Here is the Constitution and By-Laws template tailored specifically for youth organizations registering through the Local Youth Development Office (LYDO) of Lezo, Aklan.
This version integrates the statutory age limits under Republic Act No. 8044 and RA 10742 (as amended by RA 11768), aligns jurisdiction across the 12 component barangays of Lezo, and routes support directly through the local municipal desk.

Instructions & Guidance Notes for Lezo Youth Organizations

A **Constitution** establishes the identity, mandate, and governance structure of your organization. The **By-Laws** define your day-to-day operating policies, officer roles, meeting guidelines, and financial handling rules.

Preparation Tips for Local Youth Groups:

- Form a working committee of 5 to 10 active youth members representing your purok, school club, or sector.
- Ensure your membership qualifications match national YORP rules: youth members must be **15 to 30 years old**.
- Write with clear, simple language that every Katipunan ng Kabataan member or club member can understand.
- Focus on actionable, community-based solutions that benefit your host barangay or school in Lezo.

How to Use This Template:

- Bracketed bold terms like [Name of Organization] must be replaced with your specific details.
- Text within parentheses (...) provides local recommendations to guide your drafting.
- Once completed, print the draft, conduct an adoption meeting with your general assembly, secure physical signatures, and submit the scanned document to the **LYDO Lezo YORP Desk**.

Need Local Help?

Visit us at Mayor's Office, Ground Floor, Municipal Hall, San Isidro St., Poblacion, Lezo, Aklan, or email **lydolezo@gmail.com** for pre-registration review and drafting assistance.

Constitution and By-Laws of [Full Official Name of Organization]
Established on: [Date of Founding]
Formally Adopted on: [Date of Adoption Meeting]
Official Base / Host Barangay: [Barangay Name, e.g., Barangay Poblacion / Agcawilan / Mina / etc.], Lezo, Aklan

Article I. Name and Domicile

Section 1. The official name of this organization shall be **[Full Official Name of the Organization]**.

a) **a.** Throughout this document and in municipal correspondence, the organization shall be referred to as **[Official Acronym or Short Name]**.

Section 2. The official headquarters and principal mailing address of the organization shall be located at [Specific Address / Purok / Barangay / School Base], Municipality of Lezo, Province of Aklan.

Article II. Legal Mandate, Vision, Mission, and Core Objectives

Section 1. Legal Alignment. This organization operates in adherence to Republic Act No. 8044 (Youth in Nation-Building Act) and Republic Act No. 10742, as amended by Republic Act No. 11768 (Sangguniang Kabataan Reform Act), under the registration and coordination framework of the National Youth Commission (NYC) and the Local Youth Development Office (LYDO) of Lezo.

Section 2. Vision. The organization envisions [state clear vision statement, e.g., a proactive, values-driven youth community actively leading cultural preservation, leadership development, and civic progress in Lezo].

Section 3. Mission. To fulfill this vision, the organization commits to [state mission statement, e.g., implement inclusive grassroots projects, develop leadership capabilities, and collaborate with the Sangguniang Kabataan and municipal offices].

Section 4. Objectives. The organization shall pursue the following specific objectives:

a) Organize community-based and youth-oriented initiatives within [Barangay Base or Lezo municipality-wide];
b) Represent the specific interests and welfare of our member sector before the Sangguniang Kabataan and the Local Youth Development Council (LYDC);
c) Build positive character, leadership competence, and community volunteerism among youth members;
d) [Add group-specific objective, e.g., promote traditional Lezo pottery and crafts / champion environmental preservation / foster sportsmanship].

Article III. Membership

Section 1. Eligibility. Membership is open to any individual who meets the following criteria:

a) **Age:** Must be fifteen (15) to thirty (30) years old at the time of registration, in accordance with national youth policy;
b) **Residence / Affiliation:** Must be a bonafide resident of Barangay [Barangay Name], a resident of any of the 12 barangays of Lezo, or an officially enrolled student/worker within the municipality;
c) **Commitment:** Must agree to abide by this Constitution and By-Laws and support the group's projects.

Section 2. Application and Admission. Qualified individuals become members by:

a) Submitting an official Membership Intake Form to the Organization Secretary;
b) Attending an orientation session or general membership assembly;
c) Affirming the formal commitment to organizational goals.

Section 3. Master Roster. The Secretary shall maintain an accurate, up-to-date **Official Roster of Members** stating full names, birthdates, exact ages, sex, purok/barangay addresses, and contact numbers. This roster must be updated annually.

Section 4. Rights and Responsibilities.

a) Members in good standing have the right to vote, run for elective office, participate in deliberative assemblies, and join programs;
b) Members must attend official general assemblies, support approved projects, and conduct themselves in a manner that upholds the dignity of the organization and the municipality.

Section 5. Voluntary Resignation. Any member may withdraw from the organization by submitting a formal written notice of resignation to the Executive Committee through the Secretary at least seven (7) days prior to effectivity.

Section 6. Termination of Membership.

a) **Automatic Termination:** Reaching thirty-one (31) years of age automatically shifts a member to honorary or alumnus status, removing voting and officer eligibility while allowing advisory participation;
b) **Disciplinary Removal:** A member may be dropped from the roll on verified grounds of serious violation of internal rules, gross misconduct, or unexcused absence from three (3) consecutive general assemblies. Disciplinary action requires prior written notice, an opportunity to be heard before the Executive Committee, and a two-thirds (2/3) vote of the committee.

Section 7. Organization Adviser.

a) The Executive Committee may appoint one (1) or more advisers who must be individuals of proven integrity, professional experience, or community standing within Lezo;
b) The adviser provides institutional guidance, mentorship, and technical advice, but holds no voting rights in executive decisions;
c) An adviser serves a term equivalent to the appointing Executive Committee, subject to renewal or replacement by majority vote of the officers.

Article IV. Executive Committee and Officers

Section 1. Composition and Duties. The governing body of the organization shall be the **Executive Committee**, composed of the following elected officers:

a) **President**

- Serves as the chief executive officer and principal representative of the organization in all transactions with the Municipal Government of Lezo, the LYDO, the LYDC, and partner institutions;
- Presides over all regular, special, and executive meetings;
- Signs official letters, resolutions, project proposals, and verified YORP registration forms;
- Directs the implementation of approved plans and activities.

b) **Vice President**

- Directly assists the President in operational administration;
- Automatically assumes the duties of the President in the event of temporary absence, incapacity, resignation, or permanent vacancy;
- Oversees the operations and coordination of all standing committees.

c) **Secretary**

- Maintains custody of organizational records, minutes of meetings, official resolutions, and correspondence;
- Prepares and certifies the Official Directory of Officers and Master Roster of Members required for local and national YORP submissions;
- Issues notices of meetings to members and officers at least two (2) days before scheduled sessions.

d) **d. Treasurer**

- Serves as the financial custodian of the organization;
- Collects dues, project funds, subsidies, or donations, issuing official acknowledgment receipts for all collections;
- Keeps detailed disbursement books and deposits funds in an authorized account agreed upon by the officers;
- Prepares financial balance sheets and liquidation reports for every activity.

e) **e. Auditor**
   - Conducts periodic reviews of all receipts, disbursements, bank books, and project expense reports;
   - Audits and signs financial statements prepared by the Treasurer before presentation to the General Assembly and external auditing bodies;
   - Ensures funds are used strictly for authorized organizational purposes.

f) **f. Public Information Officer (P.R.O.)**

   - Handles public announcements, digital communications, notices, and press releases;
   - Coordinates media documentation, event photography, and the management of official social media channels;
   - Coordinates advocacy visibility with the LYDO Lezo media desk.

Section 2. Officer Qualifications. To run for and hold an officer post, a candidate must:

- **a.** Be a registered member in good standing aged fifteen (15) to thirty (30) years old throughout their term of office;
- **b.** Have no pending administrative, civil, or criminal cases involving moral turpitude;
- **c.** Demonstrate active involvement in organizational activities.

Section 3. Term of Office and Elections.

- **a.** Officers shall serve for a term of **[one (1) year / two (2) years]**, beginning on the day of oath-taking until their successors are duly elected and qualified;
- **b.** Regular elections shall be conducted every **[specify month, e.g., October / November]** through secret balloting or open show of hands during the Annual General Assembly;
- **c.** Vacancies occurring before regular elections shall be filled through a special election or by majority appointment by the remaining Executive Committee members for the unexpired term.

Article V. Meetings and Governance

Section 1. Regular Executive Meetings. The Executive Committee shall meet at least **[once every month / once every quarter]** at a designated venue in Lezo or via a verified online conferencing platform.

Section 2. General Assembly Meetings. The General Membership Assembly shall convene at least **[once every six months / once a year]** to review accomplishment reports, approve audited financial statements, and discuss priority projects.

Section 3. Quorum. A simple majority **(50% of members plus 1)** shall constitute an official quorum for executive and general meetings. No binding policy vote or election shall proceed without a verified quorum.
Section 4. Notices. Notices for regular assemblies must be circulated at least three (3) days in advance. Emergency meetings to address time-sensitive matters may be called with a 24-hour notice delivered personally or via official digital chat groups.

Section 5. Decision-Making. Decisions are carried by an open, simple majority vote of members present. In the event of a tie, the presiding officer (President) casts the tie-breaking vote.

Article VI. Standing Committees

Section 1. Committee Structure. To ensure balanced workload and active member participation, the organization shall form the following Standing Committees:

- **a. Committee on Programs and Community Service:** Plans, organizes, and implements grassroots projects, cultural workshops, sports clinics, and local community assistance activities;
- **b. Committee on Membership and Training:** Coordinates new member intake, verification of voter lists, and leadership capability workshops;
- **c. Committee on Finance and Logistics:** Assists the Treasurer with fundraising, sponsorship letters, venue logistics, and procurement for activities;
- **d. Committee on Advocacy and Social Media:** Coordinates community awareness campaigns, health/anti-drug information drives, and social media releases.

Section 2. Committee Leadership. Each committee is headed by a Chairperson designated by the Executive Committee, supported by at least two (2) active volunteer members from the general roll.

Article VII. Accountability, Discipline, and Removal

Section 1. Grounds for Disciplinary Action. Any elected officer may be subjected to disciplinary action, suspension, or removal from office on any of the following proven grounds:

- **a.** Direct violation of this Constitution and By-Laws or official council resolutions;
- **b.** Misappropriation, embezzlement, or unauthorized handling of organizational funds;
- **c.** Three (3) consecutive unexcused absences from regular executive meetings;
- **d.** Gross misconduct or abuse of authority compromising the credibility of the organization.

Section 2. Due Process and Investigation.

- **a.** Any formal complaint against an officer must be filed in writing with the Executive Committee;
- **b.** The respondent officer must receive a copy of the charges within five (5) working days and be given a fair opportunity to submit an answer and present evidence;

- **c.** The Executive Committee may vote to temporarily suspend the respondent during an active inquiry, with the suspension not exceeding fifteen (15) calendar days.

Section 3. Final Decision. An officer may be removed only upon a **two-thirds (2/3) vote** of the entire Executive Committee or a majority vote of the General Assembly during a session convened for that purpose. The decision rendered shall be final and recorded in the permanent minutes.

Article VIII. Amendments and Transitory Provisions

Section 1. Amendments. Any provision of this Constitution and By-Laws may be amended, repealed, or modified by a **two-thirds (2/3) affirmative vote** of the active members present during a General Assembly specifically called for that purpose.

Section 2. Effectivity. This Constitution and By-Laws shall take effect immediately upon ratification by the General Membership Assembly and official endorsement by the Local Youth Development Office (LYDO) of Lezo for YORP verification.

Ratification and Signatures

We, the undersigned founding officers and members representing **[Full Name of Organization]**, do hereby certify that the foregoing Constitution and By-Laws was formally presented, deliberated upon, and ratified by a majority vote of the general membership during our assembly held on this **[Day]** day of **[Month]**, **[Year]** at **[Venue / Barangay]**, Lezo, Aklan.

Printed Name	**Position / Designation**	**Signature**
[Full Name]	President	_____
[Full Name]	Vice President	_____
[Full Name]	Secretary	_____
[Full Name]	Treasurer	_____
[Full Name]	Auditor	_____
[Full Name]	Public Information Officer	_____
[Full Name]	Adviser / Witness	_____