

## CONSTITUTION AND BY-LAWS OF THE YOUTH FOR ENVIRONMENT IN SCHOOLS (YES) ORGANIZATION

### PREAMBLE

We, the student-members of the Youth for Environment in Schools (YES) Organization of \_\_\_\_\_ HIGH SCHOOL, with the help of God, aware of the steady deterioration and degradation of our environment, believing in the need for a school-based co-curricular organization devoted to the safeguarding, protection and conservation of the environment, committing to perform specific and doable actions to contribute to the re-building and renewal of our environmental values, skills and attitudes, hereby form a consolidated environmental organization that shall embody the ideals and principles of a healthy environment, democracy and the general welfare, do hereby promulgate and adopt these constitution and by-laws that will promote, implement, and maintain the goals and aspirations of the future generations.

### Article I

#### General Provisions

- Sec. 1 This Constitution and By-Laws shall be known as the Constitution and By-Laws of the Youth for Environment in Schools Organization of the \_\_\_\_\_ (name of school).
- Sec. 2 For purposes of this Constitution and By-Laws, YES-O refers to the Youth for Environment in Schools Organization of the \_\_\_\_\_ (name of school).

### Article II

#### Name and Domicile

- Sec. 1 The organization shall be known as the Youth for Environment in Schools Organization.
- Sec. 2 The office of the YES-O shall be located inside the premises of the school.

### Article III

#### Declaration of Principles and Objectives

- Sec. 1 The YES-O shall promote environmental understanding and action through social, civic, intellectual, recreational and science-related programs and activities.
- Sec. 2 The YES-O shall have the following objectives:
- Be aware and create awareness in others of the state of the Philippine environment and ecology, including prevailing issues and concerns relative thereto;
  - Establish specific and doable programs, projects and activities to address issues and concerns on the environment and ecology;
  - Network with other government and non-government organizations, including other Youth for Environment in Schools (YES) Organizations in other schools within the Division and Region, with regard to support and assistance to programs, projects and activities of the organization;
  - Encourage community participation and initiative in environmental and ecological movements and actions; and,
  - Develop among the members and the community proper environmental values, skills and attitudes.

## Article IV

### **Membership**

- Sec. 1 All bonafide students of the school, with specific interest to contribute to environmental and ecological actions and movements, are eligible to be members of the YES-O.
- Sec. 2 Interested students shall submit a duly filled up application form to the YES-O Moderator. If approved, the students shall be considered a bonafide member of the YES-O.

## Article V

### **Rights of Members**

- Sec. 1 Every member has the right to enjoy freedom of speech and expression.
- Sec. 2 Every member has the right to avail of the services offered by the YES-O.
- Sec. 3 Every member has the right to conduct and participate in all of the organization's activities.
- Sec. 4 Every member has the right to information on all the issues and matters concerning them.
- Sec. 5 Every member has the right to vote and be elected into office.

## Article VI

### **Duties and Obligations of Members**

- Sec. 1 Every member has the responsibility to observe, at all times, the laws of nature, the environmental laws of the Republic of the Philippines, and the rules and regulations of the school and the organization.
- Sec. 2 Every member must pay all YES-O fees on time as authorized by DepEd issuances and/or by the Parents-Teachers and Community Association.
- Sec. 3 Every member must support and promote the thrusts and objectives of the YES-O.
- Sec. 4 Every member must abide by the YES-O constitution and by-laws.
- Sec. 5 Every member must participate actively in all school and organizational activities.
- Sec. 6 Every member must exercise his/her rights and perform his/her duties as a YES-O member responsibly.

## Article VII

### **Powers and Duties of the Youth for Environment in Schools Organization**

- Sec. 1 The Executive Committee, composed of officers of the Youth for Environment in Schools Organization, shall be the governing body of the organization.
- Sec. 2 The YES-O shall have the following functions and responsibilities:
- Formulate, recommend, implement, coordinate and monitor programs, projects and activities for the environment;
  - Create committees deemed necessary and expedient under the circumstances;
  - Advise and make recommendations to school authorities regarding environmental matters, affairs and activities;
  - Serve as a representative of the school, and participate, in environmental fora, symposia, gatherings, trainings and workshops in the division, regional, national and international levels;
  - Act as the Coordinating Council of all environmental concerns in the school;
  - Turn-over papers, documents and properties to the succeeding YES-O Executive Committee Officers;

- g. Orient succeeding officers on current undertakings of the YES-O; and,
- h. Exercise such other powers and duties as the school authorities and the Department of Education may, from time to time, grant or delegate, consistent with stated principles, objectives and policies.

#### Article VIII

##### **Composition, Election and Term of Office**

- Sec. 1 The YES-O shall be composed of the duly elected President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Peace Officer.
- Sec. 2 Elections shall be conducted school-wide, annually every first week of March in a classroom designated for the purpose.
- Sec. 3 Notice of the conduct of elections of officers shall be posted in three (3) conspicuous places inside the school campus one month before the scheduled elections.
- Sec. 4 Filing of the certificate of candidacy shall be within the first two (2) weeks after the notice of elections shall have been posted.
- Sec. 5 The list of candidates for every position shall be certified by the Teacher-Moderator and posted two (2) weeks before the scheduled elections in three (3) conspicuous places inside the school campus, particularly outside the classroom designated as the polling place, indicating therein the submitted qualifications of the respective candidates, and the time, date and venue of the elections.
- Sec. 6 Candidates for President must be:
  - a. an incoming 4<sup>th</sup> year student of the next academic year;
  - b. of good academic standing with a general average of at least 83%;
  - c. of good moral character and have not been subjected to any disciplinary sanctions;
  - d. a resident of the school for at least one (1) year prior to the filing of the certificate of candidacy; and,
  - e. not a President, Vice-President, Secretary or Treasurer in any other student clubs and organizations. He/She shall be deemed resigned from such positions in other clubs and organizations upon filing of the certificate of candidacy.
- Sec. 7 Candidates for Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Peace Officer must be:
  - a. officially enrolled in any year level in the current academic year;
  - b. of good academic standing with a general average of at least 83%; and,
  - c. of good moral character and have not been subject to any disciplinary sanctions.
- Sec. 8 The officers of the Executive Committee of the YES-O shall hold office for one academic year including summer from April of the current year after election to March of the succeeding year.

#### Article IX

##### **Duties and Responsibilities of Officers**

- Sec. 1 The President shall be the Chief Executive Officer of the YES-O. He shall have the following duties:
  - a. Preside over all meetings or may designate another officer to preside a specific meeting;
  - b. Enforce this Constitution and By-Laws and other rules and regulations that may be promulgated;

Sec. 2

- c. Sign all official minutes, resolutions, correspondences, and other official papers of the YES-O;
  - d. Represent the YES-O or designate his/her representative to any external or internal affairs or functions; and,
  - e. Perform such other functions inherent or incidental to his/her office.
- The Vice President shall have the following duties:

- a. Assist the President in all matters where his assistance is necessary;
- b. Assume the Office of the President should the position become vacant;
- c. Supervise members in planning and arranging meetings or programs of activities;
- d. Perform such other duties assigned by the President of the YES-O Executive Committee..

Sec. 3

The Secretary shall have the following duties.

- a. Keep accurate records of the minutes and proceedings of every meeting;
- b. Keep a file of all pertinent documents and papers of the YES-O and make them accessible to the members;
- c. Call and prepare all notices of YES-O meetings;
- d. Head the YES-O Secretariat
- e. Perform such other duties assigned by the President or the YES-O Executive Committee.

Sec. 4

The Treasurer shall have the following duties:

- a. Keep all financial records of the YES-O;
- b. Serve as the disbursing officer of all the YES-O funds;
- c. Prepare the annual budget of the YES-O;
- d. Prepare financial reports every month, after an activity, and at the end of the term;
- e. Formulate pertinent financial guidelines for the organization;
- f. Perform such other duties assigned by the President or the YES-O Executive Committee.

Sec. 5

The Auditor shall have the following duties:

- a. Certify the legitimacy and correctness of the disbursement of funds;
- b. Audit all expenditures of the YES-O funds;
- c. Assist the Treasurer in formulating guidelines and reports;
- d. Keep and update inventory of all the property of the YES-O;
- e. Perform such other duties assigned by the President of the YES-O Executive Committee.

Sec. 6

The Public Information Officer shall have the following duties:

- a. Popularize the thrusts and objectives of the YES-O;
- b. Be responsible for building and maintaining a credible image of the YES-O;
- c. Take charge in the promotion of YES-O projects and activities;
- d. Perform such other duties assigned by the President or the YES-O Executive Committee.

Sec. 7

The Peace Officer shall have the following duties:

- a. Help the presiding officer in maintaining peace and order during meetings;
- b. Act as disciplinary officer, if needed; and,
- c. Perform such other duties assigned by the YES-O.

## Article X

### **YES-O Moderator and Assistant Moderator**

- Sec. 1 The YES-O Moderator and Assistant Moderator shall be the Science Department Head/Coordinator and Teacher, respectively.
- Sec. 2 The Moderator and Assistant Moderator shall lead and operationalize the YES-O and its activities in the school level with the guidance of the School Head/Principal.
- Sec. 3 The YES-O Moderator and Assistant Moderator shall, at all times, monitor the conduct of activities and meetings of the YES-O.

## Article XI

### **YES-O Division and Regional Councils**

- Sec. 1 YES-O Division and Regional Councils shall be organized in the respective division and region with the Science Education Supervisor or Coordinator as the YES-O coordinator who shall lead, coordinate and monitor the conduct of activities pertinent to the YES-O in their respective areas of jurisdiction.
- Sec. 2 Every YES-O is an automatic member of the Division and Regional Councils in its respective division and region.

## Article XII

### **Regular and Ad-Hoc Committees**

- Sec. 1 The YES-O Executive Committee shall organize, as soon as practicable, four (4) regular committees, namely: Projects and Activities Implementation Committee (PAIC), Environmental Issues and Research Committee (EIRC), Environmental Campaigns Committee (ECC), and Waste Management, Segregation, and Recycling Program Committee (WMSRPC).
- Sec. 2 The Chair and Co-Chair of the regular committees shall be appointed by the President from among the officers of the Executive Committee. The President may also choose from any of the members of the YES-O who are known for their efficiency.
- Sec. 3 The Projects and Activities Implementation Committee shall take charge of the implementation of the approved projects or activities.
- Sec. 4 The Environmental Issues and Research Committee shall lead the YES-O in conducting research of current environmental issues and concerns, in highlighting such issues and concerns in the school, in encouraging debate on such issues and concerns and in proposing appropriate and localized solutions for implementation in the school.
- Sec. 5 The Environmental Campaigns Committee shall initiate various campaigns for the preservation, protection and rehabilitation of the environment through, but not limited to, contests, posters, parade demonstrations, signs and notices.
- Sec. 6 The Waste Management, Segregation, and Recycling Program Committee shall undertake and facilitate waste management, segregation and recycling activities in the school on a regular basis.
- Sec. 7 Ad-hoc committees may be created by the Executive Committee as the need arises.
- Sec. 8 Coordination and synchronization among the various committees shall be the rule.

### Article XIII

#### YES-O Volunteer Corps

- Sec. 1 The YES-O Volunteer Corps or VC shall be the official service arm of the YES-O.
- Sec. 2 The members of the YES-O shall comprise the VC.
- Sec. 3 Each member of the YES-O shall:
- Be a member of one regular committee in the YES-O;
  - Ensure the delivery and completion of tasks assigned;
  - Attend meetings called by the YES-O Executive Committee, or the Committee Chair.
- Sec. 4 The YES-O shall undertake a recruitment drive from June to August of every year.

### Article XIV

#### Commission on Elections

- Sec. 1 A Commission on Elections, herein referred to as YES-O COMELEC, shall be established within thirty (30) days before the election day.
- Sec. 2 The YES-O COMELEC shall be the chief agency that will manage the electoral processes.
- Sec. 3 The YES-O COMELEC shall be composed of ten (10) members who do not have vested interest in the election, or in any way related to any of the candidates, and who among themselves, shall select a chairperson.
- Sec. 4 The members of the YES-O COMELEC shall be appointed by the Moderator of the YES-O.
- Sec. 5 The COMELEC members must be:
- Fourth year students of the current academic year;
  - Of good academic standing;
  - Of good moral character and have not been subject to any disciplinary sanctions; and,
  - With a residency of at least two years in the school.
- Sec. 6 The YES-O COMELEC shall have the following duties and responsibilities:
- Be responsible for the fair, honest, and systematic conduct of the election;
  - Adopt, formulate and implement election rules and regulations, including its internal guidelines;
  - Validate the electoral proceedings and results;
  - Accept or revoke candidacy;
  - Proclaim the new set of officers;
  - Keep all pertinent election papers/documents; and,
  - Decide protests relative to the conduct and results of the elections.
- Sec. 7 The YES-O COMELEC shall prepare and distribute the necessary election paraphernalia, certificate of candidacy forms and other election-related materials before, during, and after the election.
- Sec. 8 The YES-O COMELEC has the power to disqualify candidates who have violated any of the guidelines which have been promulgated and disseminated.

### Article XV

#### Meetings and Quorum

- Sec. 1 The YES-O shall conduct regular meetings every first week of the month, on a day agreed upon by the officers of the YES-O.
- Sec. 2 Special meetings of the YES-O may be called upon by the President or by a majority of the YES-O officers.

- Sec. 3 Majority of the officers of the YES-O (50% + 1) shall constitute a quorum. In the event that the 50% is not a whole number, 50% shall be understood to be the next higher whole number.
- Sec. 4 Each officer of the YES-O is entitled to only one vote.
- Sec. 5 No proxy shall be allowed.

#### Article XVI

##### Finance

- Sec. 1 The YES-O funds shall be classified into General funds and Special funds.
- General funds shall consist of the membership fee, the amount of which shall be decided upon by the Executive Committee and the school administration in consultation with the PTCA.
  - Special funds are funds that come from donations, sponsorship, fund-raising projects or any amount derived from other legitimate sources.
- Sec. 2 The YES-O may undertake fund-raising activities to subsidize its projects or activities.
- Sec. 3 The organization may accept cash donations from any member or any public or private person or institution, for as long as it will not affect the integrity of the YES-O.
- Sec. 4 The YES-O President and the Treasurer shall be the signatories of all fund disbursement of the YES-O. All fund disbursements must be accompanied with a YES-O resolution duly noted by the YES-O Moderator.
- Sec. 5 The YES-O, through the Treasurer and the Auditor, shall promulgate financial guidelines for proper financial management.
- Sec. 6 Funds of the YES-O shall be audited at the end of every activity and after every term.

#### Article XVII

##### Impeachment, Resignation and Vacancies

- Sec. 1 The Executive Committee Officers of the YES-O shall only be removed through impeachment under the following grounds:
- Culpable violations of the Constitution and By-laws
  - Gross misconduct, violence to person in authority, negligence, and disloyalty to the cause of the YES-O and the school
  - Non-attendance in meetings or three (3) consecutive unexcused absences or six (6) accumulated unexcused absences
  - Abuse or misuse of power and authority
- Sec. 2 Two-thirds (2/3) vote of the Executive Committee of the YES-O and the approval of the YES-O Moderator and Assistant Moderator shall be necessary to decide a case of impeachment.
- Sec. 3 The decision shall be final. However, the officer charged shall be informed fifteen (15) days prior to his/her impeachment proceedings of the charge/charges against him/her, to afford him/her the opportunity to be heard of his defense.
- Sec. 4 Resignation shall be in writing and subject to the approval of the YES-O Executive Committee.
- Sec. 5 Any vacancy in any of the Executive Committee position by reason of death, resignation, impeachment or transfer shall be filled subject to the recommendation of the YES-O.
- Sec. 6 Any vacancy in any of the position of the YES-O Executive Committee shall be filled within thirty (30) days from the day the position is vacated through the same electoral procedure.

Sec. 7

The YES-O COMELEC shall manage the election for the vacated position.

Article XVIII

**Mandated Projects and Activities**

Sec. 1

The YES-O shall be required to implement, conduct or attend the following programs, projects and activities; namely, clean-up drives, waste management, segregation and recycling, awareness campaigns, symposia or training, nursery establishment, tree-planting activities, fun run, and Youth for Environment Summer Camp.

Article XVIII

**Amendments**

Sec. 1

This Constitution and By-Laws of the YES-O may be amended or modified in whole or in part once every five (5) years from its approval during the Youth for Environment Summer (YES) Camp by a vote of two-thirds of the delegation.

Sec. 2

Amendments to this Constitution and By-laws shall take effect immediately upon its approval by the camp delegates and the Secretary of Education.

Article XIX

**Transitory Provisions**

Sec. 1

Election of officers of the YES-O Executive Committee for School Year 2003-2004 shall be held once the YES-O has been organized. Succeeding elections shall be held as provided in Article VIII, Section 2 of this Constitution and By-Laws.

Sec. 2

The term of office of elected officers of the YES-O Executive Committee for School Year 2003-2004 shall be from the day of election until March 2004.