

Section 5. Compensation and Expenses. – The officers of the Organization shall serve without compensation. Reasonable expenses for activities of the Organization at every level may be charged to the general fund of the chapter concerned subject to the approval of their respective executive councils.

Section 6. Term of Office. – The officers of the Organization shall hold office for two (2) years.

Section 7. Duties of National Officers:

- a) NATIONAL CHAIRMAN/PRESIDENT:
- 1) To act as the Chief Executive of the Organization;
- 2) To preside in all official meetings of the National Executive Council;
- 3) To represent the national Organization, unless otherwise delegated, in all activities and social functions requiring its participation;
- 4) To appoint national officers and to exercise supervision and control over all officers, properties and members of the Organization;
- 5) To direct and supervise the over-all activities of the Organization.
- b) VICE PRESIDENTS FOR LUZON, VISAYAS AND MINDANAO:
- 1) To receive reports from the Regional Chapters within their jurisdiction;
- 2) To conduct quarterly meetings with the Regional Chairmen and, whenever necessary, with the Provincial Chairmen in their jurisdiction;
- 3) To assist the Regional and Provincial Chapters in resolving issues that may require intervention from the National Chapter, or to elevate the concern to the Office of the National Chairman/President, except however, when the matter requires an official resolution or action from the National Executive Council;
- 4) To monitor all activities of the Regional Chapters within their area of jurisdiction and to make the necessary report to the National Chairman/President;
- To act on other matters as may be directed by the National Chairman/President.
- **SECRETARY GENERAL:**

1) He/she shall act as the Administrative Officer of the Organization and as such, he shall keep a complete and updated record or list of all members, chapters and all other documents pertaining to the Organization;



- 2) He/She shall maintain a correct record of all the minutes of meetings called and all other activities, programs and projects of the Organization;
- 3) He/She shall prepare the agenda of all meetings of the National Executive Council and shall give notices to the officers concerned;
- 4) He/She shall be responsible for the printing of Identification Cards of members and certificates to be issued to the different chapters;
- 5) He/She shall turn over, in case of resignation, replacement or removal, all books and other properties and documents in his possession to his successor.

#### d) NATIONAL TREASURER:

- 1) He/She shall be the custodian of all the funds and properties of the Organization;
- 2) He/She shall keep the financial records and transactions of the Organization;
- 3) He shall sign all disbursement of funds of the Organization, all of which must be countersigned by the National Chairman/President;
- 4) He/She shall submit a monthly financial report to the National Chairman/President and to the National Executive Council.

#### e) AUDITOR:

- 1) He/She shall audit and monitor the funds of the Organization from time to time;
- 2) He/She shall certify the record of the financial reports that may be submitted to the Organization;
- 3) He/She shall advice the National Chairman/President on the financial condition of the Organization and to recommend cost-saving measures.

#### Section 8. Duties of Regional/Provincial/Other Local Chapter Officers:

- a) The duties of the Regional, Provincial and other local executive council officers shall be similar to the duties of the national executive officers mentioned in Section 7 hereof insofar as their level of organization is concerned;
- b) In addition to Section 7 above, the following officers shall perform the following duties:

#### 1. BUSINESS MANAGER:

- 1) He/She shall formulate economic plans and strategies to improve the financial condition of the Organization;
- 2) He/She shall submit for approval by the Council a feasibility study of any business venture;
- 3) He/She supervises and/or manages any business venture of the Organization subject, however, to rules and regulations that may be issued in relation thereto.

#### 2. PUBLIC RELATIONS OFFICER:

- 1) In the absence of a regular Spokesman, he shall serve as the official Spokesman of the Organization at its level;
- 2) He/She shall be responsible for building the image of the Organization;
- 3) He/She shall screen all press and media releases in relation to the operations of the Organization;
- 4) He/She shall submit for approval by the executive council any major policy in making reports to the media.

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Section 1. All surviving incorporators of this Organization and all past National Chairmen/Presidents and Vice Presidents who are still members hereof, shall automatically become members of the Council of Elders after their term. The Council of Elders shall act as Adviser to the National Executive Council and all subordinate chapters;

Section 2. All members of the Council of Elders shall be ex-oficio members of the National Executive Council but without the right to vote on matters requiring the decision of the council.

## ARTICLE VIII MEETINGS, NOTICES, QUORUM, AND OTHER RELATED MATTERS

Section 1. Regular Chapter Meeting. – The National, Regional, Provincial, City and other local chapters shall determine the schedule of their respective regular or meetings.

Special Meeting. – The chapter concerned may conduct special meeting anytime upon call of the Chairman/President or upon written request of at least five (5) members.

Section 2. Notices. – Notices of date, time and place of all assemblies or meetings shall be published or disseminated by the Secretary through any means of publication or communication (written, oral or digital) at least five (5) days prior to the said meeting, which notice shall state the agenda and, whenever necessary, accompanied by appropriate papers. Notice of any special assembly or meeting shall specify the purpose/s for which the meeting is to be held, and no other business other than as stated, or those related thereto shall be considered during the meeting.

Section 3. Quorum and Attendance by Proxy –

Assembly – A quorum shall consist of at least twenty five percent (25%) of all the members entitled to vote in the Municipal, District, City, Provincial, Regional or National Assembly or Convention except in those instances where a specific quorum is required;

Council. – The quorum requirement for a meeting of the executive councils shall be majority of the numbers thereof;

Attendance by Proxy - Any member of the executive councils who cannot personally attend meetings called may appoint any member in good standing of his own choice from any chapter as his representative to the said council meeting. The representative may vote and sign any and all resolutions and other documents that may be approved during the said meeting in behalf of the absent member. In the case of members of the National Executive Council, the member who cannot attend the meeting may authorize or appoint any member of the council or any member in good standing of his own choice from any chapter to represent him/her during the council meeting except during election of national officers.

Section 4. Manner of Voting. – Subject to appropriate resolutions which may be passed by the National Chapter, the following shall be the manner of voting:

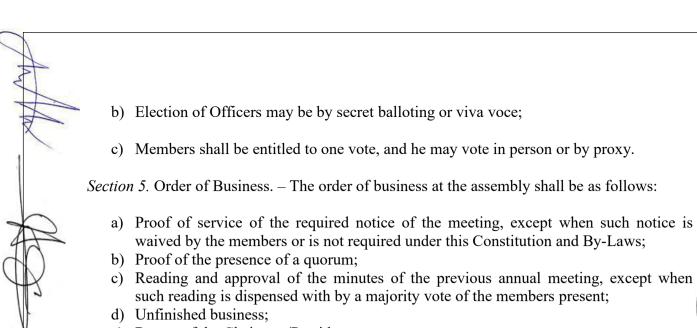
a) Only members of good standing shall be qualified to vote or be voted upon and participate in the Assembly;

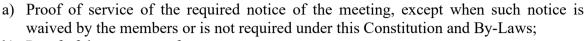
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- e) Report of the Chairman/President;
- f) Elections of the Council for the ensuing year;
- g) Other matters.

The order of business of the assembly may be changed by a vote of a majority of members present.

#### ARTICLE IX **FUNDS**

Section 1. SOURCES OF FUNDS. – The funds of the organization shall be derived from membership fees, dues, assessments, grants, contributions, donations, and from other fundraising activities.

Section 2. Every member in the organization shall pay the following:

- a) Membership Fee PHP 250.00 and –
- b) Monthly Dues PHP 30.00

Section 3. Retention of funds. – Out of the funds realized and collected from monthly dues shall be distributed and paid by the Treasurer of the local or collecting chapter as follows:

- a) 75% shall be retained by the collecting Barangay, Institutional, Municipal or City
- b) 10% shall be remitted to the Provincial Chapter as its share;
- c) 10% shall be remitted to the Regional Chapter as its share;
- d) 5% as shall be remitted to the National Chapter as its share.

Collections of monthly dues by the Barangay, Institutional, Municipal, District and City Chapter which are due to the Provincial, Regional and National Chapters shall all be remitted to the Provincial Chapter which, in turn, will likewise remit the amount due to the Regional and National Chapters on a monthly basis except when otherwise ordered by the National Chapter.

Section 4. Disbursements. - All instruments of withdrawal from the funds of the organization, whether by check or any other instrument shall be signed by the Treasurer and counter-signed by the Chairman or President or, in his absence, the Vice Chairman or Vice President

Disbursements shall be made only by virtue of an appropriate resolution approved by the executive council of the level or chapter concerned.

Section 5. All other incomes, funds and revenues realized from membership fees, assessments, grants, donations, and from all other sources, except real and fixed assets, and which are not applied or used at the end of the year, shall revert to the general fund.

Section 6. Allocation of General Fund shall be as follows:

30% - Mortuary, Accident, and Mutual Assistance;

30% - Operating Expenses;

25% - Miscellaneous Projects;

10% - Professional Advancement;

5% - Contingency Fund.

Section 7. FISCAL YEAR - The Fiscal year of the organization shall be from January 1st to December 31st of each year.

Section 8. Chapter Auditors shall conduct an audit in accordance with the rules and procedures in auditing on or before the 31st of January of every year.

Section 9. All Chapters shall submit an annual report of their Assets and Liabilities, which will be presented during their respective General Assembly.

Section 10. The National Treasurer shall issue a Financial Statement during meetings of the National Executive Council and/or during National Conventions but shall not be less than once a year.

### ARTICLE X AMENDMENTS

Section 1. Amendments, modification or repeal to this Constitution and By-Laws may be proposed in writing by at least twenty five (25) members of the Organization, furnishing copies thereof to each member of the National Executive Council who shall consider such proposed amendments within thirty days upon receipt thereof. Such proposed Amendments shall state therein the old provisions and the proposed new provisions.

Section 2. Amendments to this Constitution and By-Laws shall be approved by two-thirds (2/3) vote of all the delegates to the National Assembly or by a majority of all the members of the National Executive Council, in a meeting duly called for the purpose.

#### ARTICLE XI TRANSITORY PROVISIONS

Section 1. All acts, things, deeds, contracts, agreements, disbursements, and other actions that have been made, executed and signed, done and performed previously by the incumbent officers, not inconsistent with this Constitution and By-Laws, which are necessary and requisite to be done in and about the premises, are hereby ratified and confirmed to have to have been done or cause to be done by virtue thereof.

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