

**AMENDED BY-LAWS OF
SANGGUNIANG LAIKO NG PILIPINAS, INC.**

ARTICLE I. GENERAL ORGANIZATION

As amended September 14, 2023

Sec. 1. Name

The name of this organization shall be the SANGGUNIANG LAIKO NG PILIPINAS, INC. (LAIKO) formerly known as COUNCIL OF THE LAITY OF THE PHILIPPINES, INC.; and for the purposes of these By-Laws shall hereinafter referred to as "LAIKO"

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Sec. 2. Domicile

The principal office of the LAIKO shall be located at LAIKO Building, 372 Cabildo Street, Barangay 655, Intramuros, Manila.

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ARTICLE II. MEMBERSHIP

Sec. 1. Catholic Lay. All Catholic Lay faithful are members of the Laity. They shall

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be represented at LAIKO at every meeting held nationally to be known as NATIONAL ASSEMBLY by:

- 1.1. Three (3) officially designated officers or leaders of their respective Archdiocesan/ Diocesan Councils of the Laity, and
- 1.2. Three (3) officially designated officers and leaders of duly accredited Catholic (Lay) National Organizations which have at least ten (10) diocesan chapters or units distributed among the four regions of Luzon, Visayas, and Mindanao, and the National Capital Region.

Sec. 2. Diocesan Councils of the Laity. Diocesan Councils of the Laity shall be

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established in every diocese of the Philippines.

ARTICLE III. ORGANIZATION

Sec. 1. The National Spiritual Director. There shall be a National Spiritual Director who is the designated Chairman of the Episcopal Commission on the Lay Apostolate or

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ECLA and shall serve as the spiritual guide and animator of LAIKO. He shall also bring to the attention of the LAIKO the decisions, opinions, and recommendations of the ECLA affecting the LAIKO and vice versa.

Sec. 2. The Board of Directors. There shall be a Board of Directors, which is the highest policy - making body of the LAIKO. It shall be composed of fifteen (15) members who shall be elected at large.

The Board of Directors shall elect from among themselves four (4) Vice Presidents, representing the Ecclesiastical Province of Manila, and the Regions of Luzon,

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Visayas and Mindanao. Provided further, that if there are no elected directors from the Ecclesiastical Province of Manila, and the regions of Luzon, Visayas and

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Mindanao, the Board may, after proper consultation with the authorities concerned, designate from among the elected Board Members the Vice Presidents representing the Ecclesiastical Province of Manila, Luzon, Visayas and Mindanao.

2.1. The members of the Board of Directors shall serve for a term of three (3) years.

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2.2. Immediately after the election, the newly elected Board of Directors

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shall elect from among themselves by secret ballot the President, the Executive Vice President, and the Treasurer. Four (4) members of the Board elected from the regions shall automatically be the Vice-Presidents for their respective regions.

2.3. The Corporate Secretary and the Auditor shall be appointed by the Board of Directors.

Sec. 3. The Executive Committee. There shall be an Executive Committee which shall be composed of the President, who shall serve as its head, the Executive Vice President, the four (4) Vice Presidents, the Treasurer, the Secretary, the PRO and the Auditor and other members of the Board of Directors as shall be recommended by the President and approved by the Board of Directors.

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The Executive Committee shall coordinate and implement all Board's policies, plans and programs.

Sec.4. The Standing Committee. The Standing Committees shall also be created by the Board of Directors upon the recommendation of the President. The heads

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and members of the various committees shall be appointed by the President from among dedicated and qualified lay leaders. He shall, however, submit such appointments to the National Spiritual Director for his counsel and to the Board of Directors for confirmation. The Committee shall act on special, emergency, immediate, or urgent matters.

Sec. 5. The Board of Advisers. There shall be a Board of Advisers which shall be composed of past Presidents and past Chairpersons of LAIKO. They shall elect from among themselves their Chairperson who shall serve for a term of three years.

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ARTICLE IV. OFFICERS

Sec. 1. Office Bearers. The following shall be the principal officers of LAIKO: the

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President, the Executive Vice-President, the four (4) Vice-Presidents, one (1) each from the Ecclesiastical Province of Manila, and the Regions of Luzon, Visayas, and Mindanao; the Corporate Secretary, the Corporate Treasurer,

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the Public Relations Officer (P.R.O.) and the Auditor.

Sec. 2 Vacancy. In case of any vacancy or vacancies in the Board of Directors by reason of death, resignation, incapacity, or any other cause, except removal or expiration of term, the rule of succession, as maybe defined by the Board of Directors, shall be applied.

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ARTICLE V. DUTIES OF OFFICERS

Sec. 1. The President. He shall have the following duties:

- a) Preside over the regular and special meetings of the Board and of the National Assembly
- b) Act as the Chief Executive Officer of the LAIKO;
- c) With the prior consent of the Board, sign and execute all contracts, deeds and conveyance on behalf of LAIKO;
- d) Accept donations, gifts, grants and other bequests in favor of LAIKO;
- e) Sign and Countersign all checks and other instruments of disbursements;
- f) Appoint other officers and employees of the LAIKO and dismiss them for the cause after due process;
- g) Prepare programs of activities and budgets of the organization;
- h) Perform such other duties as are inherent in the Office of the President as well as those duties that are vested upon him by the Board of Directors and the ECLA.

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Sec. 2. The Executive Vice-President. He shall have the following duties:

- a) Act as the President if qualified in the latter's absence and succeed the authority of the President if the office becomes vacant until such time as a new President shall have been elected;
- b) Officially represent the President in external functions in the latter's absence; and
- c) Exercise such other powers as may be delegated to him by the Board of Directors and by the President from time to time.

Sec. 3. The Regional Vice-Presidents. The four (4) Vice-Presidents for the Ecclesiastical

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Province of Manila, and the regions of Luzon, Visayas, and

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Mindanao shall organize the Diocesan Councils of the Laity and supervise, coordinate and promote lay apostolate in their respective regions. They shall from time to time perform such other functions as may be assigned to them by the Board and by the President from time to time.

Sec. 4. The Corporate Secretary. He shall have the following duties:

- a) Prepare the agenda, the minutes, and other documents of meetings of the Board of Directors, the Executive Committee and the National Assembly;
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- b) Send notices of meetings;
- c) Act as custodian of all documents and correspondences;
- d) Prepare all reports to the Securities and Exchange Commission;
- e) Submit at all regular and special meetings of the organization, reports on the activities, affairs, and issuances of the LAIKO, The Diocesan Councils of the Laity, and the National Lay Organizations;
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- f) See that all orders and resolutions of the foregoing Councils and the National Assembly are faithfully implemented;
- g) Satisfy inquiries regarding the lay apostolate, take care of the correspondences of the organization, and collect information on the activities of lay apostolic organizations both domestic and foreign;
- h) Delegate routine secretarial work to the LAIKO office staff, at his/her discretion; and
- i) Perform such other duties as may be assigned to him by the Board of Directors and
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by the President from time to time.

Sec. 5. The Corporate Treasurer. He shall have the following duties:

- a) Deposit and keep in the proper banks and institutions designated by the Board of Directors the contribution, funds, and money of the LAIKO;
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- b) Make and keep an accurate account of all receipts and disbursements of all funds, inventories, properties, and all financial documents of the LAIKO in appropriate books and records in accordance with existing laws;
- c) Sign all checks and other instruments for disbursements with proper co-signatories;
- d) Support with receipts and vouchers and other written evidences all disbursements and obligations incurred by the LAIKO;
- e) Render a financial account of all the receipts and disbursements of the funds in regular meetings of the Board of Directors;
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- f) Post a bond if required by the Board of Directors for the faithful compliance of his duties;
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- g) Although the organization is tax exempt, prepare a yearly income tax return in compliance with Internal Revenue regulations;
- h) Delegate routine clerical work to the LAIKO office staff, at his/her discretion; and

- i) Perform such other duties as may be assigned to him by the Board of Directors and
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by the President from time to time.

Sec. 6. The Public Relation Officer. He shall have the following duties:

1. Publish and disseminate information about the LAIKO in coordination with the President; and
2. Perform other duties as may be assigned to him by the Board of Directors and by the President from time to time. *As amended September 14, 2023*

Sec. 7. The Corporate Auditor. He shall have the following duties:

- a) Perform the regular yearly verification and examination of financial statements and related accounting records of the organization in accordance with existing laws;
- b) Render an opinion as to the fairness and accuracy of the organization's statement of financial condition and results of its operations in conformity with generally accepted accounting principles;
- c) Submit to the Board of Directors a quarterly audit report on the financial
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conditions of LAIKO; and
- d) Perform such other duties as may be assigned to him by the Board of Directors and
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by the President from time to time.

ARTICLE VI. MEETINGS

The following shall meet:

- a) **National Assembly.** The accredited delegates of the general membership
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shall meet annually during the last Saturday of October, in a National Assembly
As amended September 14, 2023
at a place to be fixed by the Board of Directors. The vote of majority of the
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delegates present shall be sufficient to decide matters submitted to it, except those matters where the Corporation Code requires the affirmative vote of a greater proportion and provided adequate notice of meeting had been given to all accredited Diocesan Councils of the Laity and National Lay Organizations.
- b) **EXECOM Meeting.** The Executive Committee shall meet monthly or at
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the call of the President or of at least three (3) members of the Committee. The quorum shall be a simple majority of its members.
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- c) **Board of Directors' Meeting.** The Board of Directors shall meet once
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every quarter; or when called to a special meeting as the need arises. The quorum shall be a simple majority of its members.
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- d) **Special Meetings.** A Special Meeting may be called by the President or by a resolution of the Board of Directors or by a written request of at least Twenty five (25%) of the members sent to the Corporate Secretary, who shall issue the notice for such a special meeting.
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- e) **Standing Committee Meetings.** A Standing Committee Meeting may be called by the head or any member of the Standing Committee.
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ARTICLE VII. ELECTIONS

Sec. 1. National Election. The following shall be entitled to vote and to be elected
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into office in an election to be held every three years during the last Saturday
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of October, in a National Assembly at a place to be fixed by the Board of Directors,
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provided notice shall have been sent to all members, to wit:

- 1.1.a. Each of the members of the incumbent Board;
- 1.1.b. Each of the three (3) accredited voting lay delegates representing each accredited Diocesan Council of the Laity; and
- 1.1.c. Each of the three (3) accredited voting lay delegates representing each accredited National Lay Organization.

Sec. 2. Nominees. The names, affiliations and curriculum vitae of all nominees for
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elections shall be endorsed by the Bishop of the Diocese for the Diocesan Council of the Laity or by the Spiritual Director of the National Lay
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Organization, and submitted to the Episcopal Commission on The Laity for approval one month prior to the National Assembly provided that the nominees are present during the election; provided further that no proxy voting shall be allowed, and that voting shall be by secret ballot.

- 2.1. No floor nomination shall be allowed.
- 2.2. The decision of the Committee on Elections shall be final and not appealable.

Sec. 3. Tenure. All officers (except the National Spiritual Director) and members of the Executive Committee shall serve for a term of three (3) years. An officer

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except the National President may be reelected for another term of three (3) years

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but in no case shall he serve beyond the maximum of two (2) consecutive terms for the same office. Except for President, Executive Vice President, Regional Vice Presidents and Treasurer all other officers need not be a director.

3.1. The National President shall serve for a term of three (3) years without

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re-election; provided however, that after the term of office of the President, he shall automatically serve as ex-officio member of the Board of Directors for a term of three years. Provided finally, that after his term

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as ex-officio member of the Board of Directors, he shall become member of the LAIKO's Board of Advisers which is composed of LAIKO's Past Presidents and Chairpersons.

ARTICLE VIII. BUDGET AND FINANCE

Sec. 1. The Board of Directors shall have control and supervision of all monies, properties, finances, contractual transactions, and obligations of the LAIKO. The Treasurer, at least two months prior to the beginning of the next calendar year shall prepare and recommend through the President an annual operating budget for the Board approval.

This shall be without prejudice, however, to his submission through the President for approval by the Board of Directors of such supplemental

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budgets, as may deemed expedient or in the best interest of LAIKO.

Sec 2. No amount shall be disbursed by the Treasurer unless the expenditure is provided in the budget and unless it bears the written approval of the President, or, in his absence, of the Executive Vice-President.

Sec 3. No check, letter of exchange, promissory notes, letters of credit, deposited funds or property of the organization shall be withdrawn unless authorized or approved by the President or in his absence, by the Executive Vice-President and countersigned by the Treasurer. Withdrawals shall be signed by any two (2) out of the three (3) aforementioned officers.

ARTICLE IX. AMENDMENTS

Sec. 1. Procedure These by-laws may be amended, repealed or altered in whole or

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in part upon the initiation of the majority of the members and by the majority of the Directors at the regular or special meetings called for that purpose and ratified by majority of the voting delegates present in the National Assembly.

Sec. 2. Guidelines The Board of Directors may adopt additional implementing
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guidelines in harmony with the foregoing By-Laws and their amendments.

ARTICLE X. FINAL PROVISIONS

As amended September 14, 2023

Sec.1. Policies and Procedures

1. The LAIKO through its National Board of Directors shall adopt and promulgate policies and procedures, rules and regulations, which shall set forth how to carry out the provisions of these By-Laws. All such policies and procedures, and any amendments thereto, must be consistent with these By-Laws.

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Sec 2. Separability Clause

1. If any clause, provision, paragraph or part hereof shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate more impair any other part hereof, but such judgment shall merely confined to the clause, provisions, paragraph or part directly involved in the controversy in which such judgment has been rendered.

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Sec 3. Effectivity

1. These By-Laws shall take effect upon the approval of the Securities and Exchange Commission.

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IN WITNESS WHEREOF, the undersigned members of the Board of Directors voting thereat in favor of the adoption of the By-Laws, have hereunto subscribed our names this 25th day of October 2003 at the Sarto Hall, CLP Building, Intramuros, Manila, Philippines.

(Sgd)MOST REV. GABRIEL V. REYES, D.D.
National Spiritual Director

(Sgd)MA. EMMA C. RICAFFRENTE
Secretary

(Sgd)JOSE B. LUGAY
Chairman

(Sgd)MA. AMELIA MEÑEZ-ZAFRA
Treasurer

(Sgd)JOSE D. VILLANUEVA
National President

(SGD)PABLO L. R. RONQUILLO
AUDITOR

(Sgd)MA. BELLA A. DUMAS
Executive Vice President

(SGD)EDGARDO J.T. TIRONA
PRO

(Sgd)RICARDO S.D. LEDESMA
Vice President for Manila

(Sgd)ROSALINDA Y. BORCI
Board Member

(Sgd)CANDIDO P. VILLANUEVA
Vice President for Luzon

(Sgd)QUINTIN C. EALA, JR.
Board Member

(Sgd)LINDA T. TACORDA
Vice President for Visayas

(Sgd)CIRILO T. MARQUEZ
Board Member

(Sgd)ATILANO D. ALABATA
Vice President for Mindanao

(Sgd)ERNESTO M. BURDEOS
Board Member