

8SAN ESTEBAN ACADEMY CLASS OF 1983
San Esteban, 2706 Ilocos Sur, Philippines

www.batch83.com

BY-LAWS

Article I

Name and Address

Section 1. Name. This Association shall be known as ***San Esteban Academy Class of 1983***, or informally, ***Batch 83***.

Section 2. Address. The address of this association will be San Esteban, Ilocos Sur, the barangay of which will depend on the residence of the Chairman of the Board of Trustees.

Article II

Board of Trustees

Section 1. Role and Composition. The Board of Trustees (BoT) will be the governing body of the association. It will be composed of seven (7) members headed by a Chairman and at least one (1) of which should be a representative of foreign members. Members shall be elected by the general membership in December of even-years. Term starts in January following the election.

Section 2. Term of Office. Members of the BoT shall serve for two (2) years and may run for reelection for a maximum of three (3) consecutive terms.

Section 3. Meetings. Members of the BoT shall meet at least once every 2 months or more often if deemed necessary. Meetings may be face-to-face or by videoconference. Minutes or summary of topics discussed during the meeting shall be shared to general membership if deemed important by the BoT.

Section 4. Quorum. A simple majority (50% + 1) of the total members of the Board of Trustees shall constitute a quorum to do business.

Article III

Financials

Section 1. Funds. A member of the BoT shall be assigned as Treasurer and, under the supervision of the chairman, will be responsible for all the financial activities and records of the association.

Section 2. Financial Accounts. The Association will open and keep a savings account. Three (3) members of the BoT will be designated as account holders. The BoT may consider investing a portion of the Association's Fund in safe instruments like CDs/Time Deposits, Money Market, etc.

Section 3. Financial Reporting to Members. The chairman of the BoT shall issue a financial report to general membership in December of every year. This shall include, among others, moneys collected, expenses, and net worth.

Article IV

Bereavement Fund

Section 1. Purpose. This program shall be created to provide relief to members going through a bereavement event.

Section 2. Provisions. The BoT shall formulate the details of the plan.

Article V

Web Presence

Section 1. Website. The Association will acquire a domain name and will build a website to proclaim the Association's presence in the web.

Section 2. Facebook. The Association will maintain an account on Facebook entitled "*San Esteban Academy Batch 83*".

Article VI

Community Involvement

Section 1. Role. The BoT will determine what community projects and activities the Association will support or participate in.

Section 2. Impartiality. The Association shall be apolitical and religion non-sectarian.