CORDILLERA CAREER DEVELOPMENT COLLEGE

Buyagan, Poblacion, La Trinidad, Benguet

EMPLOYEES ASSOCIATION

CONSTITUTION AND BY-LAWS

CORDILLERA CAREER DEVELOPMENT COLLEGE
EMPLOYEES ASSOCIATION
(CCDC-EA)

PREAMBLE

We, the employees of Cordillera Career Development College (CCDC), conscious of our shared mission to uphold professionalism, foster unity, and ensure mutual support among ourselves, do hereby establish this Constitution and By-Laws. With the aim of promoting the welfare and rights of employees, we form the Cordillera Career Development College Employees Association (CCDC-EA) to serve as a channel for cooperation, representation, and collective action. We recognize the need for an organized body that will serve as the voice of the employees, safeguard our interests, and uphold our dignity and rights as integral members of this institution.

ARTICLE I: NAME OF THE ORGANIZATION

The name of this organization shall be the **Cordillera Career Development College Employees Association (CCDC-EA)**, hereinafter referred to as "the Association."

ARTICLE II: GUIDING PRINCIPLES

The Association shall be governed by the following principles:

- Integrity: We commit to ethical behavior, transparency, and honesty in all actions.
- Solidarity: We value mutual respect and unity among members.
- Accountability: We shall manage all resources and decisions with the highest sense of responsibility.
- Service: We aim to be of service to our members and the CCDC community.
- Inclusivity: All members, regardless of position or tenure, shall have equal rights and privileges.

ARTICLE III: OBJECTIVES

The Association shall have the following objectives:

1. To protect and promote the general welfare and interests of its members.
2. To provide assistance and support to members in times of need, such as illness, hospitalization, and bereavement.
3. To enhance the professional development and well-being of employees through programs, projects, and activities.

4. To foster camaraderie and unity among employees through regular interaction and collaboration.
5. To serve as a formal representative of the members in dealings with the administration or other external entities, when necessary.
6. To uphold and enforce the provisions of this Constitution and By-Laws.

ARTICLE IV: MEMBERSHIP

Section 1. Qualification for Membership

- All employees of Cordillera Career Development College, upon employment, shall automatically become members of the Association.
- Membership shall be perpetual upon payment of the required membership fee.
- Membership ceases upon resignation, retirement, or termination of employment from CCDC.

Section 2. Membership Rights and Privileges

- All members shall be entitled to vote, be elected, and participate in meetings and activities.
- Members may avail themselves of all assistance and benefits offered by the Association, subject to qualifications and guidelines.

Section 3. Duties and Obligations of Members

- To uphold the Constitution and By-Laws of the Association.
- To pay all required dues and fees promptly.
- To actively participate in meetings and programs.
- To act in a manner that upholds the dignity of the Association and the institution.

ARTICLE V: FEES AND FINANCIAL CONTRIBUTIONS

Section 1. Membership Fee

- A one-time membership fee of ₱100.00 shall be paid by each employee.
- This fee shall be a prerequisite for availing of benefits provided by the Association.

Section 2. Semestral Fee

- A semestral fee of ₱100.00 shall be collected from each member.
- These funds shall be allocated specifically for hospitalization support and other welfare services.

Hospitalization Benefit

- Members who are hospitalized for at least two (2) consecutive days shall receive financial aid of ₱5,000.00 upon presentation of official documentation (e.g., medical certificate or hospital billing).

Section 3. Death Aid

- In the event of the death of a member, a mandatory contribution of ₱200.00 shall be collected from each active member.
- The total amount collected shall be given to the deceased member's immediate family.

Note: The ₱200.00 death-aid contribution for the death of an employee shall be deducted from the payroll on the day of notification or as soon as administratively feasible.

Section 4. Relative Death Assistance

- For the death of a member's immediate relative (limited to first degree of consanguinity: spouse, parent, child), voluntary donations shall be encouraged and facilitated by the Association.

ARTICLE VI: ORGANIZATIONAL STRUCTURE

Section 1: Officers of the Association

The elected officers shall be composed of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Auditor
6. Two (2) Business Managers

Section 2: Term of Office

- Officers shall serve for a period of three (3) years.
- Reelection shall be allowed but limited to two consecutive terms for the same position.

Section 3: Election Process

- Elections shall be conducted via secret ballot during a general assembly.
- A simple majority of votes shall determine the winner of each position.

Section 4: Vacancy in Office

- Should an officer resign, leave, or be otherwise unable to serve, a special election shall be held within thirty (30) days to fill the vacant post.

ARTICLE VII: DUTIES OF OFFICERS

PRESIDENT

- Presides over all meetings of the Association and the Executive Board.
- Serves as the chief executive officer and principal representative of the Association.
- Ensures implementation of policies, programs, and resolutions.
- Represents the Association in formal functions and external relations.

- Exercises general supervision over the officers and members.
- Initiates strategic planning and promotes the Association's goals.
- Ensures transparency and harmony in organizational management.

VICE PRESIDENT

- Assumes the duties of the President in case of absence or incapacity.
- Assists the President in executing plans and programs.
- May be assigned special tasks and responsibilities by the President or the assembly.
- Oversees the coordination of committee efforts to align with the Association's objectives.

SECRETARY

- Maintains and secures all records, documents, and proceedings of the Association.
- Prepares notices, agenda, and minutes of meetings.
- Oversees the circulation and safekeeping of communications, resolutions, and reports.
- Maintains a current list of members.
- Ensures proper documentation of officer elections, amendments, and internal affairs.

TREASURER

- Collects and disburses funds of the Association.
- Keeps accurate and updated records of financial transactions.
- Prepares and submits financial reports every semester or as required.
- Ensures proper safekeeping of the Association's financial assets.
- Coordinates with auditors and complies with budgetary policies.

AUDITOR

- Reviews and audits the financial statements and records of the Association.
- Verifies the proper use and disbursement of funds.
- Reports findings and recommendations to the members during assemblies.
- Ensures accountability of all fund-related activities.

BUSINESS MANAGERS

- Initiate and manage income-generating activities for the Association.
- Coordinate logistics, venue arrangements, and resources for events and programs.
- Work closely with the Treasurer and other officers in budgeting and implementation.

- May form sub-committees to support their tasks.
- Lead marketing and promotions for Association projects.

ARTICLE VIII: MEETINGS

Section 1: Regular Meetings

- General assemblies shall be conducted at least once per semester.

Section 2: Special Meetings

- May be convened by the President or upon the written request of at least one-third (1/3) of the membership.

Section 3: Notice of Meetings

- Written notice shall be issued at least five (5) days prior to any scheduled meeting.

Section 4: Quorum and Voting

- A quorum shall consist of 50% + 1 of the active members.
- Resolutions require a majority vote unless otherwise stated.

ARTICLE IX: COMMITTEES

Section 1: Standing Committees

The following standing committees may be established:

- Welfare and Benefits Committee
- Audit and Finance Committee
- Programs and Activities Committee

Section 2: Ad Hoc Committees

- Temporary committees may be formed as needed for specific purposes.

ARTICLE X: DISCIPLINARY ACTION

Section 1: Grounds for Disciplinary Action

- Misconduct, non-compliance with the By-Laws, or any act harmful to the Association.

Section 2: Forms of Sanctions

- Written reprimand
- Suspension of privileges
- Expulsion, subject to due process and approval by two-thirds (2/3) vote of the members

ARTICLE XI: AMENDMENTS

Section 1: Proposal of Amendments

- Any member may propose amendments to the Constitution and By-Laws.

Section 2: Ratification

- Proposed amendments shall be presented during a general meeting and approved by at least two-thirds (2/3) of members present.

ARTICLE XII: DISSOLUTION OF THE ASSOCIATION

In the event that the Association is to be dissolved:

A special resolution must be passed by at least three-fourths (3/4) of the active members.

Any remaining funds shall first be used to pay outstanding obligations.

Residual funds shall then be distributed to current members as agreed upon in the final assembly.

ARTICLE XIII: SEPARABILITY CLAUSE

If any provision of this Constitution and By-Laws is held to be invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

ARTICLE XIV: EFFECTIVITY

This Constitution and By-Laws shall take effect immediately upon ratification by a majority of the members of the Association during an officially convened organizational assembly.

ARTICLE XV: OATH OF OFFICE

All newly elected officers of the Association shall take the following Oath of Office prior to assumption of duties:

"I, [Name], having been duly elected as [Position] of the Cordillera Career Development College Employees Association, do hereby solemnly swear to faithfully discharge the duties and responsibilities of my office; to uphold and defend the Constitution and By-Laws of the Association; to serve the members with integrity, honesty, and dedication; and to work for the betterment of the Association and the welfare of its members. So help me God."