



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. **183**. 2025

05 AUG 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

RED CROSS YOUTH (RCY) ASSEMBLY 2025

The Department of Education-Schools Division of the City of Batac, in support to Philippine Red Cross Ilocos Norte Chapter (PRC-INC), invites the RCY members from various schools in the City of Batac to join the Red Cross Youth Assembly 2025 on August 30, 2025, Saturday, 8:00 AM to 5:00 PM, at the Laoag City Auditorium.

All school heads are advised to provide support in this request by sending five (5) delegates to attend the said assembly.

Attached is the letter from PRC-INC and additional details for the assembly.

For information.

SGOD SHU/jbj/25004 RCYAssembly2025
2511329/August 4, 2025



PHILIPPINE RED CROSS
ILOCOS NORTE CHAPTER

P. Gomez St., Brgy. 23 2900 Laoag City
Telefax: 077-772-0217, Tel. No.: 077-770-5615
Website: www.redcross.org.ph ;Email: ilocos.norte@redcross.org.ph



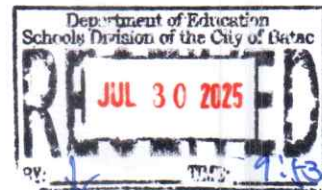
SDCB RECORDS UNIT

2511329

July 29, 2025

DR. ANSELMO R. ALUDINO

Schools Division Superintendent
Department of Education
Batac City



Dear Dr Aludino,

Greetings from the Philippine Red Cross Ilocos Norte Chapter!

We are pleased to inform you that our Chapter will be holding the **Red Cross Youth (RCY) Assembly on August 30, 2025**, Saturday, 8-5PM at the Laoag City Auditorium. The main objective of this whole-day event is **to elect new officers for the Chapter Youth Council (CYC)** who will serve as front-liners of our humanitarian initiatives in the locality. This is also an opportunity to report the accomplishment of the CYC officers for 2023-2025. The RCY members from various schools in the city and the province are expected to attend.

In line with this, we would like to request your approval for all schools within the division to send five (5) delegates to participate in the assembly. The composition of the delegation will be as follows:

- A. **Senior and Senior Plus Red Cross Youth Council delegates** (1-2 RCY Advisers, 3 Voting Delegates with option to have 1 nominee/candidate, and 2 Observers)
- B. **Junior Red Cross Youth Council** (1 RCY Adviser and 5 Observers)

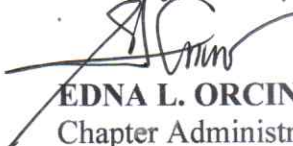
A **registration fee** will be collected from each participant to cover the cost of the assembly kit, morning and afternoon snacks. The corresponding fee shall be **₱300.00** for candidate, **₱250.00** for voting delegate and observer while **₱200.00** for RCY Adviser. All participants are advised to bring their own packed lunch since it will not formed part to the registration fee.

Attached to this letter is the registration form, which must be completed and submitted on or before August 26, 2025, Tuesday, 5:00PM. For any further inquiries, you may contact Ms. Anita Nicolas, CSR, RCY/HS at mobile no. 09151772665.

We look forward to your participation and support in this meaningful event.

Thank you and warm regards.

Sincerely,


EDNA L. ORCINO
Chapter Administrator

Attachments.

Assembly Rules & Regulations for the conduct of Chapter Youth Assembly
RCY By Laws
Registration Form

**Volunteers + Logistics + Information Technology = Philippine Red Cross that is
Always FIRST, Always READY, Always THERE.**



REGISTRATION FORM

August 30, 2025

1 X 1
PICTURE

Please check (/)type of delegate:
() Candidate/Voting () Voting Delegate only () Observers () Adviser/ComLeader

PERSONAL INFORMATION

NAME: _____ NICKNAME: _____

BIRTH DATE: _____ AGE: _____ GRADE/YEAR: _____ SEX: ☐ Male ☐ Female
(MM/DD/YYYY)

CONTACT NUMBER: _____ SCHOOL/COMMUNITY COUNCIL: _____

RED CROSS YOUTH (RCY) CLASSIFICATION: () JRCY () SRCY () SPRCY () CRCY () ComRCY BLOOD TYPE: _____

EMAIL ADDRESS: _____ PRC MEMBERSHIP ID NO: _____ EFFECTIVITY: _____

MEMBERSHIP CATEGORY: () CLASSIC () BRONZE () SILVER () GOLD () PLATINUM () SENIOR

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ RELATIONSHIP: _____

PAYMENT DETAILS

OR # _____

Date: _____

Amount : _____

PARENTAL PHOTO/VIDEO CONSENT FORM FOR CHILDREN & YOUTH

We recognize the need to ensure the welfare and safety of all children and youth taking part in any activity associated with our organization.

In accordance with our child protection policy we will not permit photographs , video or other images of children and youth to be taken without the consent of the parents/carers and children. As your child will be taking part in the event specified above, we would like to ask for your consent to take photographs/videos of the event or activity that may contain images of your child. It is likely that these images may be used as

- A record of the activity or the event like documentation purposes
- In a written evaluation of the event that will be viewed by senior Management, Sponsors, Partners et al
- Publicity material for further activities or events on leaflets/websites/magazines
- Illustrations of the activities or events in the published articles
- Future grant applications

1. Social media accounts of PRC and PNS

We will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform us immediately.

I consent to having my child photographed or recorded for this event.

Child's Name: _____

Parent or Legal Guardian's Name: _____

Parent or Legal Guardian's Signature and Date: _____

WAIVER

I, _____ hereby allow my son/daughter to attend the IN Drug Education Summit & RCY General Assembly on March 31-April 01, 2023

I understand that the Philippines Red Cross (PRC), its staff and the employees will exercise the due diligence and prudence for the safety and well-being for the duration, place, and his/her place, and his/her participation for this event This diligence would include oral and written instructions, whether given before or during the activity that if followed, would ensure his/her safety. I agree to serve on a voluntary basis, without remuneration, and to hold the PRC free from any and all claims which may arise in connection with his/her participation for the _____ and for the organization as a whole. This waiver is made freely and willingly without reservation whatsoever and does so with full knowledge of the possible risk involved.

Signature of Parent/Guardian

ENDORSEMENT

I hereby endorse the applicant of Mr./Ms _____ as Voting/Candidate of the Chapter Youth Assembly.

RCY Adviser (Name & Signature)

Principal/School Head (Name & Signature)

CERTIFICATION

I hereby certify that all facts and information indicated herein are true and correct to the best of my knowledge.

Signature over printed name of Applicant (RCY Member)

Date: _____

THE PHILIPPINE RED CROSS
Red Cross Youth
Ilocos Norte Chapter

Chapter Youth Assembly 2025

Laoag City Multipurpose Hall
August 30, 2025

NOMINATION FORM

To: **THE CHAIRMAN**
Committee on Nomination and Election

Sir/Madam:

I nominate Mr./Ms. _____ for the position of Chapter Youth Officer for the term 2025-2027.

The nominee's curriculum vitae is hereto attached.

Nominator

I hereby give consent to my nomination for the position of Chapter Youth Officers.

If elected, I pledge to discharge the duties and responsibilities of such office effectively, to attend all meetings of the Chapter Youth Council, and to perform such other duties as maybe assigned to me in my capacity as an officer.

Further, I commit to initiate and undertake activities in my area during my term of office and to submit a report to the Red Cross Youth Office.

Signature over printed name

LETTER OF SUPPORT

To: **MRS. EDNA L. ORCINO**
Chapter Administrator
Philippine Red Cross
Ilocos Norte Chapter

In relation to the candidacy of _____ as Chapter Youth Council Officer, the School or Barangay hereby agrees to the following terms and conditions if the abovementioned nominee will be elected to wit:

1. To give support at all times by providing assistance if needed the following:
 - a. Transportation allowance during Chapter Youth Council meetings and other legitimate RCY activities; and
 - b. Meal allowance, based on the revolving fund issued for the purpose.
2. That in case where there is a failure of elections, we still give support to those who will be nominated and elected.
3. That we are deeply aware of the responsibilities inherent in the membership in the Chapter Youth Council.
4. That she/he possesses good moral Character.

RCY Adviser /Leader

Principal/School Head/Brgy. Official

RULES AND REGULATIONS FOR THE 9th ILOCOS NORTE CHAPTER YOUTH ASSEMBLY AND ELECTION

I. DATE OF ELECTION

- 1.1 The Election of the Chapter Youth Council (CYC) of the Philippine Red Cross Ilocos Norte Chapter shall be on August 30, 2025 (8:00 AM-5:00 PM) at Laoag City Multi-purpose Hall, Laoag City.

II. CANDIDATES FOR ELECTION

2.1 Eligibility for Candidacy.

- 2.1.1 Must be a Red Cross Youth Volunteer.
- 2.1.2 Must be 14-28 years of age (with reference to the classification of membership).
- 2.1.3 Must be resident of the locality for a period of one-year preceding the election.
- 2.1.4 Must have a good moral character duly certified by the school administration, if in school, or Barangay Captain, if otherwise.
- 2.1.5 Must be physically, mentally, and emotionally fit.
- 2.1.6 Must be actively involved in RCY activities certified by Council Advisers or CSR-RCY.
- 2.1.7 If below eighteen (18) years of age, must have consent of his/her parents of his/her candidacy.
- 2.1.8 Must not be at present a high-ranking officer of any organization.

III. DELEGATES TO THE ASSEMBLY

- 3.1 Only accredited registered delegates composed of voting and observers which includes RCY Advisers, donors, partners and guests. All delegates: voting, alternate and observers, shall be certified by Committee on Nominations and Elections (CONE) and have paid their registration fee based on the following;

3.1.1	Candidate	PhP 300.00
3.1.2	Voting & Observer	PhP 250.00
3.1.3	RCY Adviser	PhP 200.00

- 3.2 Each council shall be allowed to send 8 youth delegates and 2 Adviser. The Delegates shall compose two (1) candidate, three (2) for voting delegates and the and three (2) will serve as observers. Their nominee shall come from either of the designated voting delegates. Observers shall have the privilege to participate but not to vote.
- 3.3 The registration fee is inclusive of 2 snacks am and pms and assembly kit but not their membership fee. Membership fee shall be based on

the PRC Membership Program with added Accident Assistance Benefit (MAAB).

3.4 The **official uniform** of the 7th Ilocos Norte Chapter Youth Assembly will be available at Philippine Red Cross Ilocos Norte Chapter Office located at Brgy. 23 San Matias, P. Gomez Street, Laoag City.

3.5 **The official uniform is attached design and you can purchased to our chapter the embroider logo**

IV. COMMITTEE ON NOMINATION AND ELECTION (CONE)

4.1 The Committee on Nomination of Elections (C.O.N.E.) shall be composed of one (1) representative from each school council. The Chairman of which is an officer of the JRC/SRCY/SPRCY/CRCY/ComRCY/CYC appointed by the Executive Committee.

4.2 The responsibilities and functions of the Committee on Nominations and Elections are:

4.1 The preparation of all materials and facilities

4.2 The registration of voters and;

4.3 The formulation of rules and regulations and procedures governing the submission of nominees or candidates.

4.3 Power to Vote – All duly accredited delegates shall be allowed to vote.

4.4 Election Campaign Materials –To ensure awareness on the qualifications of the candidates, the CONE shall make bio-data of the candidates available to the delegates before the start of the assembly.

4.5 At any time prior to the presentation of official candidates, electioneering, (e.g. using the facilities of or the floor of the congress to campaign for or against a candidate, entertainment of delegates and distribution of campaign materials/propaganda and giveaways, by the candidates themselves, the campaign leaders or members) shall be strictly prohibited.

4.6 By majority of its members the CONE shall elect a Committee Chairperson.

V. CHAPTER YOUTH COUNCIL ELECTIONS & NOMINATIONS OF CANDIDATES

5.1 All nominees shall accept the nomination by signing the prescribed form at least five (5) days before the election day, otherwise it will not be accepted by CONE. The said form shall likewise be signed by the nominator and the school administration or barangay chairman whichever applies.

- 5.2 Each council shall be allowed to nominate two candidates.
- 5.3 The CONE shall release the official list of qualified candidates during the election date upon the approval of the RCY Advisers League and Chapter Administrator.
- 5.4 The number of Candidates shall be at least twice as many as the positions to be filled.
- 5.5 Disqualification of Proceedings – any question relating to the eligibility of a candidate must be raised prior to the casting of ballots and shall immediately be decided by the Committee on Nomination and Election (C.O.N.E.) the decision of the committee is final and irrevocable.
- 5.6 Voting – Voting shall be by secret ballot. Official ballots shall be provided for the purpose. Voting by proxy shall not be allowed.
- 5.7 Canvassing of Ballots – The CONE shall likewise compose the members of the Board of Canvassers.
- 5.8 Certification of Election Results – Election shall be determined by Plurality of votes. Any tie shall be broken by drawing of lots. The Chairman of the Committee on Nomination and Election shall announce the result to the body immediately after all the ballots have been canvassed and tallied.
- 5.9 Induction of Officers – The duly elected Chapter Youth Council Officers shall immediately be inducted into the office after the proclamation of the C.O.N.E.
- 5.10 All duly elected officers of the Chapter Youth Council shall automatically relinquish their positions in the school council if they are officers in the same.
- 5.11 Voting shall be restricted to accredited official delegates who shall be identified by the proper credentials.
- 5.12 Voting shall be by secret ballot in the election of nine (9) members of the Chapter Youth Council. In accordance with the policies and procedures in the conduct of RCY General Assembly, voting delegates shall elect nine (9) members of the Chapter Youth council to comply with the required number of the elected positions for a Chapter Youth Council (CYC).
- 5.13 Voters must completely accomplish the prescribed ballot by filling in the corresponding number of vacancies. Otherwise, the ballot will be invalidated. Duplication of names would likewise result in the invalidation of the ballot.

VI. IMPORTANT DATES ARE AS FOLLOWS

- 6.1 A duly accomplished nomination form shall be submitted on or before **August 26, 2025**
- 6.2 Certificate of Candidacy withdrawal must be submitted **August 28, 2025**
- 6.3 Election of candidates is scheduled on **August 30, 2025, Saturday, 8am to 5pm.**

Document	Time Frame (Complying Phase)	Deadline for Submission
Accreditation Forms		
1. Red Cross Youth Council Profile 2. Red Cross Youth Council Officers Information Sheet 3. Rooster of Members* 4. Annual Implementation Plan (AIP)** <i>*The information in the Rooster of members MUST be complete.</i> <i>**The Annual Implementation Plan is under the CYC CBL Article V Section 2.1.6.</i>	August 1-22	August 26
Registration Form		
1. Registration Form (Candidate, Observer, Voting Delegate, Adviser) * 2. Certificate of Nomination <i>*The Registration Fee must be paid upon submission</i>	August 1- 22	August 26

VII. CANVASSING AND PROCLAMATION

- 7.1 Canvassing of votes by the Board of Canvassers shall proceed immediately after casting the votes.
- 7.2 The CONE shall announce the canvasser's results and proclaim the winners.

VIII. PROTEST, APPEALS, AND RESOLUTION

- 8.1 All appeals and protest shall be filed with the CONE within 24 hours after the declaration of results of canvassing.
- 8.2 The CONE shall decide on the appeal of protest within (5) working days.
- 8.3 The decision of the CONE is final. No further appeal shall be entertained.

IX. INDUCTION OF NEW CHAPTER YOUTH COUNCIL

- 9.1 After the proclamation of the CONE, the newly elected Chapter Youth Council shall be inducted after the proclamation.

Note: Issues and concerns not covered by these sets of rules shall be escalated to the Board of Directors of the PRC Ilocos Norte Chapter for resolution.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

ARTICLE I

Name and Domicile

- Section 1 The name of this council shall be Ilocos Norte Red Cross Youth Chapter Youth Council; this shall hereafter be referred as the Chapter Youth Council (CYC).
- Section 2 The office of the Chapter Youth Council shall be located at the Ilocos Norte Headquarters.

ARTICLE II

Basic Aims and Objectives

- Section 1 The basic aim of the Ilocos Norte Chapter Youth Council is to work with the Philippine Red Cross Chapter to develop among the youth the spirit of humanitarianism, leadership, and service by giving them opportunities to participate in relevant Red Cross activities within the framework of the organization.
- Section 2 The objectives of the Chapter Youth Council are:
- 2.1 To work with the Philippine Red Cross-National Youth Council, through the Ilocos Norte Chapter in policy influence and in the management and implementation of programs for children and youth.
 - 2.2 To organize Red Cross Youth Councils and guide inter council coordination to foster solidarity and collaborations
 - 2.3 To assist and advice officers of councils within the chapter jurisdiction for the implementation and supervision of Red Cross Youth activities.

ARTICLE III

The Chapter Youth Assembly

- Section 1 The Chapter Youth Assembly is the deliberative body of the Chapter Youth Council which shall be held biennially at such date and place as maybe determined by the Executive Committee subject to the approval of the Board of Directors.

ARTICLE IV

Membership and Composition

- Section 1 Membership in the JRCY/SRCY/SPRCY/CRCY/ComRCY Councils is open to all youth whose age ranges from 7-30 years old.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

Section 2 There shall be a JRCY/SRCY/SPRCY/CRCY/ComRCY School Council in every School/College/University within the Chapter's area of responsibility.

Section 3 There shall be a ComRCY in every barangay within Chapter's area of responsibility.

ARTICLE V

Organization and Administration

Section 1 Organization and Administration of the affairs of the JRCY/SRCY/SPRCY/CRCY/ComRCY Councils shall be vested in the following:

- 1.1 Officers, who shall be elected by the members of the SRCY/SPRCY/CRCY/ComRCY Councils during biennial election.
- 1.2 Delegates of the Chapter Youth Assembly, who shall be selected in accordance with the rules adopted by the Red Cross Chapter Youth Council for the purpose.
- 1.3 The Standing Committee on Youth of the Board of Directors and Chapter Administrator or duly designated liaison, who shall be the adviser and the coordinator of the Red Cross Youth respectively of the Red Cross Chapter Youth Council.

Section 2 The Red Cross Youth Councils shall have the following structure:

2.1 School/Community-Based Level

2.1.1 The RCY Council at the School and Community Based Level must have an initial minimum of forty-three (43) members and one (1) Adviser to establish a Red Cross Youth Council.

2.1.2 There must be a set of officers in their respective RCY Councils as follows:

- a. President
- b. Vice President – Internal
- c. Vice President – External
- d. Secretary
- e. Assistant Secretary
- f. Treasurer
- g. Assistant Treasurer
- h. Auditor
- i. Public Relations Officer

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

2.1.3 The Council Officers particularly the President must appoint through his/her Officers or members as respective Committee Chairperson as follows:

- a. Membership and Recruitment
- b. Communication and Advocacy
- c. Resource Generation
- d. Council Management and Development
- e. Learning and Innovation
- f. Awards and Recognition

2.1.4 The Council Officers must hold office for one (1) year in accordance with the term stated in the Chapter Youth Council By-Laws.

2.1.5 Any RCY Volunteer who runs for President must not be graduating student, for school based RCY.

2.1.6 No RCY Activity is allowed to be implemented without the permission of the RCY Adviser, and Chapter Service Representative or Chapter Administrator.

2.1.7 All RCY Councils are required to be accredited following the Accreditation Process set by the RCY Department

2.2 Chapter Youth Council

2.2.1 The Chapter Youth Council (CYC) is the highest RCY Council in the Chapter Level and must elect their set of Officers. The set of Officers are as follows:

- a. President
- b. Vice President – Internal
- c. Vice President – External
- d. Secretary
- e. Assistant Secretary
- f. Treasurer
- g. Assistant Treasurer
- h. Auditor
- i. Public Relations Officer

2.2.2 The President of the CYC shall become a member of the Board of Directors as provided for in the Philippine Red Cross Policy and shall have an office/space at the local chapter.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

2.2.3 The CYC President must appoint through his/her Officers or members as respective Committee Chairperson as follows:

- a. Membership and Recruitment
- b. Communication and Advocacy
- c. Resource Generation
- d. Council Management and CYC Development
- e. Learning and Innovation
- f. Awards and Recognition

2.2.4 The CYC shall have a Council of President (CoP) under the Council Management and CYC Development Committee.

2.2.5 The Immediate Past President (IPP) of the Council will be present only during the Executive Meeting or as his/her presence deemed necessary and function as Council Consultant.

2.3 Chapter RCY Advisers' League

2.3.1 The Chapter RCY Advisers' League shall convene every two (2) years simultaneously with the Chapter Youth Assembly and shall elect their set of Officers and they will be called a Chapter RCY Advisers' League (CRCYAL) Officers. The set of officers should be based on CRCYAL CBL.

2.3.2 The Chapter RCY Advisers' League Officers particularly the President appoint through his officers or members a committee chairman should be based on CRCYAL CBL.

2.3.3 The RCY Advisers' League Officers must hold office for two (2) years as the term stated in the Red Cross Youth National/Chapter RCY Advisers' League By-Laws.

2.3.4 Roles and functions of the CRCYAL shall be referred to the CRCYAL Council Constitution and By-Laws, in line with the NRCYAL Constitution and By-Laws.

ARTICLE VI

Election of Officers and Terms of Office

Section 1 Rules governing election:

1.1 Date and Place of Election – The general election of the officers of the Red Cross Chapter Youth Council shall be held during the Chapter Youth Assembly at such

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

place as maybe recommended by the Executive Committee and approved by the Board of Directors.

- 1.2 The Committee of Nominations and Election (CONE) shall be composed of one (1) representative from each school council. The Chairman of which is an officer of the Red Cross Chapter Youth Council. The Responsibilities and functions of the CONE are:
 - 1.2.1 The preparation of all election materials and facilities.
 - 1.2.2 The registration of voters; and
 - 1.2.3 The formulation of rules, regulations and procedures governing the submission of nominees or candidates.
- 1.3 Power to vote – All duly accredited delegates shall be allowed to vote.
- 1.4 The allocation of delegates with the power to vote at the general election shall have a number equal for each school council as specified by the CONE. There shall also be youth observers whose number should not exceed that of the delegates. They shall have the privilege to participate in the deliberations but not to vote.
- 1.5 Election Campaign Materials – In order to inform the delegates of the qualifications of the candidates, the CONE shall make available to the bio-data of the candidates before the start of the assembly.
- 1.6 At any time prior to the presentation of the official candidates, electioneering, e.g. using of the facilities or of the floor of the assembly to campaign for or against any candidate, entertainment of delegates and entertaining of campaign propaganda materials and giveaways, by the candidates themselves, the campaign leaders or members, shall be strictly prohibited. Candidates who will violate will be disqualified while the campaign leaders and members will be subjected to disciplinary sanctions created by the CONE.
- 1.7 Eligibility for Candidacy.
 - 1.7.1 Must be a Red Cross Youth Volunteer, who have completed the Leadership Development Program.
 - 1.7.2 Must be 14-28 years of age (with reference to the classification of membership).
 - 1.7.3 Must be resident of the locality for a period of one-year preceding the election.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- 1.7.4 Must have a good moral character duly certified by the school administration, if in school, or Barangay Captain, if otherwise.
- 1.7.5 Must be physically, mentally, and emotionally fit.
- 1.7.6 Must be actively involved in RCY activities certified by Council Advisers or CSR-RCY.
- 1.7.7 If below eighteen (18) years of age, must have consent of his/her parents of his/her candidacy.
- 1.7.8 Must not be at present a high-ranking officer of any organization.
- 1.8 Nomination of Candidates – Any eligible delegate may be nominated for officership. There shall be an official nomination form duly signed by the nominee that shall be submitted to the CONE on the same time and place designated by it. The number of nominees from each council shall be determined by the same.
- 1.9 Disqualification of Preceding – Any question relating to the eligibility of a candidate must be raised prior to the casting of ballots and shall be immediately decided by the CONE. The decision of the committee is final and irrevocable.
- 1.10 Voting – Voting shall be by secret ballot. Official ballot shall be provided for the purpose. Voting by proxy shall not be allowed.
- 1.11 Canvassing of Ballots – The CONE shall likewise compose the members of the Board of Canvasser.
- 1.12 Certification of Election Results – Election shall be determined by plurality of votes. To break a tie, bases shall be on the qualification of the candidate. The Chairman of the CONE shall announce the results to the body immediately after all ballots have been canvassed and tallied.
- 1.13 Induction of Officers – The duly elected Red Cross Chapter Youth Council shall automatically relinquish their position in their school council if they are officers in the same.

Section 2 Terms of Office

- 2.1 Officers of the Chapter Youth Council shall hold office for two (2) years from the date of their election and shall hold over until their respective successors shall have been duly elected and qualified.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- 2.2 Officers may be re-elected provided they meet the criteria as Article VI, Section 1.7 provided, however, that their membership in the Executive Committee does not exceed two (2) consecutive terms.
- 2.3 Resignation and Vacancies – In the event of the resignation and/or inability of any officer to perform his/her duty, the Executive shall elect a successor to the vacant position for the duration of the unexpired term; except that of the president whose position shall be filled by either of the Vice Presidents.
- 2.4 Termination of membership in the Executive Committee – The Executive Committee after due process, through $\frac{3}{4}$ votes can be terminate the services of a member for dereliction of duties or for conduct unbecoming to an officer, with the Chapter Service Representative, and shall be informed to the Chapter Administrator and the Board of Directors.

ARTICLE VII

Duties and Responsibilities

- Section 1 The Chapter Youth Council shall perform the following duties and responsibilities:
- 1.1 Coordinate all School/Community Councils of the Chapter in close collaboration with the Chapter Administrator and the CSR-RCY;
- 1.2 Spearhead Chapter-Level Youth activities;
- 1.3 Liaise between the National Youth Council and RCY Councils;
- 1.4 Respond to the needs of the Chapter and other activities those that are consistent with the Red Cross Youth Program and other PRC Servicers;
- 1.5 Establish partnership and cooperation with the other youth organization with the guidance of the Chapter Administrator.
- Section 2 The President shall exercise and perform the following duties and responsibilities:
- 2.1 Become the head of the Red Cross Youth Council;
- 2.2 Preside all Red Cross Youth Council and Executive Committee meetings;
- 2.3 Appoint all committee chairmen and will be ex-officio member of all committees;
- 2.4 Have the power to create AdHoc Committee when circumstances require so;

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- 2.5 Ensure that all the objectives and functions of the Red Cross Youth Council shall be carried out;
 - 2.6 In reference to the Administrative Memorandum #30, series 1984 from the Secretary General, the President shall present the Red Cross youth in the local board. He shall serve the position during his term of office;
 - 2.7 He/she shall render a report of the Red Cross Chapter Youth Council activities and accomplishments to the Board of Directors;
 - 2.8 Perform such other duties which may be given by the Red Cross Youth Committee;
 - 2.9 Upon assumption of office for the duration of his/her term, the president shall disassociate himself/herself from any of and all of activities that may in one or another restrict or hamper the effective exercise of his powers and performance of his functions and duties. These activities do not include studies and work.
- Section 3 The Vice President – Internal shall exercise and perform the following duties and responsibilities:
- 3.1 Coordinate programs and projects of the Chapter youth Council;
 - 3.2 Supervise standing committees to effectively carry out duties and reports;
 - 3.3 Execute the powers and performs the functions and duties of the President during the absence or inability of the latter to act and shall perform such other duties as assigned to him/her by the President;
 - 3.4 Assist the President in all internal affairs;
 - 3.5 Perform other functions as may be designated by the President
- Section 4 The Vice President – External shall exercise and perform the following duties and responsibilities:
- 4.1 Serve as a coordinator of Council of Presidents and shall be the one to supervise all council reports and activities;
 - 4.2 Establish linkages with other sectors of the society and youth organizations;
 - 4.3 Represent the CYC concerning external negotiations;
 - 4.4 Perform other functions as may be designated by the President.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- Section 5 The Secretary shall exercise and perform the following duties and responsibilities:
- 5.1 Keep a complete record of all activities of the Chapter Youth Council and all of the proceedings of meetings;
 - 5.2 Shall prepare and observe the executive memorandum calling for a meeting per specifications of the president;
 - 5.3 Perform other functions as may be designated by the President.
- Section 6 The Assistant Secretary shall exercise and perform the following duties and responsibilities:
- 6.1 Assist the Secretary in all of its duties and responsibilities;
 - 6.2 Perform the functions and duties of the Secretary during the absence or inability of the latter to act;
 - 6.3 Perform other functions as may be designated by the President.
- Section 7 The Treasurer shall exercise and perform the following duties and responsibilities:
- 7.1 Collect, receive, and deposit all the money due to the Red Cross Chapter Youth Council and turn it over to the Philippine Red Cross local chapter as trust fund;
 - 7.2 Keep itemized accounts of all receipts and expenditures and shall render a complete financial report of the same to the Executive Committee at every meeting. All disbursements shall be made over the signature of the treasurer.
 - 7.3 Perform other functions as may be designated by the President.
- Section 8 The Assistant Treasurer shall exercise and perform the following duties and responsibilities:
- 8.1 Assist the Treasurer in collecting, receiving and depositing all the money due to the Red Cross Chapter Youth Council and turn it over to the Philippine Red Cross local chapter as trust fund;
 - 8.2 Perform the functions and duties of the Treasurer during the absence or inability of the latter to act;
 - 8.3 Perform other functions as may be designated by the President.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- Section 9 The Auditor shall exercise and perform the following duties and responsibilities:
- 9.1 Audit the books of the Red Cross Chapter Youth Council every three (3) months and submit a report thereof to the Executive Committee;
 - 9.2 Keep a record of the facilities and materials of the Chapter Youth Council;
 - 9.3 Perform other functions as may be designated by the President.
- Section 10 The Public Relations Officer shall exercise and perform the following duties and responsibilities:
- 10.1 Prepare and release appropriate information concerning the Red Cross Chapter Youth Council and its activities;
 - 10.2 Perform other functions as may be designated by the President.
- Section 11 The School Council Presidents also referred as Council of Presidents (COOP) shall submit and render reports to the Executive Committee on their activities, problems and other matters affecting their respective schools. They shall perform such other duties and functions as maybe assigned by the President.
- Section 12 The Immediate Past President shall serve as the Chapter Council Coordinator and consultant. He will also perform such other duties and functions as maybe assigned by the President.
- Section 13 The Executive Committee shall have the following functions:
- 13.1 To see to it that objectives of the Red Cross Chapter Youth Council are attained and the activities are carried out.
 - 13.2 To assist the school councils promote the Red Cross activities.
 - 13.3 To create committees to facilitate the operations of the Red Cross Chapter Youth Council. The Chairman shall be appointed by the President.
 - 13.4 To assist the school councils in promoting the Red Cross activities.

**ARTICLE VIII
Meetings**

- Section 1 The Red Cross Chapter Youth Council shall meet annually in General Assembly. Special Meetings may be called upon by the request of the majority of the Executive Committee members or school councils.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- Section 2 The Executive Committee shall meet at least once a month or whenever necessary and shall determine the time, venue, and agenda subject to the approval of the Chapter Service Representative – RCY.
- Section 3 The majority of the Delegates of the Red Cross Chapter Youth Assembly shall constitute a quorum and plurality of the votes shall be binding.

**ARTICLE IX
Standing Committees**

- Section 1 The President shall create the following committees with the approval of the Executive committee:
- 1.1 Membership and Recruitment – The Committee shall plan the recruitment strategies and identify programs on intensifying the membership campaign for the Red Cross Youth. The Committee shall coordinate with the Membership Officer of the Red Cross and shall keep a database of all members of the RCY. The committee shall perform such other duties as assigned by the Executive Committee.
 - 1.2 Communications and Advocacy – The Committee shall focus on communications and correspondence of the RCY together with the Secretary. The Committee shall create project and programs for the advocacies pushed by the council. The Committee shall develop implementation strategies to existing advocacies of the RCY such as but not limited to HAPE, SAPE, YAPE, Pledge 25, Healthy Lifestyle Program, JFAP, etc. The committee shall perform such other duties as assigned by the Executive Committee.
 - 1.3 Resource Generation - The Committee shall coordinate with the local Red Cross Chapter to assist in generating funds and resources for the local Red Cross Youth Department. The Committee shall perform such other duties as assigned by the Executive Committee.
 - 1.4 Council Management & CYC Development - The Committee shall prepare developmental strategies for the Red Cross Youth. The Committee shall likewise design Developmental Program for the RCY Volunteers. The Council of Presidents shall be under this committee. The Committee shall perform such other duties as assigned by the Executive Committee.
 - 1.5 Awards and Recognition - The Committee shall coordinate with the local Red Cross Chapter to recognize and award distinguished RCY Volunteers. The Committee shall likewise formulate guidelines/standards for issuing awards and recognitions. The committee shall perform such other duties as assigned by the Executive Committee.

**THE CONSTITUTION AND BY-LAWS OF THE
ILOCOS NORTE RED CROSS YOUTH
CHAPTER YOUTH COUNCIL**

- 1.6 Learning and Innovations – The Committee shall work with the youth trainers and past officers to create training modules and learning platforms for the council for the volunteers. Program and project innovations shall also be focused by the committee. The Committee shall perform such other duties as assigned by the Executive Committee.

- Section 2 The President shall appoint the Chairman of such committees, coming from the Executive Committee, as he may deem proper to carry out the activities of the Red Cross Chapter Youth Council.

**ARTICLE X
Amendments**

- Section 1 This By-Laws may be amended by two third (2/3) votes of all delegates of the National Youth Congress during the biennial meetings provided the proposed amendments is circulated to the school councils at least one month before the congress.

**ARTICLE XI
Effectivity Clause**

- Section 1 By-Laws shall take effect in full implementation upon approval of the Board of Governors and circulation through an Administrative Memorandum.