

AYAHAG RAINFORESTATION FARMER'S ASSOCIATION
Brgy. Ayahag, Saint Bernard, So. Leyte

CONSTITUTION AND BY LAWS

PREAMBLE

We, the members of Ayahag Rainforestation Farmer Association (ARFA), imploring the aid of the Divine Providence, in order to create an organization for the farmers, with an ultimate goal to improve lives, peace and privileges of the group, through our democratic government, do hereby ordain this **Constitution and By-laws**.

Article I

Name, Place and Term of the Association

- Section 1. The name of this organization shall be **Ayahag Rainforestation Farmer Association (ARFA)**.
- Section 2. The office of the association is located in Brgy. Ayahag, Saint Bernard, Southern Leyte.
- Section 3. The term of this association shall be 25 years from the time of registration.

Article II

Objectives of the Association

- Section 1. The general objective of the association shall be to uphold and lead the protection, preservation, and restoration of the land in possession for the benefit of our youths and grandchildren.
- Section 2. The following shall be the objectives of the association:
- a. help the government agencies and the non-government organizations (NGOs) to enforce the law towards illegal activities that we could observe, particularly the cutting of timber in our community.
 - b. adopt the concept of Rainforestation Farming System as one of the best ways to restore our lands for a sustainable source of income to improve our economic welfare.

c. provide recommendations on effective practices to protect, preserve and restore land resources and promote awareness for the public; and

d. train and educate alternative livelihood to improve the social and economic aspects of the members.

Article III Membership

Section 1. **Qualification.** A farmer who shall be willing to uplift the association's objectives and goals.

Section 2. **Screening of Candidates for Membership.** The probable candidate shall be screened by the Screening Committee, discuss with the committee what motivates his interest to join the group. The committee in turn shall inform the applicant about the association's policies. The Screening Committee shall also recommend the applicant to the Board of Directors (BOD). The applicant shall be willing to sign a membership form, including the reasons and intentions of joining the association. The applicant shall be required to pay a membership fee of one hundred fifty pesos (P 150.00). After the endorsement of the applicant to the BOD, there shall be a 15-day of service without pay. The assembly shall decide during that period if the applicant deserves to become a member. If the applicant is admitted, the labor inputs of the member from the 15-day service shall be recorded. Otherwise, if the applicant is rejected, he shall not receive anything from the association.

Section 3. **Resignation.** The member who would like to resign shall present his resignation letter to the BOD Chairman. The BOD Chairman shall in turn, present the letter of resignation to the BOD members for appropriate action for the officer or member who requested to resign from his position or from the association.

Section 4. **Duties.** Every member has the following duties:

a. shall contribute funds/resources to the association;

b. shall be prepared to defend Presidential Decree No. 1365 and Presidential Proclamation No. 1852, this constitution and by-laws itself, and the decisions made by the assembly of the Board of Directors;

c. shall uplift the objectives and goals of the association for the benefit of the members; and

d. shall be prepared to pay ten pesos (P10.00) as a monthly due every General Assembly.

Section 5. **Privileges.** Every member shall have the following privileges:

- a. actively participate during general assemblies;
- b. the right to vote especially on important decision-making process undertaken during monthly meetings;
- c. the right to be nominated and elected for the position of board of directors; and
- d. the right to have knowledge and verify the records or Book of Accounts and other types of records and documents of the association within office days and hours according to the assembly's decision.

Article IV Policies

Section 1. **Authority and Limitation of the Assembly.** The authorities and limitation of the assembly are the following:

- a. shall choose and decide to impeach the Board of Directors and officers;
- b. shall endorse and approve the reports of the BOD members, officers and chairman of every committee;
- c. shall decide for the policies and objectives of the association; and
- d. shall revise and amend the by-laws of the association.

Section 2. **General Assembly.** The General Assembly shall take place at 1 o'clock in the afternoon every fourth (4th) Sunday of the month at the office of ARFA in Brgy. Ayahag, Saint Bernard, Southern Leyte. It shall be highly recommended that the P.I.O inform the members before the schedule of the assembly.

Section 3. **Special Meetings.** The BOD Chairman may call for a special meeting whenever necessary.

Section 4. **Regular Meetings of the BOD Members and Chairman of the Committees.** The regular meeting of the BOD members and the chairman of committees takes place at 1 o'clock in the afternoon every third (3rd) Sunday of the month at the office of ARFA in Brgy. Ayahag, Saint Bernard, Southern Leyte. It shall be the duty of the P.I.O to inform the members before the day of the assembly.

Section 5. **Quorum.** Before the meeting starts, at least more than 50% of the active members shall be present.

Section 6. **Fiscal year.** The fiscal year of the association shall start on the first (1st) day of January until the end of December.

Section 7. **Order of Business.** The order of the business shall be:

- a. invocation;
- b. declaration of quorum and roll call of the members;
- c. reading and approval of the minute of the previous meeting ; and
- d. presentation and approval of the agenda

Article V Board of Directors

Section 1. The BOD shall regulate and implement the plans/decisions of the association. It shall be composed of eight (8) members who shall choose the leader of the board by secret ballot voting facilitated by the Election Committee.

Section 2. Privileges of the Board of Directors. All active members shall have the right to be nominated for the position of BOD, as long as he has affection in his service for the association. A member is disqualified to be elected for the position if he shall have the following traits and responsibilities:

- a. a business with the association that can affect his interest for the position;
- b. an ex-convict or with an administrative and criminal records;
- c. with anomaly records especially in graft and corruption in his other organization; and
- d. could not be elected for the position as mandated by the law of Bureau of Rural Workers and Department of Labor and Employment

Section 3. The BOD members shall be selected by the assembly through secret ballot voting headed by the Election Committee. The elected BOD members shall have three (3) term of office, starting from the time of proclamation by the Election Committee, and may be re-elected for the same position in the next election.

Section 4, The position of the BOD members are the following: Chairman, Vice-Chairman, Secretary, Treasurer, 2 P.I.O and 2 Advisers.

Section 5. Rights and Duties of the BOD Members:

- a. The Chairman shall represent the association in all contracts or agreement and shall preside the meeting.
- b. The Vice-President shall assume the office of the Chairman in his absence, or when called upon by the latter to assume the post.
- c. The Secretary shall keep the minutes, records and other documents of the association. The P.I.O. shall inform the members through a letter for every activity of the association.
- d. The Treasurer shall be the custodian of the treasury of the association. He shall answer to unapproved or any misuse of the fund to the members. It is also his duty to prepare and present a complete monthly financial report of the treasury for the members. He shall have the rights and duties to receive and withdraw funds for the association, issue receipts for all the collections from a particular person or financing institution, make payments fro all the financial obligations through a "Voucher", recommended by the Secretary and the Chairman.
- e. The remaining members of the association shall take over when there is a vacant position or when there is an unfortunate incident with the officer/officers.

Section 6. No official or BOD member of the association shall have two positions at the same time.

Artcile VI Committees

Section 1. The association shall have seven (7) committees. The duties and responsibilities of every committee are the following:

- a. **Committee on Agriculture.** It shall be the duty of the Committee on Agriculture to take charge of all matters pertaining to establishment, development and maintenance of the agricultural projects such as vegetable production. It shall be the duty of the Chairman of the Committee to list down the name of the members and their accomplished activities associated to the organization, identify and record problems related to agriculture, list the number of death and transfer, shall accompany and guide visitors who wanted to look at their vegetable production, organic fertilizer applied and other related activities in the garden. He shall also keep all the records and submit it to the Secretary to be presented every regular meeting of the BOD and the Assembly.
- b. **Committee on Finance.** It shall be the duty of the committee to formulate and implement projects or business that will raise funds for the association.

c. **Committee on Education and Training.** It shall be the duty of this committee to supervise educational trainings for the youth and parents especially on issues pertaining to illegal logging, sand and stone mining, kaingin, and other destructive activities. It is also their duty to protect, preserve and restore the resources and present alternative livelihood that will minimize the disturbance of the land.

d. **Committee on Environment.** To protect, expand and maintain Rainforestation Farming Cooperator's Farm shall be the duty of this committee. the duty of the Chairman of the Committee is to list down the name of the members and their accomplished activities associated to the organization, and to identify and record problems related to Rainforestation Farming, list the number of death and transfer, shall accompany and guide visitors who wanted to look at the cooperator's farm and other related activities inside the farm.. He shall also keep all the records and submit it to the secretary to be presented every regular meeting of the BOD and the Assembly.

e. **Committee on Audit.** This committee shall verify all the business transactions of the association. It shall present a financial report regarding the status of the association's finances and check the correctness of the record of the Treasurer. The chairman of the Committee shall be required to give details and submit the report to the Secretary to be presented every regular meeting of the BOD and the Assembly.

f. **Committee on Election.** It shall be the duty of the committee to take charge of all matters pertaining to elections, nominations, casting and counting votes.

g. **Screening Committee.** It shall be the duty of this committee to screen eligible candidates for membership in the association. It shall also be the duty of the committee to validate the applicant's motive for membership, present to the new member the policies of the association, and recommend him to the Secretary upon approval of the BOD and the Assembly.

Article VII Funds

Section 1. **Sources of Funds.** The finances of the association shall come from:

a. **Membership fees and monthly dues.** Every member is required to pay for membership fee of not more than one hundred fifty pesos (P 150,000) before

admission as a member of the association. The member shall be required to pay the monthly dues of ten pesos (p10.00) for every General Assembly.

b. **Loan capital borrowing.** The associations through the BOD shall loan money from other financing institutions whenever necessary.

c. **Revolving capital.** The association shall also derive funds from the interest earnings from the loaned money of every member from the credit assistance of the association.

d. **Subsidies, grants, and donations.** The association shall ask assistance from the government agencies and from the Non-Government Organizations (NGOs).

e. **Labor inputs.** The hard work of every member for the association shall be converted to cash based on the twenty five (P25) pesos an hour devoted by the member, particularly on orchard plantation, vegetable production, rainforestation, and commercial nursery projects.

Article VIII Sharing of Benefits/Income

Section 1. After the fiscal year, the association shall share the benefits/gain/income through the following allocation:

a. **Five percent (5%)** of the income shall be reserve for education and training to be used by the committee.

b. **Fifteen percent (15%)** of the income shall be for the general reserved fund. This shall be used for any financial assistance for the businesses of the association.

c. **Five percent (5%)** of the income shall be added to the monthly dues of the association.

d. The remaining **seventy-five percent (75%)** shall be divided among the members as per individual's stocks of his labor inputs.

Article IX Departing, Suspension/Impeachment and Death of the Member

Section 1. **Departing.** The member shall not leave unless he already settled all his accountabilities. He shall be allowed to depart after he is cleared with all the

accountabilities and with the permission of the members of the association. The departing member shall have no share with the association's income, particularly in long-term projects.

Section 2. **Suspension/Impeachment.** The member may be suspended during his failure to carry out his obligation as a member of the association. This shall be decided by the majority of the members during a regular or a special meeting. If the suspended/impeached member has accountabilities that may affect a government funded project, it shall be the duty of the BOD to present the case to the government agency to solve the problem.

Section 3. **Death.** During the death of the member, the next of kin with legal rights shall receive the member's share and burial benefits. If he has any accountability/liability to the association, this shall be reduced by the association and the rest shall be forwarded to the next of kin.

Article X Miscellaneous

Section 1. **Logo.** The Board of Directors shall be prepared to make an inventory and create an official logo for the association.

Section 2. **Annual Report.** The association, through the Audit and Inventory Committee, shall prepare an annual report pertaining to financial affairs, including the audited financial statement. The Chairman, Vice chairman, Treasurer, and the Audit and Inventory Committee are obliged to certify the annual report, to be presented to the General Assembly.

Section 3. **Book of Accounts.** The Audit and Inventory Committee shall prepare and keep the book of accounts following the accounting procedure.

Section 4. **Amendments.** Revisions and amendments of this Constitution and By-Laws shall be decided by the majority of the members on a regular or special meeting. This shall be certified and agreed upon by the Bureau of Rural Workers under the Department of Labor and Employment.

Section 5. **Regular Meetings.** This shall be based upon the members availability, and shall be done every two (2) weeks of the month.

Article XI Other Laws and Legalities

Section 1. The Board of Directors shall have the privilege to create other laws or legalities necessary for the association, pertaining to services that will develop

the members.

THEREFORE, we reinforced and signed this Constitution and By-Laws, represented by the majority of the members of the association, in the assembly that took place in Barangay Ayahag, St. Bernard, Southern Leyte.

NAME

SIGNATURE

1. Alejandra T. Veralla
2. Berlito T. Coquilla
3. Brexio C. Margas
4. Danilo M. Coquilla
5. Delia M. Ramos
6. Demetrio C. Betedos Jr.
7. Demetrio C. Betedos Sr.
8. Efren Pie
9. Fedila M. Pangan
10. Felix R. Resma
11. Florentino B. Betonio
12. Francisco B. Betonio
13. Francisco C. Margas
14. Juliet S. Coquilla
15. Norberto Lufranco
16. Sepriano C. Nueva
17. Sopronio R. Resma

**AYAHAG RAINFORESTATION FARMERS ASSOCIATION (ARFA)
OFFICERS**

PRESIDENT: FERMIN R. RESMA

VICE PRESIDENT: DEMETRIO C. BETEDOS JR.

SECRETARY: FEDILA M. PANGAN

TREASURER: BERLITO T. COQUILLA

AUDITOR: DANILO M. COQUILLA

**P.I.O: SEPRIANO C. NUEVA
BREXIO C. MARGAS**

**ADVISERS: CRISANTO B. COQUILLA
ARSENIO B. MESA**