

Republika ng Pilipinas
PAMBANSANG PANGAGIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

MC No. 34 S. 1996


MEMORANDUM CIRCULAR

TO : The Deputy Administrator, Assistant Administrators, Department Managers, Regional Irrigation Managers, Operations Managers, Project Managers, Irrigation Superintendents, Provincial Irrigation Officers and All Others Concerned

SUBJECT : GUIDELINES IN THE FORMATION OF PROVINCIAL FEDERATIONS AND NATIONAL CONFEDERATION OF IRRIGATORS ASSOCIATIONS (PFIAs AND NCIA)

For the guidance of all concerned, attached are the guidelines in the formation of the Provincial Federations and National Confederation of Irrigators Associations (PFIAs and NCIA). These are issued to institutionalize in NIA the provision on the Farmers Representation in Government by RA 7607 otherwise known as the Magna Carta of Small Farmers; Kabisig People's Movement under Proclamation No. 650; and the right of the people and their organization to effective and reasonable participation at all levels of social, political and economic decision making under Article XIII, Section 16 of the Philippine Constitution.

The pro-forma Articles of Incorporation and By-Laws for the PFIAs and NCIA including the Membership Application and Agreement are also attached for reference purposes. A four (4) year term for elected officers at both the PFIAs and NCIA is considered to provide enough time for them to develop medium and long term plans and programs and see their implementation through. This is also consistent with the term of the private member of the NIA's Board of Directors (BOD).


RODOLFO C. UNDAN Ph.D.
Administrator

December 10, 1996

**GUIDELINES IN THE FORMATION OF THE PROVINCIAL
FEDERATIONS AND NATIONAL CONFEDERATION OF
IRRIGATORS ASSOCIATIONS (PFIAs AND NCIA)**

Legal Basis

1. The formation of the Provincial Federations of Irrigators Associations (PFIAs) in all provinces and the National Confederation of Irrigators Associations (NCIA) is an inherent component of NIA's Institutional Development Program. It is a mandate of Republic Act 7607 otherwise known as the **Magna Carta of Small Farmers**. Section 6 (Farmers' Representation in Government), Chapter II thereof, provides that After voluntarily organizing themselves on the barangay, municipal, provincial and regional levels, the farmers who have been elected through all levels shall elect from among themselves their national officials who - - - shall occupy a seat in the boards of concerned government agencies such as - - - the National Irrigation Administration.

2. These federating activities are also adopted as NIA's Banner Program under the **Kabisig People's Movement (KPM)** which is institutionalized in Proclamation No. 650 and in Article XIII, Section 16 of the **Philippine Constitution** respecting the right of the people and their organization to effective and reasonable participation at all levels of social, political and economic decision making.

Program Objectives

3. The objective is to organize the PFIA in each of the provinces of the country and, subsequently, the NCIA by the middle of 1997.

4. The Provincial Federations of Irrigators Associations (PFIAs) shall work closely with the Local Government Units (LGUs), legislative representatives, provincial offices of National government agencies (GAs) and non-government organizations (NGOs) for their support in the implementation of irrigation, agricultural and rural development programs and projects of the province. They shall also coordinate with the Provincial and Regional Development Councils (PDCs/RDCs) and Legislative Representatives to muster their support for legislative actions on irrigation, agricultural and rural development programs.

5. The National Confederation of Irrigators Associations (NCIA) shall work closely with National government agencies (GAs) for their support of national programs, especially on

the formulation of development policies and directions, and setting of priorities, on irrigation, agricultural and rural development. The private sector representative in the NIA's Board of Directors (BOD) shall come from the NCIA, its National President, in accordance with the mandate of the Magna Carta of Small Farmers.

Organizing Process

6. The PFIAs and NCIA shall be organized according to the process indicated in Annex A.

7. The recommended organizational structures for the PFIAs and NCIA are shown in Annexes B-1 and B-2, respectively, while the model Articles of Incorporation and By-Laws are shown in Annexes C-1 and C-2, respectively, including the Membership Application and Agreement.

8. The term of office of the PFIAs and NCIA is fixed for a period of four (4) years for Members of the Board of Directors (BODs), Executive Officers and Members of Standing Committees to make it consistent with the term of office of the private member of the NIA's Board of Directors. These elected must be President of their Irrigators Association at the time of his election and must be a member of the IA and their IA exist as an organization during the term of his office in the PFIA and NCIA.

Provincial Federation of Irrigators Associations (PFIAs)

9. The PFIAs shall be organized through the General Assembly of all the Presidents of CIS and NIS Irrigators Associations (IAs) in the province.

10. The General Assembly shall ratify the PFIA Articles of Incorporation and By-Laws and shall elect fifteen (15) members of the PFIA Board of Directors (BOD) which shall be proportionate to the number of CIS and NIS IAs in the General Assembly.

11. The BOD shall elect from and among themselves the PFIA Executive Officers consisting of the President, Vice-Presidents for CIS and NIS, Secretary, Treasurer, Auditor and Public Relations Officer. The Chairperson of the Standing Committees shall come from the BOD; the three (3) members of each of the Standing Committees, however, shall come from the General Assembly which shall be selected by the BOD from a list of five (5) recommended by the Chairpersons.

National Confederation of Irrigators Associations (NCIA) .

12. The NCIA shall be organized through the General Assembly of all the Presidents of Provincial Federations of Irrigators Associations (PFIAs) in the country.

13. The General Assembly shall ratify the NCIA Articles of Incorporation and By-Laws and shall elect fifteen (15) members of the PFIA Board of Directors (BOD).

14. The BOD shall elect from and among themselves the NCIA Executive Officers consisting of the President, Vice-President, Secretary, Treasurer, Auditor and Public Relations Officer. When, the NCIA is already financially capable, the Secretary and Treasurer, who shall be bonded, shall be appointed and hired by the Board of Directors.

15. The Chairperson of the Standing Committees shall come from the BOD; the three (3) members of each of the Standing Committees, however, shall come from the General Assembly which shall be selected by the BOD from a list of six (6) recommended by the Chairpersons.

Reporting

16. The status of the PFIAs organization and their accomplishments shall be closely monitored by the Regional IDD. Quarterly reports (quantitative and narrative) on these shall be provided the Administrator, Attention: The Assistant Administrator for Systems Operation and Equipment Management.

17. The NIA Central Office IDD shall consolidate all regional quarterly reports and submit a copy to the Director-General, Kabisig People's Movement (KPM), Office of the President.

Funding

18. The initial costs of organizing the PFIAs and NCIA being a part of the NIA's Institutional Development Program shall be funded out of the NIA's Agri-Institutional Development Project (AIDP) funds.

19. Subsequent operation and activities of both the PFIAs and NCIA shall be funded out of their respective funds generated out of these mentioned in Article 7 of their respective Articles of Incorporation..

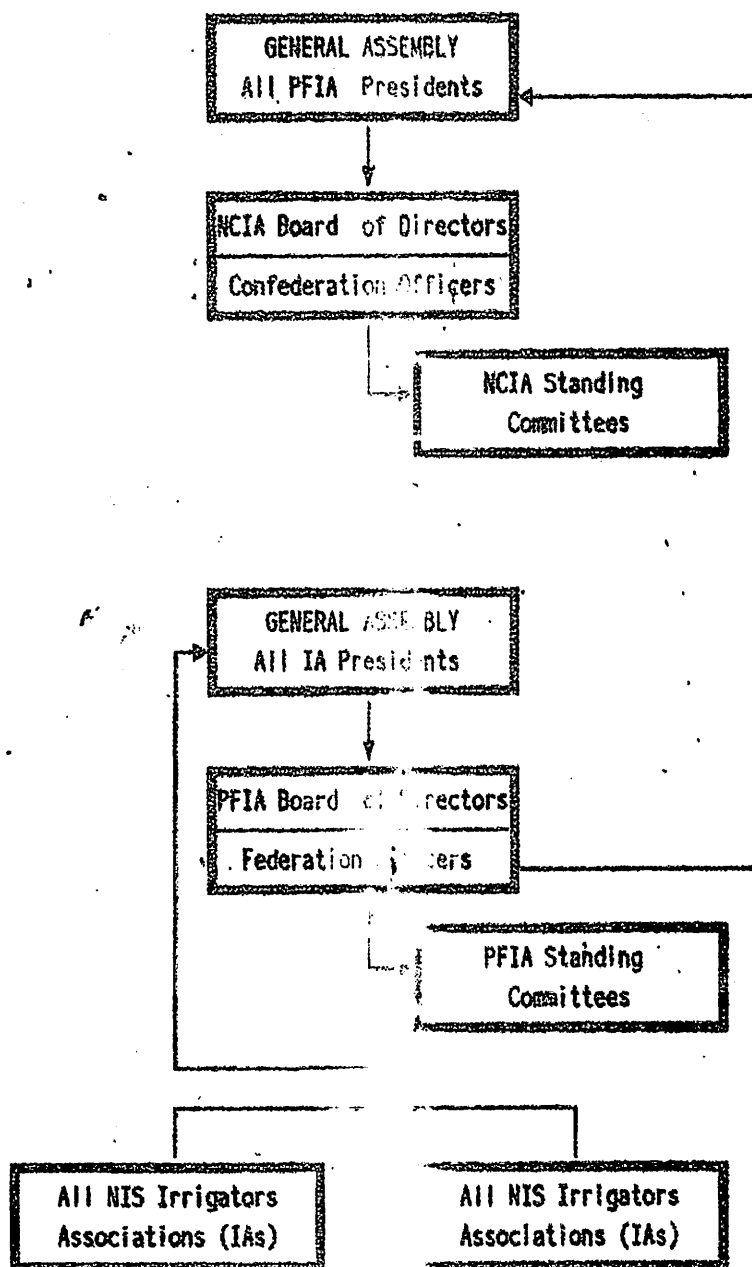
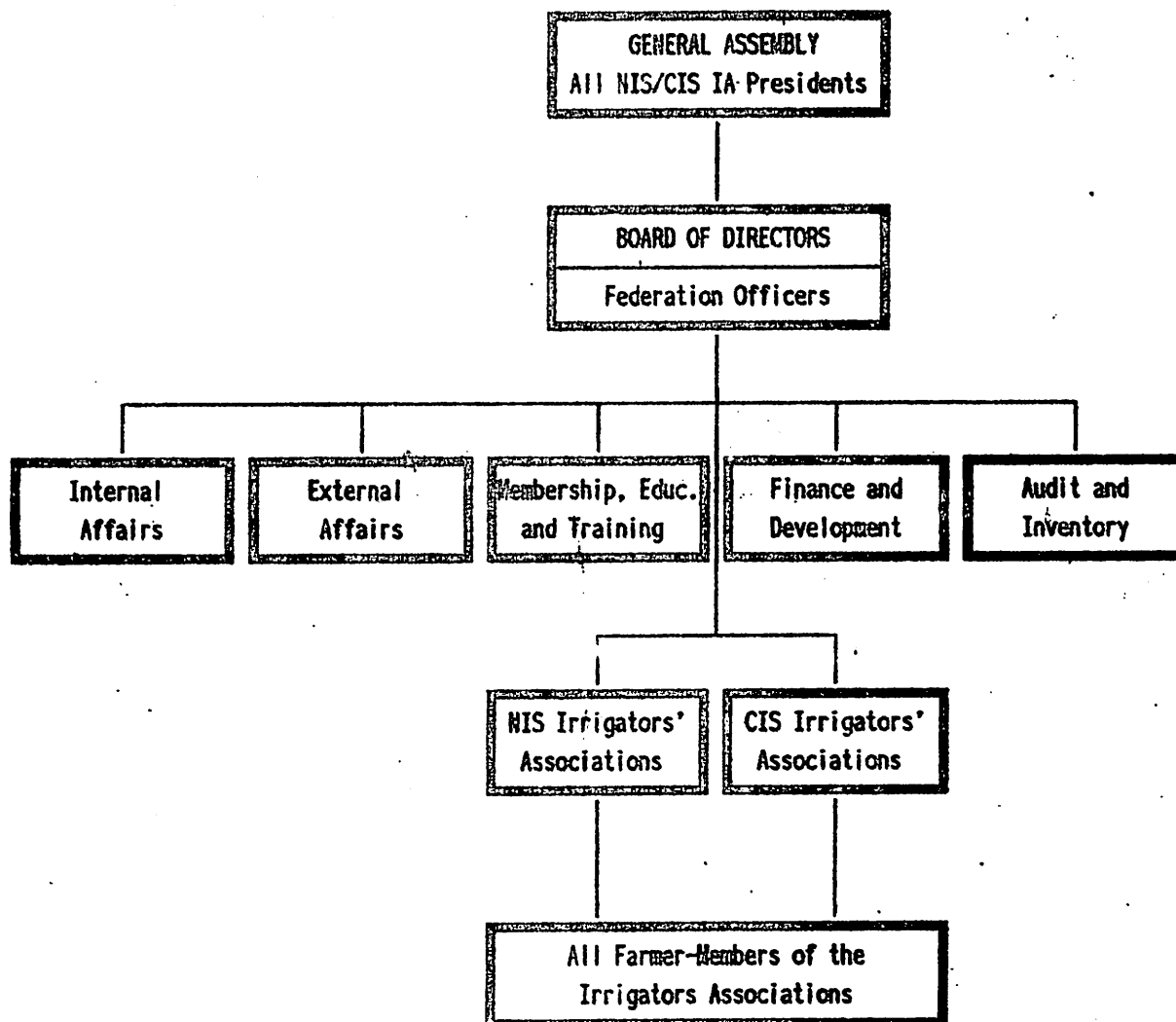
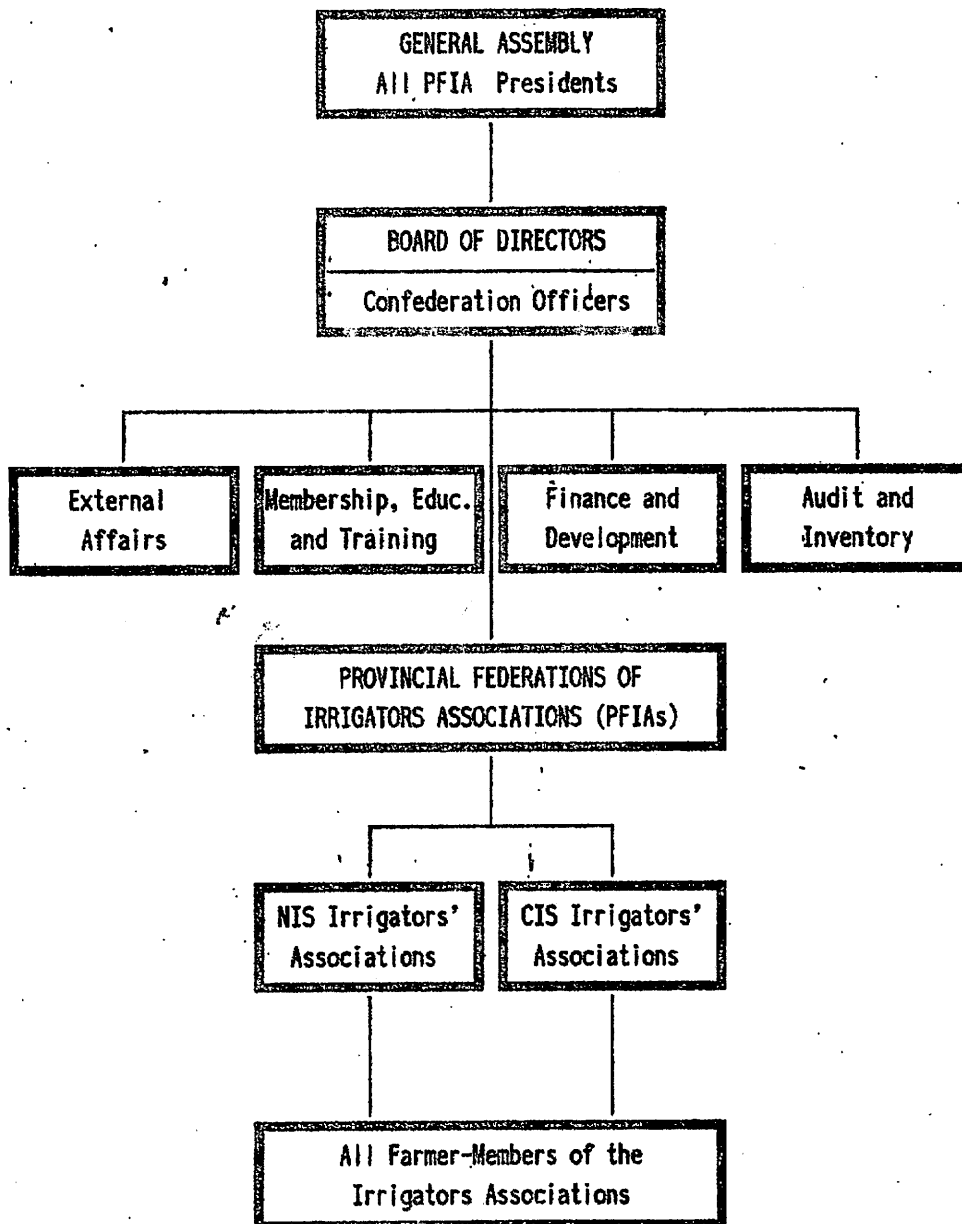


FIGURE 1. PROCESS OF FORMATION OF THE PROVINCIAL FEDERATIONS OF IA AND THE NATIONAL CONFEDERATION OF IAS



**PROVINCIAL FEDERATION OF
IRRIGATORS ASSOCIATIONS, INC.
(Organizational Chart)**



**NATIONAL CONFEDERATION OF
IRRIGATORS ASSOCIATIONS, INC.
(Organizational Chart)**

**MODEL ARTICLES OF INCORPORATION FOR
PROVINCIAL FEDERATION OF IRRIGATORS
ASSOCIATIONS**

**ARTICLES OF INCORPORATION
PROVINCIAL FEDERATION
OF IRRIGATORS ASSOCIATION, INC.**

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, the undersigned incorporators all of legal age, Filipino and residents of the Province of _____, Republic of the Philippines have on this day voluntarily associated ourselves for the purpose of forming a non-stock and non-sectarian association under the laws of the Philippines.

ARTICLE I

**The name of the Federation shall be _____
Federation of Irrigators Association (PFIA), Inc.**

ARTICLE II

That, the purpose for which the Federation is organized are:

- 1. To act as representative of all members of Irrigators Associations (IAS) in the Province in all local executive and legislative public hearings on irrigation, agricultural and rural development programs and projects at the provincial level;**
- 2. To serve as a channel for the technical, logistical and financial assistance to IAS of government agencies (GAs), non-government organizations (NGOs) and private institutions (PIs);**
- 3. To establish and operate economic and livelihood programs and services for member IAS;**
- 4. To assist or act as an agent or representative of its member IAS in marketing their farm products;**
- 5. To serve as a body in pooling financial as well as physical resources of member IAS which may be required in the pursuit of larger scale business activities, depending upon the capabilities of member IAS;**
- 6. To represent the member IAS at the National Confederation of Irrigators Associations (NCIA);**

7. To hold regular meetings of all IA Presidents to discuss and receive issues and concerns for the benefit of all the farmer-members of all IAs in the province;
8. To initiate and co-sponsor provincial and/or national IA congress and symposium for the purpose of enhancing IA participation in irrigation, agricultural and rural development in the province and/or in the country;
9. To enter into an agreement with other GAS, NGOs and/or PIs that will provide programs and other support services to enhance farm productivity in the irrigated areas in the province; and
10. To adopt policies that would promote strong collaborative efforts between IAs, NIA and/or other GAS, NGOs and/or PIs.

ARTICLE III

The principal office of the Federation is located at the following address _____.

ARTICLE IV

The term for which the Federation is to exist in fifty (50) years from and after the issuance of the Certificate of Incorporation.

ARTICLE V

The names, nationality and residence of the Incorporators of the Federation are as follows:

	NAME	NATIONALITY	RESIDENCE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

ARTICLE VI

The members of the Board of Directors of the Federation shall consist of fifteen (15) members and proportionate to the number of the member IAs in the national and communal irrigation systems (NISS/CISS). Their names, nationalities and residences are as follows:

	NAME	NATIONALITY	RESIDENCE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

ARTICLE VII

That, the Federation being a non-stock shall derive its funds from any or all of the following:

- a. Membership fees, annual dues and fines paid by member IAs; and
- b. Proceeds derived from income generating activities of the Federation.

ARTICLE VIII

The present members are the farmer-members of the member IAs in the national irrigation systems (NISS) and communal irrigation systems (CISS) in the Province of _____.

ARTICLE IX

That, _____ has been elected by the members as Treasurer and to act as such until his successor is duly elected and qualified, and that as Treasurer, he is authorized to receive for and in the name of the Federation all contributions or donations paid or given by the members.

IN WITNESS WHEREOF, we affixed our signature in _____
Philippines, this _____ day of _____, 198__.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUNICIPALITY OF _____)

In the Municipality of _____, Province of _____, this _____ day of _____, 199____
before me, a Notary Public in and for the Province of _____
personally appeared.

<u>NAME</u>	<u>RES. CERT. NO.</u>	<u>DATE AND PLACE OF ISSUE</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

KNOWN TO ME and to me KNOWN to be the same persons who
executed the foregoing Articles of Incorporation and who
acknowledged to me that the name in their free will and voluntary
act and deed.

WITNESS my hand and seal on the date at the place list above
written.

Notary Public
Until December 31, _____
P.T.R. No. _____,
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

**MODEL BY LAWS FOR THE
PROVINCIAL FEDERATION OF
IRRIGATORS ASSOCIATIONS**

**BY-LAWS OF _____ PROVINCIAL FEDERATION
OF IRRIGATORS ASSOCIATION (PFIA), INC.**

ARTICLE I

The name, domicile and purpose of the Federation are those in its Articles of Incorporation.

**ARTICLE II
MEMBERSHIP**

Section 1: Qualification for Membership

Membership shall be open to the farmer-members of all Irrigators Association within in the national irrigation systems (NISs) and communal irrigation systems (CISs) in the province and shall be represented by the its President carrying out its participations in the affairs of the Federation.

Section 2: Application for Membership

Application for membership shall be made in writing using the prescribed Membership Application and Agreement Form (PFIA Forms 1 and 2) and shall be submitted by the IA President thru the Secretary of the Board of Directors (BOD) of the Federation. Such membership application shall be subject to the provisions of Section 1 of this Article: a majority of the members of the BOD shall admit the application for membership. Notice of admission shall be communicated by the Secretary to the applicant thru its IA President within five (5) days after the action of the BOD.

Section 3: Member IAs in Good Standing

A member IA of good standing is one who complies with the duties set forth in Section 1 of Article III of this By-Laws as well as the terms and conditions of the Membership Agreement.

**ARTICLE III
RIGHTS AND RESPONSIBILITIES OF MEMBERS**

Section 1: Duties and Responsibilities

1. Understand and faithfully obey the By-Laws and Membership

Agreement and such other rules and regulations as maybe promulgated by the BOD;

2. Attend and participate actively in all meetings and conferences that may be called by duly constituted authorities and encourage others to do the same;
3. Promptly pay all financial obligations and dues to the Federation;
4. Choose capable leaders;
5. Use the services of the Federation;
6. Contribute as much principal to the Federation as needed and be alert and vigilant regarding the disposition of funds and properties;
7. Study and prepare oneself to become knowledgeable and competent official when time comes;
8. Defend the Federation when other people give wrong information about it;
9. Refrain from asking special favor;
10. Participate in all productive and educational endeavors of the Federation.

Section 2: Rights and Privileges

1. Attend trainings and seminars intended to enrich their knowledge;
2. Exercise the right to vote on all matters brought before any meeting of the members and actively participate in all deliberations;
3. Be available in any elective and/or appointive position in the Federation, if not otherwise disqualified;
4. Avail of any assistance, services, benefits and facilities of the Federation upon compliance with the conditions and requirement thereof;
5. Examines the book of accounts and other records of the Federation at reasonable times during business days.

ARTICLE IV
SUSPENSION, EXPULSION AND TERMINATION OF MEMBERS

Section 1: Suspension of Membership

Membership may be suspended on the following grounds:

1. Failure to pay annual dues, contributions or has wilfully failed to comply with the duties as members as well as the terms and conditions of the membership agreement;
2. Culpable act prejudicial to the welfare of member IAs like destruction of buildings, facilities and other physical assets, and important documents and records of the Federation.

Section 2: Expulsion

In addition to the offenses enumerated in Section 1 of Article IV, the BOD shall have summary power by a vote of two-thirds (2/3) of its members to expel any member IA for a conduct which in the opinion of the BOD disturbs the order, dignity or damage the integrity of the Federation or from any conduct in violation of this By-Laws or the rules and regulations of the Federation.

Section 3: Termination of Membership

1. Dissolution of the Irrigators Association which he/she represents;

Section 4: Fines and Penalties

Any member found guilty of the offenses enumerated in Section 1 of this Article may after hearing the case, penalized by the BOD by a fine or suspension of membership and will deprive the member of his rights and privileges.

ARTICLE V
FEEs AND DUES, AND SOURCES OF FUNDS

Section 1: Membership Fees and Annual Dues

Every prospective member IA must pay a membership fee of five hundred pesos (₱ 500.00) to be paid upon filing of membership application. Such fee is refundable, if the application is rejected.

Section 2: Annual Dues

An annual fee of three hundred pesos (₱ 300.00) shall be due to all IA and shall be remitted by the IA thru the IA Treasurer to the Federation Treasurer. Remittance of annual fee shall be done in January of each year to defray

administrative and operational expenses of the Federation.

Section 3: Contribution

The Federation may raise funds for its activities through contributions or donations from local or foreign sources, provided within the laws of the republic of the Philippines either in cash or in kind and through benefit programs considered appropriate and legal for the purpose.

Section 4: Fines and Penalties

The Federation may impose fines on the representative of the member IA who are absent from meetings and conferences and those who violate Federation rules and regulations in the amount fixed by the BOD.

**ARTICLE VI
FISCAL YEAR, MEETINGS AND ELECTION**

Section 1: Fiscal Year

The Fiscal Year of the Federation commence on the first day of January and ends on the last day of December of the same year.

Section 2: Annual Meetings of the General Assembly

All Irrigators Associations within the NISSs and CISSs of the province which are represented by their respective Presidents, collectively compose the entire membership of the Provincial Federation of IA, Inc. shall meet in the designated venue on the Second Day of the month of January each year.

The First Regular Election shall be done on the Second Monday of the Month of January 199__ and every four (4) years thereafter to precede the election of Board of Directors (BOD) who shall later elect the Officers during the organization of the Federation. There shall be fifteen (15) members of the BOD proportionate to the number of member IAs in the NISSs and CISSs.

The Federation President, Officers and Committee Chairpersons shall be chosen and elected from among and by the members of the BOD. All other three (3) members each of the Federation Standing Committees shall be selected by the BOD from the other members of the General Assembly from a list of five (5) candidates recommended by the Committee Chairpersons.

Section 3: Regular Meetings

The Federation Officers will hold their regular meeting once every two (2) months on the time and date agreed by them.

Section 4: Special Meetings

Special meetings of the General Assembly or Federation Officers may be called anytime upon request of at least fifty percent (50%) of the entire membership in good standing.

Section 5: Quorum

Unless otherwise provided in the By-Laws, a simple majority of the General Assembly and/or Federation Officers shall constitute a quorum.

Section 6: Notice of Meetings

Notice of every annual, regular or special meetings shall be delivered or by registered mail to all IA Presidents and/or Federation Officers one (1) week before such meeting. In addition, a copy of such notice shall be posted for such period in conspicuous or frequented places within the premises of the Federation's office. Notice of meeting shall include the purpose(s), date, time and place of such meeting.

Section 7: Order of Business

The order of business unless otherwise shall be as follows:

1. Call to Order/Opening Prayer
2. Roll Call and Proof of Quorum
3. Reading of and action on the Minutes of the previous meeting
4. Report of Federation Officers and Committees
5. Unfinished business
6. Recommendations and Proposals
7. Approval of the Budget for the Ensuing Year (if annual meeting)
8. Election of Officers (if regular or special election is called for)
9. Action Reflection
10. Adjournment and Closing Prayer

Section 6: Vacancy

Whenever a vacancy occurs in the position of Federation Officers through death, resignation or otherwise, except by removal or expiration of term, the BOD shall elect a successor who shall serve only the unexpired term of his predecessor.

ARTICLE VII THE GENERAL ASSEMBLY

Section 1: The General Assembly

The General Assembly is composed of all Presidents of IAs in the NIS and CISS in the province and Federation Officers. As

such, they are the highest management authority and final decision maker in the Federation.

Section 2: Powers of the General Assembly

The General Assembly shall have the following powers:

1. To hear and pass upon the reports of the BOD and Federation Officers;
2. To make final decisions regarding any drastic change in the financial policies;
3. To elect members of the BOD and remove its members, Federation Officers, and Committee Chairpersons and its Members for cause;
4. To act as final arbiter in any dispute or disagreement which may arise between or among members of the BOD;
5. To adopt or amend the Articles of Incorporation and By-Laws of the Federation;
6. To act and exercise final authority in all matters affecting the Federation except those delegated to the BOD; and
7. To dissolve the BOD for cause and to constitute a new one.

**ARTICLE VIII
FEDERATION BOARD OF DIRECTORS**

Whenever a vacancy occurs in the position of a member of the BOD through death, resignation or otherwise except by removal or expiration of term, the members shall elect a member from among the members of the General Assembly who shall serve only the unexpired term of his predecessor.

**ARTICLE IX
OFFICERS OF THE FEDERATION AND THEIR DUTIES**

Section 1: Officers of the Federation

The officers of the Federation shall consist of the following:

President, Vice-Presidents for the CIS, Vice-President for the NIS, Secretary, Treasurer, Auditor and Public Relations Officer (PRO).

Section 2: The President

The President which is elected from among and by the members of the BOD shall:

1. Serves as chairman of the BOD and presides over its meeting;
2. Represent the Federation in the National Confederation of Irrigators Associations (NCIA);
3. Exercises general supervision and direction of the affairs of the Federation and sees to it that the resolutions and instructions of the BOD are carried out;
4. Represents the Federation in all its social and economic activities to which it is to a party or participants;
5. Prepare in consultation with appropriate Federation Officers and Committees, a yearly program of work and budget and to submit an annual report of operation to the BOD and General Assembly and other information as the BOD may require;
6. Attest certificate of membership and other documents in behalf of the Federation;
7. Properly delegate his task prior to his absence; and
8. Exercises such other powers and perform such other duties as the BOD may lawfully delegate.

Section 3: The Vice-Presidents

Each of the Vice-Presidents shall concurrently serve as Chairpersons of Internal and External Affairs Committees, respectively. The Vice President serving as Chairperson of the Internal Affairs Committee shall exercise all powers and duties of the President during the latter's absence or incapacity. The Vice-President and Chairperson of the External Affairs Committee shall exercise all powers and perform all duties of the President in the absence of the President and the Vice-President for Committee of Internal Affairs.

Section 4: The Secretary

The Secretary shall have the following powers and duties:

1. Serves as Chairman on the Committee of Membership, Education and Training.
2. Keep records of minutes of all meetings of the BOD and maintain a record book;
3. Receives and presents application of membership to the BOD;
4. Files and countersigns all Certificate of Membership issued;
5. Updates list of members IA including their farmer-members;
6. Gives or cause to be given all notices of meetings of the

members of the BOD; and

7. Serves as custodian of all records of the Federation;

Section 5: The Treasurer

1. Serves as Chairman on the Committee on Finance and Development;
2. Serves as financial custodian of all assets of the Federation;
3. Receives and safely keep all funds of the Federation and deposit same in such bank designated by the BOD;
4. Disburse funds authorized by the BOD;
5. Provides documents pertaining to the financial status of the Federation;
6. Coordinate with the Federation Officers and Committees regarding fund requirements;
7. Post bond in such amount as maybe imposed by the BOD;
8. Issues official receipts for every fund received;
9. Prepare an annual report on the financial status of the Federation; and
10. Renders monthly report of the financial operation of the Federation.

Section 6: The Auditor

1. Serves as Chairman of the Audit and Inventory Committee.
2. Receives and examines the financial records of the Federation and recommend measure for their improvement;
3. Conducts periodic physical inventory of the assets and properties of the Federation and recommend measures for proper safekeeping;
4. Submits audited financial status reports to the General Assembly meeting; and
5. Countersigns all withdrawals made from the depository bank of the Federation.

Section 7: The Public Relations Officer (PRO)

1. Promote and enhance harmonious relationship of the member IAs of the Federation;

2. Help the President organize and supervise work groups among the member IAs of the Federation;
3. Prepare notices and write-ups for publication; and
4. Perform other duties and responsibilities as maybe assigned to him by the President or BOD.

ARTICLE XI STANDING COMMITTEES

Section 1: Creation of and Standing Committee

The BOD may create committees as the need arises.

There shall be five (5) regular standing committees: a. Internal Affairs; b. External Affairs; c. Membership, Education and Training; d. Finance and Development; and e. Audit and Inventory Committee.

Section 2: Internal Affairs Committee

The Internal Affairs Committee chaired by a Vice-President and whose members are the other Federation Officers shall have the following functions:

1. Acts as the Secretariat of the Federation President;
2. Formulate policy recommendations, prepare annual program of activities and budgetary allocations and submit such to the President for review and approval of the BOD; and
3. Holds meeting at least once a month and renders monthly status report of accomplishment to the BOD.

Section 3: External Affairs Committee

The External Affairs Committee chaired by a Vice-President and whose three (3) members selected from the General Assembly shall have the following functions:

1. Coordinate with line agencies program on agricultural development specifically on improved cultural practices, production of high value crops, importation and bulk purchase of agricultural inputs, marketing of farm products, and other agricultural support services for the benefit of member IAs;
2. Establish rapport with other GAs, NGOs and PIs providing agricultural support services to farmers organizations;
3. Establish tie-up with importers and dealers of agricultural supplies for the bulk procurement of production inputs at discounted price and with exporters for the export of farm

produce of member IAs;

4. Coordinate with concerned GAs, NGOs and PIs on the conduct of farmers congress as a venue for exchange of ideas and discussion of development in rural improvement, irrigated agriculture and irrigation; and
5. Holds meeting at least once a quarter and renders quarterly report of accomplishment to the BOD.

Section 3: Membership, Education and Training Committee

The Membership, Education and Training Committee shall be chaired by the Secretary and three (3) members selected from the General Assembly and shall have the following functions:

1. Receives, proceeds and recommends to the BOD all applications for Federation membership;
2. Prepare an annual program of activities for the education and training of member IAs and/or their farmer-members;
3. Manages membership, education and training-related conflicts in the Federation;
4. Recommends amendments to the Articles of Incorporation and By-Laws as the situation warrants;
5. Renders monthly status report on Federation membership;
6. Formulates strategies for Federation membership expansion;
7. Undertakes with the assistance of other Committees in the preparation, completion and filing of registration and annual documents required by the Securities and Exchange Commission (SEC);
8. Establish criteria for awards of outstanding member IA and Federation Officers;
9. Consolidates the list of member IAs and their farmer-members; and
10. Holds meeting at least once a quarter and renders quarterly report of accomplishment to the BOD.

Section 5: Finance and Development Committee

The Finance and Development Committee chaired by the Treasurer and three (3) members selected from the General Assembly shall have the following duties:

1. Formulates policies and procedures regarding the business affairs and improvements in the finance of the Federation;

2. Studies, proposes income generating projects and activities and recommends appropriate action to the BOD; and
3. Holds meeting at least once a quarter and renders quarterly report of accomplishment to the BOD.

Section 6: Audit and Inventory Committee

The Audit and Inventory Committee chaired by the Auditor and whose three (3) members selected form the General Assembly shall have the following functions:

1. Evaluates and recommends policies and procedures to safeguard the assets and properties of the Federation;
2. Conducts quarterly audit and report findings to the BOD;
3. Holds meeting at least once a quarter and renders quarterly report of accomplishment to the BOD.

**ARTICLE XII
QUALIFICATION OF OFFICERS**

Section 1: Qualification for the Officers of the Federation

All officers of the Federation must possess the following qualifications:

1. Must be the President of an Irrigators Association either in NISS or CISS at the time of his or her election to the BOD;
2. Must know how to read and write;
3. Must be of good moral character;
4. Must not be holding elective position in the government;
5. Know how to conduct meetings;
6. Have time and willingness to serve; and
7. Has not been involved previously in any anomaly concerning farmers organization.

**ARTICLE XIII
OTHER RULES AND REGULATIONS**

Section 1: The Board of Directors (BOD) of the Federation, as may deem necessary, promulgate such other rules and regulations governing the relationship of members in line with the rendition of personal services, and such other matters as maybe necessary in the

operation and management of the Federation. All member IAs shall abide and comply with such rules and regulations. Violation of such rules and regulations as well as those of the By-Laws may subject the offender to a penalty in the amount not exceeding *Five Hundred Pesos (P 500.00)*.

ARTICLE XIV USE AND DISPOSITION OF FEDERATION FUNDS

Section 1: Use of Federation Funds

1. Payment for expenses for SEC registration;
2. Payment for reimbursement for transportation, meals and other expenses of the members of the BOD in the performance of their official function;
3. Payment for honorarium and compensation of Federation Officers and employees, if the Federation is already capable;
4. Purchase of office supplies and materials;
5. Payment for amortization of any loans and all other obligations of the Federation; and
6. Payment of such other expenses as may arise in the conduct and operation of Federation activities.

Section 2: Withdrawal of Funds

Withdrawal of funds of the Federation deposited in the bank shall be made only by the Treasurer upon authorization by the BOD. All withdrawals must be accompanied by BOD Resolution indicating therein the purposes for which the funds is withdrawn.

ARTICLE XV AMENDMENTS

The By-Laws may be amended, altered or repealed in whole or in part or a new By-Laws adopted any regular or special meeting called for the purpose by a vote of the majority of the members of the BOD subject to the approval of the majority vote of all member IAs.

ADOPTED in the Municipality of _____, Province of
_____ this _____ day of _____, 19__ by
all the Incorporators.

PRINTED NAME

SIGNATURE

ADDRESS

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**PROVINCIAL FEDERATION
OF IRRIGATORS ASSOCIATIONS, INC**
(Authorized by the Securities and Exchange Commission)
(Address)

MEMBERSHIP APPLICATION AND AGREEMENT

We, the Members of the _____ Irrigators Association of the _____ Irrigation System, _____ Province of _____, and represented herein by its President, _____, hereby apply as a member IA to the _____ Provincial Federation of Irrigators Association, Inc., and agree to the following terms and conditions:

1. Abide with the Articles of Incorporation and By-Laws of the PFIA;
2. Abide by the Rules and Regulations promulgated and to be promulgated by the BOD;
3. Pay the three hundred pesos (P 300.00) annual dues; and
4. Participate actively in all activities, programs and projects of the PFIA.

Attached is the Resolution of the IA Board of Directors relative to this application and agreement.

Name and Signature

Recommending Approval:

Chairman, Committee on Membership,
Education and Training

Approved:

Chairman, Board of Directors

**MODEL ARTICLES OF INCORPORATION FOR
NATIONAL CONFEDERATION OF IRRIGATORS
ASSOCIATIONS**

**ARTICLES OF INCORPORATION
NATIONAL CONFEDERATION OF IRRIGATORS ASSOCIATION (NCIA), INC.**

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, the undersigned incorporators all of legal age, Filipino and residents of the Republic of the Philippines have on this day voluntarily associated ourselves for the purpose of forming a non-stock and non-sectarian association under the laws of the Philippines.

ARTICLE I

The name of the association shall be the National Confederation of Irrigators Associations (NCIA), Inc.

ARTICLE II

That, the purpose for which the Confederation is organized are:

1. To represent in all policy-making body of national government agencies and institutions the interest of all the farmers and members of Irrigators Associations (IAs) in the irrigated areas of the country;
2. To act as representative of all members of Irrigators Associations (IAs) in the country in international conferences, symposia and congress and in all national executive, legislative, and/or congressional public hearings on irrigation, agricultural and rural development policies, programs and projects;
3. To serve as a channel for the provision of technical, logistical and financial assistance to PFIAs of government agencies (GAs), non-government organizations (NGOs) and private institutions (PIs);
4. To hold regular meetings of all PFIA Presidents to discuss and receive issues and concerns for the benefit of all the member IAs in the country;
5. To initiate and co-sponsor international and national IA conferences, symposia and congress for the purpose of enhancing IA participation in irrigation, agricultural and rural development in the country and region;

6. To enter into an agreement with other GAS, NGOs and/or PIs that will provide programs and other support services to enhance farm productivity in the irrigated areas in the country; and
7. To adopt policies that would promote strong collaborative efforts between and among IAs, and International agencies and institutions, NIA, other GAS, NGOs and/or PIs.

ARTICLE III

The principal office of the Confederation is located at the following address:

ARTICLE IV

The term for which the Confederation is to exist in fifty (50) years from and after the issuance of the Certificate of Incorporation.

ARTICLE V

The names, nationality and residence of the Incorporators of the Confederation are as follows:

NAME	NATIONALITY	RESIDENCE
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ARTICLE VI

The member of Board of Directors (BOD) of the Confederation shall consist of fifteen (15) members and their names, nationality and residence are as follows:

NAME	NATIONALITY	RESIDENCE
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ARTICLE VII

That, the Confederation being a non-stock shall derive its funds from any or all of the following:

- a. Membership fees, annual dues and fines paid by member Provincial Federation of IAs (PFIA);
- b. Proceeds derived from income generating activities of the Confederation; and
- c. Donations from international and national organizations, agencies and institutions.

ARTICLE VIII

The present members are the former-members of the member IAs, in both the national irrigation systems (NISS) and communal irrigation systems (CISS), of the Provincial Federations of Irrigators Associations (PFIAs) in the country.

ARTICLE IX

That, _____ has been elected by the members as Treasurer and to act as such until his successor is duly elected and qualified, and that as Treasurer, he is authorized to receive for and in the name of the Confederation all contributions or donations paid or given by the member PFIAs.

IN WITNESS WHEREOF, we affixed our signature in _____
Philippines, this _____ day of _____, 198__.

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SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
CITY OF _____)

In the City of _____, this _____ day of _____, 199__ before me, a Notary Public in and for the Province of _____ personally appeared.

	<u>NAME</u>	<u>RES. CERT. NO.</u>	<u>DATE AND PLACE OF ISSUE</u>
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KNOWN TO ME and to me KNOWN to be the same persons who executed the foregoing Articles of Incorporation and who acknowledged to me that the name in their free will and voluntary act and deed.

WITNESS my hand and seal on the date at the place list above written.

Notary Public
Until December 31, _____
P.T.R. No. _____,
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

**MODEL BY LAWS FOR THE
NATIONAL CONFEDERATION OF
IRRIGATORS ASSOCIATIONS**

**BY-LAWS OF THE NATIONAL CONFEDERATION
OF IRRIGATORS ASSOCIATION (NCIA), INC.**

ARTICLE I

The name, domicile and purpose of the Confederation are those in its Articles of Incorporation.

**ARTICLE II
MEMBERSHIP**

Section 1: Qualification for Membership

Membership shall be open to the farmer-members of all Irrigators Association, both in the national irrigation systems (NISS) and communal irrigation systems (CISSs), in the country and shall be represented by the the President of its Provincial Federation of Irrigators Associations (PFIA) carrying out its participations in the affairs of the Confederation.

Section 2: Application for Membership

Application for membership shall be made in writing using the prescribed Membership Application and Agreement Form (NCIA Forms 1 and 2) and shall be submitted by the PFIA President thru the Secretary of the Board of Directors (BOD) of the Confederation. Such membership application shall be subject to the provisions of Section 1 of this Article: a majority of the members of the BOD shall admit the application for membership. Notice of admission shall be communicated by the Secretary to the PFIA President within two (2) weeks after the action of the BOD.

Section 3: Member PFIAs in Good Standing

A member PFIA of good standing is one who complies with the duties set forth in Section 1 of Article III of this By-Laws as well as the terms and conditions of the Membership Agreement.

ARTICLE III
RIGHTS AND RESPONSIBILITIES OF MEMBERS

Section 1: Duties and Responsibilities

1. Understand and faithfully obey the By-Laws and Membership Agreement and such other rules and regulations as maybe promulgated by the BOD;
2. Attend and participate actively in all meetings and conferences that may be called by duly constituted authorities and encourage others to do the same;
3. Promptly pay all financial obligations and dues to the Confederation;
4. Choose capable leaders;
5. Use the services of the Confederation;
6. Contribute as much principal to the Confederation as needed and be alert and vigilant regarding the disposition of funds and properties;
7. Study and prepare oneself to become knowledgeable and competent official when time comes;
8. Defend the Confederation when other people give wrong information about it;
9. Refrain from asking special favor;
10. Participate in all productive and educational endeavors of the Confederation.

Section 2: Rights and Privileges

1. Attend trainings and seminars intended to enrich their knowledge;
2. Exercise the right to vote on all matters brought before any meeting of the member PFIAs and actively participate in all deliberations;
3. Be available in any elective and/or appointive position in the Confederation, if not otherwise disqualified;
4. Avail of any assistance, services, benefits and facilities of the Confederation upon compliance with the conditions and requirement thereof; and
5. Examines the book of accounts and other records of the Confederation at reasonable times during business days.

ARTICLE IV
SUSPENSION, EXPULSION AND TERMINATION OF MEMBERS

Section 1: Suspension of Membership

Membership may be suspended on the following grounds:

1. Failure to pay annual dues, contributions or has wilfully failed to comply with the duties as members as well as the terms and conditions of the membership agreement;
2. Culpable act prejudicial to the welfare of member PFIA's like destruction of buildings, facilities and other physical assets and important documents and records of the Confederation.

Section 2: Expulsion

In addition to the offenses enumerated in Section 1 of Article IV, the BOD shall have summary power by a vote of two-thirds (2/3) of its members to expel any member PFIA for a conduct which in the opinion of the BOD disturbs the order, dignity or damage the integrity of the Confederation or from any conduct in violation of this By-Laws of the rules and regulations of the Confederation.

Section 3: Termination of Membership

1. Dissolution of the Irrigators Association (IA) which he or she represents;

Section 4: Fines and Penalties

Any member PFIA found guilty of the offenses enumerated in Section 1 of this Article may after hearing the case, be penalized by the BOD by a fine or suspension of membership and will deprive the member PFIA of their rights and privileges.

ARTICLE V
FEES AND DUES, AND SOURCES OF FUNDS

Section 1: Membership Fees and Annual Dues

Every prospective member IA must pay a membership fee of one thousand and five hundred pesos (₱ 1,500.00) to be paid upon filing of membership application. Such fee is refundable if the application is rejected.

Section 2: Annual Dues

An annual fee of eight hundred pesos (₱ 800.00) shall be due to all PFIA and shall be remitted by the PFIA thru the PFIA Treasurer to the Confederation Treasurer. Remittance of annual fee shall be done in January of each year to defray

administrative and operational expenses of the Confederation.

Section 3: Contribution

The Confederation may raise funds for its activities through contributions or donations from local or foreign sources, provided within the laws of the republic of the Philippines either in cash or in kind and through benefit programs considered appropriate and legal for the purpose.

Section 4: Fines and Penalties

The Confederation may impose fines on representative of member PFIA who are absent from meetings and conferences and those who violate Confederation rules and regulations in the amount fixed by the BOD.

**ARTICLE VI
FISCAL YEAR, MEETINGS AND ELECTION**

Section 1: Fiscal Year

The Fiscal Year of the Confederation commence on the first day of January and ends on the last day of December of the same year.

Section 2: Annual Meetings of the General Assembly

All PFIA of the country which are represented by their respective Presidents, collectively compose the entire membership of the National Confederation of IA (NCIA), Inc. shall meet in the designated venue on the Fourth Monday of the month of January each year.

The first regular election shall be done on the Fourth of the Month of January 19__ and every four (4) years thereafter to precede the election of Board of Directors (BOD) who shall later elect the Officers during the organization of the Confederation.

The Confederation President, Officers and Committee Chairpersons shall be chosen and elected from among and by the BOD. All other three (3) members, each representing Luzon, Visayas and Mindanao, of the Confederation Committees shall be selected by the BOD from the other members of the General Assembly from a list of six (6) candidates recommended by the Committee Chairpersons.

Section 3: Regular Meetings of Conferderation Officers

The Confederation Officers will hold their regular meeting semi-annually on the time and date agreed by them.

Section 4: Special Meetings

Special meetings of the General Assembly or Confederation Officers may be called anytime upon request of at least fifty percent (50%) of the entire membership in good standing.

Section 5: Quorum

Unless otherwise provided in the By-Laws, a simple majority of the the General Assembly and/or Confederation Officers shall constitute a quorum.

Section 6: Notice of Meetings

Notice of every annual, regular or special meetings shall be delivered, send by registered mail, telegram or fax message to all Confederation Officers two (2) weeks before such meeting. In addition, a copy of such notice shall be posted for such period in conspicuous or frequented places within the premises of the Confederation's office. Notice of meeting shall include the purpose(s), date, time and place of such meeting.

Section 7: Order of Business

The order of business unless otherwise shall be as follows:

1. Call to Order/Opening Prayer
2. Roll Call and Proof of Quorum
3. Reading of and action on the Minutes of the previous meeting
4. Report of Federation Officers and Committees
5. Unfinished business
6. Recommendations and Proposals
7. Approval of the Budget for the Ensuing Year (if annual meeting)
8. Election of Officers (if regular or special election is called for)
9. Action Reflection
10. Adjournment and Closing Prayer

Section 6: Vacancy

Whenever a vacancy occurs in the position of Confederation Officers through death, resignation or otherwise, except by removal or expiration of term, the BOD shall elect a successor who shall serve only the unexpired term of his predecessor.

ARTICLE VII THE GENERAL ASSEMBLY

Section 1: The General Assembly

The General Assembly is composed of all Presidents of Provincial of IAs (PFIAs) in the country and Confederation

Officers. As such, they are the highest management authority and final decision maker in the Confederation.

Section 2: Powers of the General Assembly

The General Assembly shall have the following powers:

1. To hear and pass upon the reports of the BOD and Confederation Officers;
2. To make final decisions regarding any drastic change in the financial policies;
3. To elect members of the BOD and remove its members, Confederation Officers, and Committee Chairpersons and its Members for cause;
4. To act as final arbiter in any dispute or disagreement which may arise between or among members of the BOD;
5. To adopt or amend the Articles of Incorporation and By-Laws of the Confederation;
6. To act and exercise final authority in all matters affecting the Confederation except those delegated to the BOD; and
7. To dissolve the BOD for cause and to constitute a new one.

ARTICLE VIII CONFEDERATION BOARD OF DIRECTORS

Whenever a vacancy occurs in the position of a member of the BOD through death, resignation or otherwise except by removal or expiration of term, the General Assembly shall elect a member from among the members of the General Assembly who shall serve only the unexpired term of his predecessor.

ARTICLE IX OFFICERS OF THE CONFEDERATION AND THEIR DUTIES

Section 1: Officers of the Federation

The Elective Officers of the Confederation shall consist of the President, Vice-President, Auditor and Public Relations Officer (PRO).

The appointed Officers of the Confederation shall consist of the Secretary and Treasurer who shall be hired based on the qualifications, terms and salary rates to be fixed by the BOD. The Confederation Officers sitting *en banc* shall evaluate and recommend the candidates for the positions for approval of the BOD.

Section 2: The President

The President which is elected from among and by the members of the BOD shall have the following functions:

1. Shall represent the Confederation in the policy-making bodies of national government agencies and institutions, where required by law;
2. Serves as chairman of the BOD and presides over its meeting;
3. Exercises general supervision and direction of the affairs of the Confederation and sees to it that the resolutions and instructions of the BOD are carried out;
4. Represents the Confederation in all its social and economic activities to which it is to a party or participants;
5. Prepare in consultation with appropriate Confederation Officers and Committees, a yearly program of work and budget and to submit an annual report of operation to the Confederation to the BOD and other information as the BOD may require;
6. Attest certificate of membership and other documents in behalf of the Confederation;
7. Properly delegate his task prior to his absence; and
8. Exercises such other powers and perform such other duties as the BOD may lawfully delegate.

Section 3: The Vice-President

The Vice-President shall concurrently serve as Chairperson of External Affairs Committee. The Vice President shall exercise all powers and duties of the President during the latter's absence or incapacity.

Section 4: The Secretary

The Secretary shall have the following powers and duties:

1. Serves as Chairman on the Committee of Membership, Education and Training.
2. Keep records of minutes of all meetings of the BOD and maintain a record book;
3. Receives and presents application of membership to the BOD;
4. Files and countersigns all Certificate of Membership issued;
5. Updates list of member PFIAs including their member IAs;

6. Gives or cause to be given all notices of meetings of the members of the General Assembly and/or BOD; and
7. Serves as custodian of all records of the Confederation.

Section 5: The Treasurer

1. Serves as Chairman on the Committee on Finance and Development;
2. Serves as financial custodian of all assets of the Confederation and shall serve concurrently as Chairman of the Finance Committee;
3. Receives and safely keep all funds of the Confederation and deposit same in such bank designated by the BOD;
4. Disburse funds authorized by the BOD;
5. Provides documents pertaining to the financial status of the Confederation;
6. Coordinate with the Confederation Officers and Committees regarding fund requirements;
7. Post bond in such amount as maybe imposed by the BOD;
8. Issues official receipts for every fund received;
9. Prepare an annual report on the financial status of the Confederation; and
10. Renders quarterly report of the financial operation of the Confederation.

Section 6: The Auditor

1. Serves as Chairman of the Audit and Inventory Committee;
2. Receives and examines the financial records of the Confederation and recommend measure for their improvement;
3. Conducts periodic physical inventory of the assets and properties of the Confederation and recommend measures for proper safekeeping;
4. Submits audited financial status reports to the General Assembly meeting; and
5. Countersigns all withdrawals made from the depository bank of the Confederation.

Section 7: The Public Relations Officer (PRO)

1. Serves as the Official Spokesman of the Confederation;
2. Promote and enhance harmonious relationship of the member PFIAs, their member IAs and farmer-members of the Confederation;
3. Help the President organize and supervise work groups among the member PFIAs of the Confederation;
4. Prepare notices and write-ups for publication and new releases; and
5. Perform other duties and responsibilities as maybe assigned to him by the President or BOD.

**ARTICLE XI
STANDING COMMITTEES**

Section 1: Creation of and Standing Committee

The BOD may create committees as the need arises.

There shall be four (4) regular standing committees: a. External Affairs; b. Membership, Education and Training; c. Finance and Development; and d. Audit and Inventory Committee.

Section 2: External Affairs Committee

The External Affairs Committee chaired by the Vice-President and whose three (3) members selected form the General Assembly shall have the following functions:

1. Coordinate with line agencies in agricultural development specifically on government policies and directions on programs and projects supportive of rural development, irrigated agriculture and irrigation;
2. Establish rapports with other GAs, NGOs and PIs providing support services to farmers organizations;
3. Establish tie-up management and officials of national organizations of agricultural suppliers and importers and exporters for the formulation of programs beneficial to farmers in the irrigated areas;
4. Coordinate with GAs, NGOs and PIs on the conduct of international or national farmers congress, symposia and conferences as a venue for exchange of ideas and discussion of development in rural improvement, irrigated agriculture and irrigation; and

5. Holds meeting once every six (6) months and renders semi-annual report of accomplishment to the BOD.

Section 3: Membership, Education and Training Committee

The Membership, Education and Training Committee shall be chaired by the Secretary and three (3) members selected from the General Assembly and shall have the following functions:

1. Receives, proceeds and recommends to the BOD all applications for Confederation membership;
2. Prepare an annual program of activities for the education and training of member PFIAs;
3. Manages membership, education and training-related conflicts in the Confederation;
4. Recommends amendments to the Articles of Incorporation and By-Laws as the situation warrants;
5. Renders semi-annual status report on Confederation membership;
6. Formulates strategies for Confederation membership expansion;
7. Undertakes with the assistance of other Committees in the preparation, completion and filing of registration and annual documents required by the Securities and Exchange Commission (SEC);
8. Establish criteria for awards of outstanding member PFIA and Confederation Officers;
9. Consolidates the list of member PFIAs and their member IAs; and
10. Holds meeting once every six (6) months and renders quarterly reports of accomplishment to the BOD;

Section 4: Finance and Development Committee

The Finance and Development Committee chaired by the Treasurer and three (3) members selected from the General Assembly shall have the following duties:

1. Formulates policies and procedures regarding the business affairs and improvements in the finance of the Confederation;
2. Studies, proposes income generating projects and activities and recommends appropriate action to the BOD; and
3. Holds meeting once every six (6) months and renders semi-annual report of accomplishment to the BOD.

Section 5: Audit and Inventory Committee

The Audit and Inventory Committee chaired by the Auditor and whose three (3) members selected from the General Assembly shall have the following functions:

1. Evaluates and recommends policies and procedures to safeguard the assets and properties of the Confederation;
2. Conducts semi-annual audit and report findings to the BOD; and
3. Holds meeting once every six (6) months and renders semi-annual reports of accomplishment to the BOD.

**ARTICLE XII
QUALIFICATION OF OFFICERS**

Section 1: Qualification for the Officers of the Federation

All officers of the Confederation must possess the following qualifications:

1. Must be a President of a Provincial Federation of Irrigators Association (PFIA) at the time of his or her election to the BOD;
2. Must know how to read and write;
3. Must be of good moral character;
4. Must not be holding elective position in the government;
5. Know how to conduct meetings;
6. Have time and willingness to serve; and
7. Has not been involved previously in any anomaly concerning farmers organization.

**ARTICLE XIII
OTHER RULES AND REGULATIONS**

Section 1: The Board of Directors (BOD) of the Confederation, as may deem necessary, promulgate such other rules and regulations governing the relationship of members, hiring of employees and other services, and such other matters as maybe necessary in the operation and management of the Confederation. All member PFIAs shall abide and comply with such rules and regulations. Violation of such rules and regulations as well as those of the By-Laws may subject the offender to a penalty in the amount not exceeding One Thousand Pesos (P 1,000.00).

**ARTICLE XIV
USE AND DISPOSITION OF CONFEDERATION FUNDS**

Section 1: Use of Confederation Funds

1. Payment for expenses for SEC registration;
2. Payment for reimbursement for transportation, meals and other expenses of the members of the BOD in the performance of their official function;
3. Payment for honorarium and compensation of Confederation Officers and employees, if the Confederation is already capable;
4. Purchase of office supplies and materials;
5. Payment for amortization of any loans and all other obligations of the Confederation; and
6. Payment of such other expenses as may arise in the conduct and operation of Confederation activities.

Section 2: Withdrawal of Funds

Withdrawal of funds of Confederation deposited in the bank shall be made only by the Treasurer upon authorization by the BOD. All withdrawals must be accompanied by BOD Resolutions indicating therein the purposes for which the funds are withdrawn.

**ARTICLE XV
AMENDMENTS**

The By-Laws may be amended, altered or repealed in whole or in part or a new By-Laws adopted any regular or special meeting called for the purpose by a vote of the majority of the members of the BOD subject to the approval of the majority vote of all member PFIAs.

ADOPTED in the City of _____, National Capital
Region (NCR) on this _____ day of _____, 19__ by
all the Incorporators.

PRINTED NAME

SIGNATURE

ADDRESS

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NATIONAL CONFEDERATION OF IRRIGATORS ASSOCIATIONS, INC
(Authorized by the Securities and Exchange Commission)
(Address)

MEMBERSHIP APPLICATION AND AGREEMENT

We, the Members of the _____ Provincial
Federation of Irrigators Association (PFIA), Inc., with Office
Address at _____,
and represented herein by its President, _____,
hereby apply as a member PFIA to the National Confederation of
Irrigators Association (NCIA), Inc., and agree to the following
terms and conditions:

1. Abide with the Articles of Incorporation and By-Laws of the NCIA;
2. Abide by the Rules and Regulations promulgated and to be promulgated by the BOD;
3. Pay the eight hundred pesos (P 800.00) annual dues; and
4. Participate actively in all activities, programs and projects of the NCIA.

Attached is the Resolution of the PFIA Board of Directors relative to this application and agreement.

Name and Signature

Recommending Approval:

Chairman, Committee on Membership,
Education and Training

Approved:

Chairman, Board of Directors