

**CONSTITUTION AND BY-LAWS  
JCIP – DAET “KABIHUG”**

**CHAPTER I – NAME**

Article 1: NAME – This association shall be known as the Junior Chamber International Philippines Daet Kabihug (JCIP DAET KABIHUG), and hereinafter in this constitution shall be referred to as “The Association”.

**CHAPTER II – AFFILIATION**

Article 2 AFFILIATION: This Association shall be (and is hereby affiliated JCI Philippines, Inc. and Junior Chamber International and this shall be involve:

1. Acceptance of the JCI Creed.
2. Compliance with the Constitution and by-law’s of the JCI Philippines Inc. and Junior Chamber International insofar as these effect the function of a local organization member.

**CHAPTER III – PURPOSE**

Article 3 PURPOSE: The purposes of the Association, inspired by the JCI Creed shall; to develop the individual abilities and stimulate the joint efforts of young men to improve the economic, social, and spiritual well-being of mankind by;

1. Development of an awareness and acceptance of the responsibilities of citizenship;
2. Individual participation in internal training programs to develop leadership potential;
3. Active participation in planning and executing programs for the development of the individual and the community;
4. Promotion of economic development ; and
5. Furtherance of understanding, goodwill, and cooperation among all people.

**CHAPTER IV – MEMBERSHIP**

Article 4-1 QUALIFICATION: Individual membership in this Association shall be open to young men of good moral, character between the ages of eighteen (18) and forty (40), the age limitation.

Article 4-2 REQUIREMENTS: Application shall be in writing and made on the form prescribed for that purpose and accompanied by dues of the first years subscription. All aspiring member shall be call “BABY JCI”. All application must be sponsored by two members in good standing and two past presidents, and must be accepted by a majority vote of the members during the general membership meeting. A five (5) no votes coming from members with good standing will be automatically considered unqualified to pursue his application to become a member of this association. Voting may be done thru secret balloting and schedule is in the discretion of the incumbent president.

Article 4-2-1

An OTI must be done first before the presentation of the aspiring member to the GMM and to be voted upon.

Article 4-2-2

A tree planting and or clean up drive must be done first (inside or outside the association) before to become a regular member and should handle at least one projects.

Article 4-2-3

All aspiring member should memorize the JCI Values, Mission and Vision before to become a regular member.

Article 4-2-4

Incoming Regular member must only be inducted during Induction Ceremony.

Article 4-2-5

If the aspiring member wishes to discontinue or did not met the requirements to become a regular member. He cannot refund the total dues that he paid for and it will be forfeited.

Article 4-3 AGE LIMIT: After the formation, this Association shall maintain a minimum age limit of eighteen (18) and a maximum age limit of not more than forty (40) years for individual members, provided that membership shall be continued until the end of the calendar year in which the person reaches the age of forty (40) years, except the immediate Past President who may serve in that capacity for not more than one (1) year;

Article 4-4 OTHER MATTERS: Associate Members: All members reaching the age of forty one (41) years shall automatically be Associate Member with right to attend and participate in the discussion, but have not right to lay a motion or to vote and be voted. They are, however, not exempt from paying fees and dues amounting to P2000 annually;

Article 4-5 DUES: The annual dues or subscription of the Association shall be two thousand five hundred pesos (P2500) for individual members.

Article 4-6 DUES DATE: The annual dues shall be payable in advance and shall become due on the last day of December of each year: and

Article 4-7 TERMINATIONS: Any individual member whose dues are in arrears for more than ten (10) days shall not be entitled to vote at meetings of the Association. A member whose dues are more than sixty (60) days in arrears shall automatically cease to be a member of the said fiscal year.

## **CHAPTER V- MEETINGS**

Article 5 -1 ANNUAL GENERAL MEETING: The purpose and business of the Annual General Meeting shall be to elect officers of the Association such as the President, Executive Vice President, Internal and External Vice Presidents, Secretary, Treasurer, Auditor, Public Relations Officer and Members of the Board of Directors for the forthcoming year.

1. To receive the Annual Report of the Board of Directors and to receive the accounts for the year.
2. To elect officers for the forthcoming year.
3. To approve the appointment of Local Training Director, assistant officers and others who are not members of the Board of Directors.
4. To transact any other businesses appropriate to an Annual General Meeting.

Article 5-2 DATE: The Annual General Meetings of this Association shall be held in second Saturday of August each year;

Article 5-3 NOTICE: Written notice/ text messages notice/ messenger notice/ viber notice or any means of communication each Annual General Meeting shall be dispatched by the Secretary and or Public Information Officer to every individual member of the Association at least fifteen (15) days prior to the date of the meeting. At least three (3) days before the Annual General Meeting, the secretary shall send to each individual member an agenda showing the business to be conducted and a list of those eligible for election to the Board of Directors;

Article 5-4 VOTING: At the Annual General Meeting, each individual member in good standing and present shall be entitled to one vote. Voting shall be done in writing and by secret balloting;

Article 5-5 PROXIES: Proxies shall not be recognized and no person may cast more than one (1) vote;

Article 5-6 QUOROM: At any Annual General Meeting, fifty (50%) percent plus (1) one of the total membership shall constitute a quorum;

Article 5-7 OTHER MEETINGS: The Association shall hold monthly regular meeting of the membership every SECOND SATURDAY of each month and AS MANY SPECIAL GENERAL MEMBERSHIP MEETINGS as the President or majority of the members of the Board of Directors. Provided, however, that the written call to such Special Meetings must state the Agenda two (2) days before such meetings.

Article 5-8 COMPLIANCE: Rules and regulations must be set and follow by all members including the past presidents.

Article 5-8-1

During the meeting drinking any kind of alcoholic beverages and smoking is strictly prohibited, no exceptions.

Article 5-8-2

All mobile phone/devices must be turn off or set in silent mode during the entire meeting.

Article 5-8-3

Wearing of uniforms must be strictly observed during the entire meeting upon the approval of the presiding chair person.

## **CHAPTER VI – OFFICERS**

Article 6-1 ELECTED MEMBERS: The elected officers of this Association shall be the President, Executive Vice President, Vice President for Internal Affairs, Vice President for External Affairs, Secretary, Treasurer, Auditor and Public Relations Officer; and seven (7) regular members of the Board of Directors;

Article 6-2 ELECTIONS:

Article 6-2-1 DATE OF ELECTION: During the Annual General Meeting of the Association there shall be elected the officers as listed in Article 6-1 for the forthcoming year;

Article 6-2-2 ELIGIBILITY: No officer shall be eligible to hold the same office more than two terms. A member may be elected, however, to any office he may have held the preceding year.

Article 6-2-3 FILLING OF COC and FEE: Any member who wishes to become the president of this association must file a Certificate of Candidacy (COC) with a filling fee of three thousand pesos (P3000) non-refundable at least thirty (30) days prior to annual general membership meeting. He will have a seat automatically in the 15<sup>th</sup> man board.

Article 6-2-4 NOMCOM: The Nomination Committee composed of 3 past presidents is an independent committee tasked in identifying and selecting individuals for presidency position. At least one (1) week prior to election, any aspiring president should be interviewed and must fulfill the NomCom requirements before to proceed the election proper.

Article 6-3 NOMINATIONS: Nominations shall be by means of a ballot paper stating the name of the nominee which must be sponsored by two members in good standing and two past presidents. The nominees must also deliver to the secretary their written consent to serve if elected at least ten (10) days before the election;\

Article 6-4 VOTING METHOD: Each and every member of good standing and is qualified and eligible to be voted, is presumed to be a candidate and out of which membership the first highest fifteen (15) members are elected to the Board. From among the fifteen (15) members are elected to the Board. From among the fifteen (15) members of the Board duly elected, they shall elect the eight (8) officers as listed in Article 6-1. All the votings shall always be BY SECRET BALLOTING on positions balloted separately;

Article 6-5 PERIOD OF OFFICE: Elected officers shall hold office for a period of one (1) year commencing after their induction to office following their elections;

Article 6-6 VACANCIES: Vacancies in the Board of Directors, or in any office, shall be filled by appointment by the president with the confirmation of the Board Directors. Provided, however, that should the unexpired term of the vacancy be more that one-half of the term, the President, with the consent of the Board of Directors, shall call for Special Election to fill-up the vacant positions.

## **CHAPTER VII – OFFICERS DUTIES**

Article 7-1 DUTIES: The duties of the elected officer of this Associations shall be:

1. The PRESIDENT is responsible for the control and supervision of the affairs of the Association and shall make an annual report on its activities to the members. He shall preside at all meetings of the Association and shall attest to all its proceedings. He shall sign, countersign and approved all vouchers for disbursements of the association, and shall perform such other duties as the Board of Directors may prescribe for him to perform;
2. The EXECUTIVE VICE PRESIDENT shall assume the duties and responsibilities of the President in case the latter is legally absent and shall automatically assume the presidency in the event of death, disability or resignation of the President and shall only serve his unexpired term in accordance to and pursuant to Article 6-6, Chapter VI of this Constitution and By-Laws. He shall assist the President in the execution and implementation of all the policies laid down by the Board of Directors and, also, on projects that the Association shall undertake. He shall perform such other duties and responsibilities which the Board of Directors and/or the President may require him to perform.
3. The VICE PRESIDENT for Internal Affairs shall specifically assist the President in the execution and or implementation of policies, rules and regulations, etc., laid down by the Board of Directors involving the inside activities of the association, and shall perform such other duties and responsibilities which the Board of Directors and/or the President may require him to perform;
4. The VICE PRESIDENT for External Affairs shall specifically assist the President in the execution and/or implementation of policies, rules and regulations, etc., laid down by the Board of Directors involving external activities of the association, and shall perform such other duties and responsibilities which the Board of Directors and/or the President may require of him to perform;
5. The SECRETARY shall be the custodian of all records of the association, including the systematic recording of the minutes of all its meetings, which records shall be ready and open for inspection by any member at reasonable times upon demand. He shall, also, safeguard the official seal of the association, if there be any; and shall issue written notices for all meetings of the association;
6. The TREASURER shall be the custodian of all funds and properties of the association and shall receive and receipt for all money due the association from its members and outside donors. He shall keep books of accounts of the association, which books shall always be ready and open for inspection by the Auditor and any member of Board of Directors at a proper and reasonable time. He shall issue notices or letter of demand for the payment of dues, fees and other financial obligation of the members and be responsible for the collection thereof. He shall disbursed the

funds of the association in accordance to and pursuant to an approved appropriation for the purpose. He shall render a report on the financial affairs of the association in accordance to and pursuant to an approved appropriation for the association by preparing a Financial statement depicting the true financial condition during monthly and annual general membership meetings, and a shall perform such other duties and responsibilities which the Board of Directors and/or the President may require of him to perform;

7. The AUDITOR shall be the watchdog of all the funds and properties of the association by conducting periodic examination of the cash and properties in the custody of the Treasurer and other accountable officers. He shall have countersigned all checks and other orders relating to the banking accounts of the association, and shall, also render a report to the members regarding its fiscal condition during the Monthly and Annual meetings of the association;
8. The PUBLIC INFORMATION OFFICER (PIO) shall be charged with the duties of establishing for the association a good and favorable image with the general public by undertaking information drives as regards the purposes for which the association is existing and the projects it plans to undertake for the good of the community.

### **CHAPTER VIII – The BOARD OF DIRECTORS**

Article 8-1 COMPOSITION: The Board of Directors shall be composed of the eight (8) officers as listed in Article 6-1, Chapter VI, of the Constitution and By- Laws, one representative each from the Honorary and Sustaining Membership which shall be chosen or elected from among themselves simultaneous with annual elections, the immediate past president, all to be considered as ex-officio members of the Board and the duly elected seven (7) members of the Board as regular members.

Article 8-2 DUTIES: The Board of Directors shall be the Policy governing body of the Association. It is also the governing body which has the absolute control of its funds and properties, including the administration of the same;

Article 8-3 VOTING:

Article 8-3-1: Procedure: At all meetings of the Board of Directors each member of the Board present shall be entitled to one vote. Voting shall be determined by a show of hands.

Article 8-3-2: Quorum: Majority members present at any meeting of the Board of Directors (or fifty (50%) percent of the Board) shall constitute a quorum.

### **CHAPTER IX – EXECUTIVE COMMITTEE**

Article 9-1 COMPOSITION: The Executive Committee shall be composed of the President, Executive Vice President, Vice President for Internal, Vice President for External, Secretary and Treasurer

Article 9-2 DUTIES: The Executive Committee shall;

1. Be responsible for the administration of the Association within the powers vested in it by the Board of Directors;
2. Handles recurring or non-recurring administrative activities not normally dealt with by the Commissions;
3. Serves as the Finance Committee;
4. Recommend legislative action by the Board of Directors on matters not yet dealt with which will benefit the association in particular, and the community in general.

Article 9-3 MEETINGS: Meetings of the Executive Committee shall be determined by the President and member of the committee which will not conflict with other meetings of the association.

Article 9-3-1

Each member of the committee shall be entitled to one vote except for the president with two votes.

### **CHAPTER X – COMMISSIONS**

Article 10-1 COMMISSIONS: To facilitate the achievement of the purposes of this Association, its program of activities shall be divided among the eight (8) commissions, designated as follows:

1. Commission On Youth and Sports Development;
2. Commission On Community Development
3. Commission On Leadership Development
4. Commission On Internal Affairs;
5. Commission On Economic Affairs;
6. Commission On Records and Recognitions;
7. Commission On Public Relations; and
8. Commission On Extension and Membership

Article 10-2 COMMISSIONERS: The President shall appoint, subject to the confirmation of the Board of Directors, a Commissioner of each of the above enumerated commissions from the members of good standing for the immediate, smooth and proper execution and implementation of its program as approved and correspondingly supported with a duly approved budget, and to be responsible for its promotion, activation and coordination. The Commissioners shall render report on their respective program of activities at such intervals as may be determined by the Board of Directors.

#### **CHAPTER XII – BRANDING**

Article 11 WEBSITE: All incoming presidents should maintain the JCIDaetkabhug.org website and facebook page including all its fees to be paid upon every third (3) week of August of the fiscal year.

#### **CHAPTER XII – AMENDMENTS**

Article 12-1 AMENDMENTS: Any proposal for amendments to the provisions of the Constitution and By-laws should be submitted to the Board of Directors at least one (1) month before the Annual General Meeting to iron out clearly said proposal before it is pass on to the Annual General Meeting for final consideration;

Article 12-2 POWER TO AMEND: The power to amend any part or provisions of the Constitution and By-laws belongs to the Annual General Membership Meeting with a THREE-FOURTH (3/4) vote of the members in attendance in good standing.

Article 12-3 SCOPE: Any part, portion, or provision of this Constitution and By-laws which are declared illegal and/or unconstitutional, shall not necessary affect the validity of the whole Constitution and By-laws.

#### **CHAPTER XIII – QUORUM**

Article 13 QUORUM: Majority of members presents at any meeting of this association (or fifty percent plus one) shall constitute a quorum.

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