

CONSTITUTION AND BY-LAWS of SANGGUNIANG LAYKO NG APOSTOLIKO BIKARYATO NG TAYTAY

PREAMBLE

Responding to the Call of the 2nd Vatican Council and the 2nd Plenary Council of the Philippines for Communion, Participation and Co-responsibility in the Church; and desirous to realize the Commitment of the people of God in the Apostolic Vicariate of Taytay, Palawan Plenary Assembly to renew and revitalize our parish toward making it a veritable Kingdom of God and a Community of Disciples of Jesus Christ; through the intercession of Mary Our Lady of the Rosary and St. Joseph the Worker our Patron Saint, we promulgate this Constitution of the Sangguniang Layko (SL-AVT).

ARTICLE I

Nature

Section 1. The Sangguniang Layko (henceforth SL-AVT) is a Representative Group of the Christian faithful of the Apostolic Vicariate that acts as the official policy-making, planning, implementing and monitoring body of the Apostolic Vicariate.

Section 2. The SL-AVT is an advisory and consultative body to the Apostolic Vicar (henceforth AV) who has the final and accountable decision in vicarial agenda in accord with the provisions of Church Law and in line with Vicarial policies and norms.

ARTICLE II

Objectives

Section 1. To draw a Vicarial Pastoral Plan.

Section 2. To foster participation and communion among the People of God with one another in the apostolic vicariate.

Section 3. To give support to the AV and undertake any appropriate project or task given to it.

ARTICLE III

Membership

Commission on Youth

Commission on Formation on Religious Affair

Commission on Social Issues and Special Concern

Commission on Stewardship and Temporalities

Commission on Social Communication and External Affairs

Commission on Poverty Alleviation and Livelihood

All Parish Pastoral Council Presidents

All Presidents/Coordinators of Vicarial Council of Religious Organizations, Movements and Ministries

ARTICLE IV **Source of Fund**

Section 1. All members are encouraged to share the amount of Php60.00 per quarter.

Section 2. Donations from generous hearts are highly appreciated.

Section 3. Fund raising.

ARTICLE V **Officers**

President

1st Vice President

2nd Vice President

Secretary

Treasurer

Internal Auditor

General Executive Secretary

6 Commission Heads

Section 1. The group of officers of the SL-AVT shall be known as the Executive Board (henceforth EB).

Section 2. The members of the SL-AVT shall elect among themselves, by secret ballot, the officers or members of the EB, composed of the President, Vice-President, Secretary, Treasurer, Auditor, Commission Heads. Other officers can be added to the EB (from among the members of the SL-AVT) as deemed necessary by the AV, but they should not exceed thirteen in number.

Section 3. The functions of the EB are:

To make recommendations for the good of the Apostolic Vicariate, to be approved by the SL-AVTen banc.

To prepare the Agenda for the SL-AVTen banc meeting. This involves prioritizing the needs of the vicariate.

To act as the Secretariat and Steering Committee of the SL-AVT.

To undertake any task given to it by the AV and the Chancellor.

Section 4. The duties of the Officers are as follows:

President – presides in the SL-AVT and EB meeting when delegated by the AV.

1st Vice-President – will be incharge/coordinate to all Parish Pastoral Council Presidents and assumes the duties of the President in the latter's absence and will serve as Grievance Committee Chairperson.

2nd Vice President – will be incharge/coordinate to all presidents/coordinators of the Vicarial Council of all religious organizations, movements and ministries.

Secretary – takes the minutes of meetings and keeps the records and attendance.

Treasurer- keeps and accounts for the funds of the SL-AVT, particularly the funds generated from fund raising activities and income generating projects.

Internal Auditor – evaluates the correctness of the financial reports and accounting of the SL-AVT.

ARTICLE VI

Term of Office

Section 1. The term of office of officers is two years, renewable for another term. No officer can serve for more than two consecutive terms. However, they are eligible again to be officers after a break in their officership.

Section 2. In case a member ceases to be a member because of resignation, incapacity or disqualification, the Chancellor will appoint somebody from the same sector to serve out his/her unexpired term.

Section 3. Current SL-AVT officers as of November 13, 2021, are considered to be in their first term. Therefore, they can be reappointed or re-elected for their second term during the coming election.

ARTICLE VII

Qualifications

Section 1. Only Parish Pastoral Council President and president/coordinator of various Vicarial Council of religious organizations, movements and ministries.

ARTICLE VIII

Meetings

Section 1. The meetings of both the SL-AVT and the Executive Board shall be presided over by the president.

Section 2. The SL-AVTen banc meets every 4th Saturday of the last quarter of the month, and so does the Executive Board meets before the scheduled meeting.

Section 3. All meetings must be formal in nature, and minutes are to be duly recorded and kept. It is encouraged that a short bible-based prayer should precede every meeting.

ARTICLE IX

Election, Organization and Cessation

Section 1. The SL-AVT should have already been constituted by the end of November 2023.

Section 2. The members and officers of the SL-AVT will take their oath of office on November 13, 2021. They start their office and assume responsibility after they take their oath.

ARTICLE X

Amendments

Amendments in this Constitution may be made by the AV/Chancellor in consultation with the Vicarial General Assembly.

ARTICLE XI

Effectivity

This Constitution and By-Laws is hereby promulgated and takes effect immediately right after its ratification on December 11, 2021 and will remain effective until it is abrogated by the Apostolic Vicar of Taytay.

Signed:

SIS. MYLENE SOCORRO L. VICTORIA

SIS. NENITA D. DACILLO

BRO. ROLANDO H. SAN JOSE

SIS. LILIAN A. SAN JOSE

SIS. JOSEPHINE A. PALAO

BRO RADEN O. LAMPAGO

SIS. LUCIA O ABIAN

FR. PHILIP JEROLD F. TAN