

Constitution and By-Laws of the

SIENA COLLEGE OF TAYTAY HIGH SCHOOL BATCH 1989

PREAMBLE

We, the Officers and Members of the SIENA COLLEGE OF TAYTAY HIGH SCHOOL BATCH 1989 formed an Association that intends to develop and foster camaraderie, unity and cooperation among our fellow graduates to cultivate life-long connections with alumni and friends for mutual benefit do hereby ordain these constitution and By-laws.

ARTICLE I

OBJECTIVES OF THE Association

Section 1. General Objectives

To be an Association that will form a united community of faith that fosters better understanding, camaraderie, co-responsibility, effective communication and active collaboration among the Officers and Members of the High School Batch 89 graduates towards realizing the mission of promoting Christ centered values, professional competence, leadership and social responsibility.

Section 2. Specific Objectives

1. To consolidate all the graduated members of SCT High School Batch 1989 that will provide a network of information, coordinate and promote programs that will instill good will and pride, and provide opportunities for professional growth and social interaction among the members;
2. Promote fellowship and maintain friendships of alumni by providing information, services and opportunities for constant communication and contact;
3. Provide linkages between the alumni and SCT, keeping alumni informed of the developments of High School Batch 1989 and to assist SCT in maintaining its educational traditions and spirit;
4. To organize and maintain a Scholarship Program that would assist the qualified dependents of the less fortunate members of the association;
5. To create a system whereby established alumni would assist other alumni who are seeking employment or business opportunities;
6. To encourage active participation in alumni activities by all members, their families and friends without prejudice to religion, race, gender, marital status, or any segregating factor;
7. To generate and promote fund raising activities that will support the programs of the association including the hosting of SCT Grand Alumni Homecoming and sustaining the operations of the association; and
8. To actively participate in socio-economic activities that would promote environmental awareness, professional growth and social responsibility.

ARTICLE II

Official name, address and nature

Section 1. This association shall be officially known as "The 89ERS" hereinafter called "SCT HS Batch 89".

Section 2. The official e-mail address should be scthighbatch89@gmail.com Section 3. This association shall be non-stock and non-profit.

ARTICLE III

MEMBERSHIP CLASSIFICATION

Section 1. Batch Council Officers - are the duly elected officers of the association.

Section 2. Members – All SCT High School graduates of school year 1988-1989.

Section 3. Associate Members- All former faculty (advisers) of SCT between SY Batches 88-89.

Section 4. Honorary Members - are persons who had been conferred by the batch council and its members who had rendered exemplary service, continuous support to all the projects of the association or have proven dedication and interest towards the objectives of the association.

ARTICLE IV

ORGANIZATION

Section 1. The Association is governed by a Batch Council composed of the following:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer;
- e. Auditor;
- f. Public Relations Officer (local);
- g. Public Relations Officer (abroad);
- j. Two(2) Business Managers (1 local and 1 abroad)
- k. Council of Batch Coordinators (depending on the number of sections)
- l. Advisers (Past Presidents).

Section 2. Term of Office. The term of office shall be three (3) years and/or until his/her successor is elected, ratified with one half (1/2) of the members of the Batch Council and had been inducted.

Section 3. Resignation – In cases of resignation of an elected officer, the batch council President would designate his/her choice from amongst the present members of the Council of batch Coordinators or from the present members of SCT Class of 1989.

BY-LAWS

ARTICLE I

RIGHTS AND PRIVILEGES OF MEMBERS

Section 1. Rights and Privileges of Members

- a. To participate in the election of the Batch Council Officers;
- b. To be consulted and be heard on vital issues affecting the general welfare of the association;
- c. To participate in the general membership;
- d. To participate and be involved in the various activities of the association;
- e. To be involved and be a part of the members in the various committees of the association; and

f. To be informed with the financial conditions of the association.

Section 2. Duties and Responsibilities of Members

- a. To contribute to the objectives of the association;
- b. To uphold the Constitution and By-Laws and policies of the Association;
- c. To attend meetings and to participate in the various activities organized by the Association;
- d. To respond to communications sent by the Association.

ARTICLE II

DUTIES AND RESPONSIBILITIES OF THE BATCH COUNCIL OFFICERS

Section 1. President – shall be the Batch President and shall have the following duties and functions:

- a. Presides over meetings of the Batch Council Officers and the General Assembly;
- b. Continuously collaborates with the SCT Alumni Association activities and programs;
- c. Implements and enforces provisions of the Constitutions and By-laws, duly approved rules and regulations and adopted policies;
- d. Prepares a report of the Batch Council's activities during his/her term of office; and
- e. Exercises such other powers and performs other duties as required.

Section 2. Vice President - shall perform all the duties and responsibilities of the President during the absence or incapacity of the latter. He/She shall perform duties that may be assigned to him by the President. This function involves internal communications and issues within the members of the association.

Shall perform all the duties and responsibilities of the President during the absence or incapacity of the latter and shall perform duties that may be assigned to him by the President. This function involves external communications, coordination and issues of the association with other groups.

Section 3. Secretary – The Secretary shall prepare the records of membership, minutes of meetings and communications of the Association. He / She shall prepare the agenda for meetings upon the instruction of the President and shall send notices of all meetings and general assembly to the Association.

Section 4. Treasurer – The treasurer shall receive all funds paid to the Association and shall deposit the same in the official depositories. The treasurer shall disburse and withdraw from the depositories upon the approval of the President and shall also perform the following functions:

- a. Prepares and submits a quarterly (March, June, September & December) financial report to the Batch Council and to be posted in the website for transparency purposes;
- b. Presents a financial statement report during the General Assembly and Batch Council meetings;
- c. Issues receipts or acknowledgements for money received and handles finances of the Association;
- d. Handles disbursements of the association upon approval of the batch council to be supported by vouchers;
- e. Performs such other duties and functions as may be assigned or delegated by the President.

Section 5. Auditor - The Auditor shall periodically examine the financial records and audit cash of the Association as required by the Batch Council. He / She prepares and submits an annual audit report to the President.

Section 6. Press Relations Officer – The P.R.O. shall be responsible for all publicity and press releases pertaining to Association. He / She shall serve as spokesperson of the Batch Council to the activities or projects undertaken by the Association. He / he shall perform other duties and functions as maybe assigned to him/her by the President.

Section 8. Business Manager –The Business Manager should be responsible for the promotion of fund raising activities of the association and other community outreach programs.

Section 9. Batch Council of Coordinators – He/she shall be the contact or middle person between the Batch officers and the members of the association on a per section (4th year high-school sections) basis. His / her job is basically to coordinate pertinent matters to his / her batchmate members of his / her section.

ARTICLE III

POWERS AND FUNCTIONS OF THE BATCH COUNCIL OFFICERS

The Batch Council shall have the following powers and functions:

- a. To promulgate such rules and regulations implementing the provisions of this Constitution and Bylaws;
- b. To propose, promote and sponsor or undertake such activities and/or projects consistent and necessary for the accomplishment and the attainment of the objectives of the association;
- c. To establish guidelines and policies in the conduct of activities and projects promoted, sponsored or undertaken by the association; and
- d. To do other lawful and moral acts necessary for the achievement of the objectives of the Association.

ARTICLE IV

THE BATCH COMMITTEES

Section 1. The members of the association shall be divided into six (6) batch committees who shall carry out the various functions of the association as follows:

- a). **The Membership Committee:** shall ensure full membership of all graduates of SCT HS Batch 1989 by maintaining records and data base of membership profile of all its members. The committee shall include the Secretary of the Batch Council and the Committee Chairmen shall prepare periodic reports/updates regarding the status of membership to be submitted to the President. The said committee shall also maintain a Directory of Batch Council Officers and Members of the Association and should ensure and maintains a record of member participation to the various activities of the association.
- b). **The Ways and Means Committee:** shall be responsible in generating funds for the association by constantly holding fund-raising projects and activities as well as seeking solicitations and sponsorships from private/public companies and/or individuals. The committee shall include the Vice-President and shall prepare a report after each project or activity to be submitted to the President.
- c). **The Program and Events Committee:** shall be responsible in the over-all conduct of batch programs and events from planning stage to actual implementation that would ensure the successful holding and conclusion of the said event. The committee shall include the Business Manager and it shall prepare a report after each program or event to be submitted to the President.
- d). **The Finance Committee:** shall be responsible in the safekeeping and control of batch funds and resources. The committee shall be composed of the President, Vice-President and Treasurer. The batch shall open a Savings/Checking/Time Deposit Account in any reputable Universal / Commercial Bank where batch funds shall be deposited. Access to the said funds shall be limited to the members of this committee. The committee shall also maximize the earning potentials of the funds by exploring possibilities for future projects, activities and charitable endeavors. The treasurer shall prepare periodic reports on the financial conditions of the batch to be submitted to the President.
- e). **The Information Committee:** shall be responsible in disseminating information regarding general meetings, projects, events and other important matters to all members of the batch including those

working or residing abroad, by exploring all accessible means of communication. The committee shall ensure that members are well informed of activities of the batch and shall include the Public Relations Officer that would report the status of activities to the President.

f). **The Oversight Committee:** shall be responsible in evaluating the performance and actions of all members of the Batch Council as well as the heads and members of the five (5) committees to ensure that they adhere to the highest standards of excellence, integrity, cooperation and unity. The committee shall be headed by the Auditor who will function as the Batch Ombudsman and shall facilitate any complaints or grievances that might be raised by any member. The committee shall directly report its findings to the council.

Section 2. All committee heads are required to report their projects, goals and action plans during council meetings. If the committee head is not available, a committee representative shall present the report before the council.

Section 3. The Batch Council Officers, not later than its second regular meeting shall designate members of each committee from among the members into the working committees.

ARTICLE V

SCHEDULE OF MEETINGS

Section 1. The Batch Council Officers and Members shall have a general assembly once a year or as the need arise. The council shall meet at least six (6) times each year.

Section 2. The Working Committees shall hold meetings as set by their respective heads or chairpersons or as may be called by the Batch Council.

Section 3. Notice of Meetings – Notices of the date, time and venue, including agenda to be discussed shall be given directly to the Batch Council Secretary at least 7 working days before the date set for such meeting. In urgent cases, the notice may be communicated at least one (1) week before the meeting.

Section 4. Special Meetings shall be conducted as the need arises. Such meetings may include e-conferences.

Section 5. Quorum – For all batch council officer's meeting, a quorum of the council shall consist of at least five (5) members. Members who missed three (3) meetings without prior notice to the President or Secretary shall be replaced.

Section 6. General Assembly meetings shall be held at designated place by the Batch Council Officers.

ARTICLE VI

FINANCE

Section 1. FUNDS – The funds shall be derived from the fund raising activities, gifts, donations or benefits, solicitations and special contributions of the members.

Section 2. DISBURSEMENTS

- a. Withdrawal from the funds of the Association, whether by check or any other instrument shall be signed by the President and Treasurer.
- b. The funds available shall be used to defray the expenses on projects and activities as maybe approved by the Batch Council.

c. No expenditure shall be made unless authorized by the President.

d. All funds shall be deposited in a bank designated by the Batch Council.

Section 3. FINANCIAL REPORTS - A financial report shall be prepared and submitted during Batch Council meeting and shall be disseminated to all members. The Treasurer shall also present a financial report during the General Assembly.

Section 4. Fund raising activities and projects shall be subject to the approval of the Batch Council.

ARTICLE VII

FISCAL YEAR

The Fiscal Year of the Association shall be from January of the current year to December.

ARTICLE VIII

TRANSITORY PROVISION

Section 1. The incumbent officers of the Batch Council Officers and Working Committees, upon approval of this Constitution and By-laws, shall assume their functions, duties and responsibilities.

Section 2. These Constitutions and By-laws shall take effect upon its ratification by a majority of the Members of the Association.

Section 3. All existing rules, regulations, circulars and other issuances not inconsistent with this Constitution and By-Laws shall remain valid, binding and effective even after the ratification of this Constitution and By-Laws, unless amended, revoked or repealed by the incumbent batch council officers.

ARTICLE IX

AMENDMENTS, REVISIONS AND RATIFICATION

Amendments, revisions and ratifications of this constitution and by-laws shall be taken up and voted upon during the General Assembly duly called for the purpose of the batch council or by a referendum. A twothirds (2/3) vote of the members constituting a quorum shall be required for the adoption of any amendment, revision and ratification.

ARTICLE X

EFFECTIVITY

Section 1: This Constitution and By-Laws shall take effect upon its ratification by a simple majority of the general membership as represented by the members of the Batch.