

_____ **Rural Waterworks and Sanitation Association, Inc.**
 _____,

MINUTES OF THE ORGANIZATIONAL MEETING OF _____ RURAL WATERWORKS AND SANITATION ASSOCIATION, INC. HELD ON _____.

The meeting was called to order at ____am/pm with _____ as presiding officer and _____ as temporary secretary.

The temporary secretary called the roll from among the barangay residents/prospective members.

The presiding officer declared the meeting legally constituted. The assembly was briefed on the Rural Water Supply System Program under the Local Water Utilities Administration (LWUA), the salient features and characteristics of the RWSA, the mechanics of its organization and the rights and obligations of the members. An open forum followed. When it was apparent that the assembly had been thoroughly enlightened on the subject and expressed willingness to avail of LWUA program, Articles of Incorporation was executed with the following incorporators:

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

The proposed By-Laws was then presented and explained to the assembly in detail. Questions regarding the By-Laws were also entertained. Upon motion duly seconded, the By-Laws of the _____ Rural Waterworks and Sanitation Association, Inc. as presented and explained was adopted by the majority of the members of the Association.

The feasibility study and design of the proposed project with an estimate cost of _____ Pesos (P_____) were presented to the assembly.

After a thorough deliberation on the details of the project cost, on motion duly made and seconded by the majority members of the _____ RWSA, resolved as it is hereby resolved, to approve and to accept the Program of Works as follows:

- Pipes and fittings _____
- Service Connection _____
- Reservoir _____
- Pump and Accessories _____
- Tools/Equipment _____
- Labor _____
- Freight/Handling _____
- Engineering Supervision _____
- Contingencies _____

- Total Project Cost _____

