

**AMENDED CONSTITUTION OF MUNICIPAL TREASURERS ASSOCIATION OF THE PHILIPPINES (MUNTAP), INC.**

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OF  
MUNICIPAL TREASURERS ASSOCIATION OF THE PHILIPPINES  
(MUNTAP), INC.**

**ARTICLE I – NAME**

Section 1 – That the name of the association shall be known as MUNICIPAL TREASURERS ASSOCIATION OF THE PHILIPPINES (MUNTAP), INC., with postal address at Bureau of Local Government Finance (BLGF), Roxas Boulevard, Manila or the official station of the incumbent MUNTAP President.

**ARTICLE II OBJECTIVES**

Section 1 – That the objectives or purposes for which the association is organized are:

1. To promote unity, understanding, respect, cordiality and camaraderie among members;
2. To stand for righteousness and justice and at all times refrain from partisan politics and sectarianism;
3. To stand steadfast with concerted efforts on issues believed to be right and just, involving the welfare and interest of the members in particular, and the public in general;
4. To organize affiliate association in the provinces nationwide to be known as MUNICIPAL TREASURERS ASSOCIATION OF THE PHILIPPINES (MUNTAP), Provincial Chapters;
5. To promote generation of income and other revenues through cooperative and other forms of income/revenue generating projects to finance the activities and projects that the association may undertake;
6. To readily provide moral and financial assistance and other benefits to members;
7. To involve in civic activities and projects especially during times of calamities, emergency and depressions; and
8. To undertake any other activities that will redound to the benefits of the members in particular and the association in general.

**ARTICLE III – MEMBERSHIP**

Section 1. Regular Members – Municipal Treasurers and Assistant Municipal Treasurers with permanent appointment who are prompt in paying their membership and annual dues are regular members in good standing. The Officers-in-Charge or In – Charge of Office in the Office of the Municipal Treasury are admitted as temporary members until such time that they qualify for regular memberships. As such, they are entitled to all rights and privileges like that of a regular member.

Section 2. Associate Members – All retired Municipal Treasurers and Assistant Municipal Treasurers who have paid their membership and all annual dues prior to his/her retirement plus a fixed membership dues after retirement are Associate Members and entitled to the benefits granted to a regular member, except the rights and privileges under Section 3 and 4, Article III of this Constitution, which are reserved exclusively to a regular member.

Section 3. Rights of Members – A regular member shall have the following rights:

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

Section 4. 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 existing and thereafter as maybe promulgated by the association;
- b. To attend all meetings that maybe called by the Executive Board.
- c. To pay membership fees, annual dues and other assessments of the association.

**ARTICLE IV – SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP**

Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations that the Executive Board may prescribe.

Any member of the Association may file a charge against a member by filing written complaint with the Secretary of the association. The Executive Board shall call a special meeting of the Board to hear the charge. The affirmative vote of 1/3 of all the members of the Executive Board shall be required to suspend a member, provided that where the penalty is expulsion, the affirmative vote of 2/3 of all the members of the Executive Board shall be required.

**ARTICLE V – EXECUTIVE BOARD**

Section 1. The Executive Board is the governing body of the association and as such shall exercise its power to enact policies, regulate the conduct of business and use of funds and properties of the association.

Section 2. Qualifications – No member shall be eligible for Election to the Executive Board unless he/she has the following qualifications:

AMENDED BY – LAWS  
OF  
MUNICIPAL TREASURERS ASSOCIATION OF THE PHILIPPINES  
(MUNTAP), INC.

ARTICLE I – MEETING

Section 1. Annual Meetings – The annual meeting of the association shall be held every second Monday of March or at the date and venue to be set by the executive board for each year;

Section 2. Executive Board Meeting – The Executive Board Meeting may be fixed at the date and venue to be set by the Executive Board;

Section 3. Special Meetings – Special Meetings may be called as the need arise to be set by the President or upon the petition of 1/3 of the general membership;

Section 4. Notice of the Meetings – Notices of the dates and venue of meetings shall be served to members at least fifteen (15) days prior to the date set for such meeting.

Section 5. Quorum – A quorum for any meeting shall consist of the majority of members during general membership meeting and members of the Executive Board, respectively, present, and a majority of such quorum may decide questions or issues, except where it requires the affirmative votes of a greater proportion.

Section 6. Order of Business – The order of business in both General Assembly and Executive Board meeting shall be as follows:

- a. Proof of presence of a quorum;
- b. Report of the President;
- c. Report of the Treasurer;
- d. Reading and approval of the minutes of the previous meeting, except when such reading is dispensed with by a majority vote of those present;
- e. Unfinished business;
- f. New business;

ARTICLE IV – ELECTIONS

Sections 1. Committee on Elections – There shall be created a Committee on Elections composed of the chairman and three (3) commissioners to be appointed by the President, subject to the confirmation of the Executive Board prior to the conduct of election. Provided that members of the Committee on Election shall inhibit from running to any elective position during their incumbency.

Sections 2. Manner of Elections – The Committee on Election shall prescribe the manner of holding elections, designs the form to be used, set the rules on the method of voting, counting of the ballots and proclamation of sinning candidates.

Section 3. Terms of Office – The officers elected and qualified shall serve for four (4) years or until their successors shall have been duly elected and qualified.

ARTICLE V – INCOME, RECEIPTS AND DISBURSEMENTS

Section 1. There shall be collected a membership fee of one hundred fifty (P150.00) Pesos, an annual dues of two hundred fifty (P250.00) Pesos, and special assessment from members to be fixed by the Executive Board. The other source of funds shall be derived from gifts and donations and income from revenue generating projects that may be initiated by the association.

Section 2. Depository Account – All funds shall accrue to the General Fund of the association and shall be deposited with the official depository bank that may be authorized by the Executive Board, except funds and/or receipt with specific purpose, which shall accrue and treated as Trust Funds.

Section 3. Disbursements – Withdrawal from the funds of the association whether in check or any other instrument shall be signed by the treasurer and countersigned by the President. If necessary, the Executive Board may designate other signatories.

Section 4. Fiscal Year – The Fiscal Year of the association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

ARTICLE VI – BENEFITS

Section 1. Mortuary Assistance – The association shall grant mortuary assistance of Ten thousand (P10,000.00) Pesos to regular and associate members in good standing. The claim shall be supported with necessary documents to show proof as to its validity to be fixed by the Executive Board.

Section 2. Other Benefits – The Executive Board may grant additional and other benefits or assistance to members, subject to the availability of funds to be determined by the Executive Board.



- a. Other matters;
- b. Announcements;
- c. Adjournment

The order of business at any meeting may be changed by a majority vote of the members present.

#### ARTICLE II - OFFICERS

Section 1. Composition - The officers of the association that composes the Executive Board shall be the President, Executive Vice President, Senior Vice President, three (3) Vice Presidents for Luzon, Visayas and Mindanao, Secretary, Treasurer, Auditor, Public Relations Officer, Assistant Secretary, Assistant Treasurer and fifteen (15) Board of Directors representing one (1) from each administrative region. All members of the Executive Board are elective positions, except the Secretary, Treasurer and their Assistants whom the President shall appoint and whose term of office shall be co-terminus with the appointing authority. Provided, that the immediate Past President shall serve as ex-officio member of the Executive Board if he/she is still in the service.

Section 2. Vacancy in elective Office - Whenever a vacancy in any elective office occurs, the President shall appoint any regular member in good standing to fill the vacancy, who shall serve until his successor shall have been elected and qualified. Provided, that when a vacancy occurs in the Office of the President, the Executive Vice President shall succeed and provided further, that in the event of the concurrent vacancies in both offices of the President and Executive Vice President, the Senior Vice President shall succeed thereto.

Section 3. Temporary and/or inability of the President to discharge his duties - Whenever the President is absent or unable to discharge his duties, the Executive Vice President, Senior Vice President and the Vice Presidents for Luzon, Visayas and Mindanao, in the order as herein enumerated shall perform the duties and functions of the President.

Section 4. Vacancy due to Promotion - Whenever any elective or appointive officer of the association is promoted to a higher position, which will disqualify him from continuing membership, the provisions of Section 2, Article II shall apply.

#### ARTICLE III - POWERS AND DUTIES OF OFFICERS

Section 1. President - The President shall be the Chief Executive Officer of the Association. As such, he shall preside in all meetings of the Executive Board and that of the general membership meeting. He shall execute and implement all resolutions and/or decisions approved by the Executive Board, charged with directing and overseeing the activities of the association, appoint and have control over all employees of the association, review and approve expense vouchers, present to the membership meeting a complete report of the activities and operations of the association for every year of his term.

Section 2. Vice President - Any one of the executive Vice President, the Senior Vice President, the Vice Presidents for Luzon, Visayas and Mindanao who succeeds the President as provided in Article II, Section 2 and 3 hereof, shall exercise the powers and duties inherent to the President during his absence or inability, and perform such other duties and functions that may be determined by the executive board.

Section 3. The Treasurer - The treasurer is the chief financial officer of the association and shall be responsible for the collection and disbursement of funds, the preparation of the annual financial statement in such form and procedures as maybe required by the executive board and exercise such authority and performs such other duties as may thereafter be prescribed by the executive board. The Treasurer is the custodian of funds, securities and legal instruments and is responsible for safekeeping thereof.

Section 4. The Secretary - The Secretary of the association serves notice and keeps the minutes of all meetings of the executive board and that of the general membership. He shall be the custodian of all records, banner, seal, flag and gavel, and attest to the correctness of documents under his custody. He shall compile a complete directory of regular and associate members, shall furnish members of the Executive Board and Presidents of Provincial Chapters minutes of meetings of the executive board and general membership.

Section 5. The Auditor - The Auditor shall prescribe, formulate and install the accounting system and designs all accounting forms subject to the approval of board and if so warrant, may direct the audit of the cash and accounts of the association by an independent auditor.

Section 6. The Public Relation Officer - The Public Relation Officer shall establish a liaison between the association and other associations, agencies or offices. He shall take charge of the publication of the activities of the association, provided that the article to be published shall be subject to scrutiny and approval of the President, and shall perform such other duties that may be assigned to him by the President.

Section 7. Assistant Secretary and Treasurer - The Assistant Secretary and Treasurer shall assist the Secretary and Treasurer and perform duties and functions inherent to the former during their absence and to perform such other duties and functions that may be assigned by the Secretary and Treasurer, respectively.

Section 8. Board of Directors - The Board of Directors shall represent each administrative region in the Executive Board. They shall evaluate all relevant issues and concerns emanating from their regional representation and submit for deliberation during the Executive Board meeting.

Section 9. Assignment in Concurrent Capacity - Any officer of the associations subject to confirmation by the executive board, maybe appointed or assigned to perform the duties of another position in a concurrent capacity, provided that, the latter is not incompatible with his regular duties and functions.

- a. Must be a regular member in good standing;
- b. Must be occupying a permanent appointment as Municipal or Assistant Municipal Treasurer

#### ARTICLE VI

Section 1. The funds of the association shall be derived from membership fees, annual dues and special assessment from members, gifts and donations, and revenue generation activities.

#### ARTICLE VII - BY LAWS

Section 1. The association shall adopt by laws consistent with this constitution, embodying such provisions as may be necessary for the effective and efficient management of the affairs of the association.

Section 2. The adoption of by laws shall require two-thirds (2/3) affirmative votes of the members of the executive Board and ratified by majority of the regular members present in a general assembly meeting.

#### ARTICLE VIII - AMENDMENTS OR REVISION

Section 1. Any amendment to, or revision of, this constitution may be proposed by two-thirds affirmative votes of members of the Executive Board and ratified by majority of the regular members present in a general assembly meeting.

#### ARTICLE IX - TRANSITORY PROVISIONS

Section 1. The first election of the members of the Executive Board under this Constitutions shall be held on the second Monday of March 2004 or simultaneous with the election of the PHALTRA officers and every four years thereafter.

Section 2. All existing policies, rules and regulations inconsistent with this Constitution is hereby modified, amended, repealed, or revoked accordingly.

Section 3. Effectivity - This constitution shall take effect upon approval by the members of the Executive Board and duly ratified by the majority of all the members present in a general membership meeting.

Adopted this 22<sup>nd</sup> day of April 2002 at the University of Baguio, Baguio City, Philippines