

(Non-Stock)

**CONSTITUTION AND BY-LAWS OF THE
ASSOCIATION OF TEACHERS EDUCATION
INSTITUTIONS IN MINDANAO (ATEIM), INC.**

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, the undersigned, all of legal age, Filipinos and all residents of the Philippines, members of Teacher Education Institutions (TEIs) in Mindanao, and partners in Pre – service Education Project of the Basic Education Assistance for Mindanao (BEAM), together constituting the majority of the entire membership of the ASSOCIATION OF TEACHER EDUCATION INSTITUTIONS IN MINDANAO (ATEIM) INC., hereby, promulgate and adopt the following Code of By-Laws.

ARTICLE I

MEETINGS

Section 1. General Assembly – There shall be a general assembly of the ATEIM every last Monday of November at the principal office of the association or at the place designated by the Board of Trustees which must be within the city where the principal office is located. The President shall render his/her annual report to the members regarding the activities of the association. The election of officers shall also be held during this assembly.

Section 2. Regular Board Meeting- A regular board meeting shall be held once every quarter and the date, time, and place shall be determined by the Board.

Section 3. Special Meeting – The President may call a special meeting of the Board as the need arises.

Section 4. Quorum. A quorum for any meeting shall consist of a majority of the members and majority of such quorum may decide on any question except those matters where the Corporation Code requires the affirmative vote of a greater proportion of the members.

Section 5. Notice of Meetings - Notices of the time and place of annual, regular, and special meetings shall be given personally or by electronic mail / special delivery mail at least two weeks before the date set for such meeting. Notice of every meeting shall state briefly the purpose or purposes of the meeting.

Section 6. Order of Business – The order of business for any meeting shall be as follows:

- a. Certification of a quorum.
- b. Reading and Approval of the Minutes of the previous meeting.
- c. Matters Arising from the Minutes
- d. New business
- e. Reports of the President/committees
- f. Other matters.

Section 7. Voting Power – Each member institution represented by its president shall be entitled to one vote and if represented by a proxy may vote in writing and the same shall be submitted to the Secretary of the association before the scheduled meeting.

ARTICLE II

EXECUTIVE BOARD

Section 1. Composition of the Executive Board – The Executive Board shall be composed of fourteen (14) members who are not officers of the association.

Section 2. Corporate Powers - The corporate powers of the association shall be exercised by the Executive Board and the Executive Officers. It shall be the highest policy - making body of the association.

Section 3. Qualifications – The Executive Board to be elected must be Presidents or highest ranking officials of their institutions and members of good standing in the association. He/she must be duly elected by the member TEIs of the cluster to represent the cluster in the Board.

Section 4. Term of Office of the Executive Board – The Executive Board shall hold office for 2 years until their successors are duly elected and qualified.

ARTICLE III

EXECUTIVE OFFICERS

Section 1. Executive Officers – There shall be seven executive officers namely: President, Vice-President, Secretary, Treasurer, Auditor, Business Manager, and Public Information Officer who shall be elected by the Executive Board from among themselves during the general assembly.

Section 2 Pre-service Management Staff - The implementing arm of the programs and projects of the association shall be the Pre- service Management Staff who will be

designated by the Executive Board. The team shall be composed of the Pre-service Coordinator and the four (4) subject specialists. For the purpose of sustainability of the program, the present Chairman and the Pre-service Management team shall serve in an interim capacity to commence on the final establishment of the association until one year thereafter.

Section 3. Term of Office of officers – All officers of the association shall hold offices for two years and shall be eligible for re-election for one more term on the basis of performance and until their successors are duly elected and qualified.

ARTICLE IV

FUNCTIONS & POWERS OF EXECUTIVE OFFICERS

Section 1. President – The President shall be the Chief Executive Officer of the association. He shall preside in all meetings of the members of the association and the Board of Trustees.

He shall execute all resolutions of the Board of Trustees. He shall be in-charged with directing and overseeing the activities of the association. He shall submit to the Board as soon as possible after the close of each fiscal year, and to the members of each annual meeting, a complete report of the activities and operations of the association for the fiscal year under his term.

Section 2. Vice-President – The Vice-President shall exercise all powers and perform all duties of the President during the absence or incapacity of the latter and shall perform duties that maybe assigned by the Board of Trustees.

Section 3. Secretary – The Secretary shall give all notices required by these by-laws and keep the minutes of all meetings of the members and of the Board of Trustees in a book kept for the purpose. He shall keep the seal of the association and affix such seal to any paper or instrument requiring the same. He shall have custody of the members register and the correspondence files of the association. He shall also perform all such other duties and work as the Board of Trustees may from time to time assign him.

Section 4. Treasurer – The Treasurer shall take charge of the funds, receipts and disbursements of the association. He shall keep all money and other valuables of the association in such banks as the Board of Trustees may designate. He shall keep and have charge of the books of accounts. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Trustees. He shall post a bond in such amount as may be fixed by the Board of Trustees.

Section 5. Auditor - The Auditor shall examine financial records and audit the money of the Association. He shall make sure that the money of the Association is spent wisely and conscientiously. In case of unaccounted funds or irregular transactions involving money

, he shall make appropriate recommendations to the Board for the latter to take appropriate actions against those responsible. He shall also perform such other related functions as may be assigned to him from time to time.

Section 6. Business Manager - He shall take charge of all projects and activities undertaken by the association.

Section 6. Public Information Officer - He shall be charged with the duty of disseminating relevant information to the members of the association. He shall also implement the plans and strategies aimed at promoting the Association and any of its programs and policies. For this purpose, he may come up with a publication, newsletter or any other paper to carry out the foregoing functions as maybe assigned to him from time to time.

ARTICLE V

MEMBERS

Section 1. Qualifications for Membership – The Board shall determine the qualifications of an applicant for membership.

Section 2. Rights of Members – A member shall have the following rights:

- a. To exercise the right to vote on all matters relating to the affairs of the association;
- b. To be eligible to any elective or appointive office of the association;
- c. To participate in all deliberations/meetings of the association;
- d. To avail of all the facilities of the association;
- e. To examine all the records or books of the association during business hours.

Section 3. Duties and Responsibilities of the 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 association from time to time;
- b. To attend all meetings of the association;
- c. To pay membership dues and other assessments of the association.

ARTICLE VI

SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP

Section 1 Suspension, expulsion, and termination of members. Suspension, expulsion, and termination of membership shall be in accordance with the rules and regulations of the association.

Any charges may be filed against a member of the association through a written complaint with the Secretary of the association. The Board of Trustees shall call a special meeting to consider the charges. The affirmative vote of majority of all the trustees shall be necessary to suspend a member; Provided that where the penalty is expulsion, the affirmative vote of majority of all the members of the association shall be necessary.

ARTICLE VII

FUND

Section 1. Funds – The funds of the association shall be derived from membership fees, annual dues, and special assessments of members, gifts, grants or donations.

Section 2. Disbursements – Withdrawal from the funds of the association, whether by check or any other instrument shall be signed by the treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

Section 3. Fiscal Year – The fiscal year of the association shall be from January 1st to December 31 of each year.

ARTICLE VIII

CORPORATE SEAL

Section 1. Form – The corporate seal of the association shall be in such form and design as may be determined by the Board.

ARTICLE IX

AMENDMENTS OF THE BY-LAWS

Section 1. Amendments – These By-Laws or any provision , thereof, may be amended or repealed by a majority vote of the members and by a majority vote of the Trustees at any regular or special meeting duly held for the purpose.

ADOPTED in the organizational meeting of the members on _____ by the affirmative vote of the undersigned members or their representatives representing the present membership in a special meeting duly held for the purpose.

- (Note: 1. If filed with Articles of Incorporation, these by-laws should be signed by all incorporators;
2. If filed after incorporation, should be signed by majority of the members and should submit Board of Trustees certificate for the adoption of the by-laws)*

Name	Signature	TIN
Perfecto A. Alibin	_____	_____
Iris A. Melliza	_____	_____
Guillermo P. Torres Jr.	_____	_____
Wilfredo E. Lubrico, FMS	_____	_____
Virgilio G. Oliva	_____	_____
Macapado A. Muslim	_____	_____
Grace J. Rebollos	_____	_____