



HANDBOOK

ALLIANCE ACADEMIE

ASSOCIATION

AN AFFILIATE
OF POWER TUTORIAL

A PROFESSIONAL ORGANIZATION OF TUTORS

CONTENTS

Chapter I
Constitution & By Laws

Chapter II
Charter

Chapter III
Mission, Vision, Objectives

Chapter IV
Membership Application Form

Chapter V
Membership Registry

Chapter VI
Code of Ethics

CONTENTS

Chapter VII
Certificate of Membership

Chapter VIII
Organizational Structure

Chapter IX
Meeting Minutes Format

Chapter X
Signatories

CONSTITUTION & BY LAWS

Article I – Name

The name of this organization shall be Alliance Academie, hereinafter referred to as the “Association.”

Article II – Purpose

The Association is formed to promote collaboration among tutors, uphold professional standards in tutoring, and support educators in delivering quality instruction.

It is a member-based organization that also exists to assist tutors in finding other sources of ancillary income, through networking, tie-ups and collaborative efforts, which the member can use to support their expenses in acquiring additional academic credentials. However, any incidental income earned by its individual members through the association’s help is directly credited to the member and the association does not regulate or determine the tax treatment of members’ supplemental freelance income. Members operate independently and, if required, are responsible for complying with applicable tax and regulatory requirements. In this way, the association does not have an authority to accept payment or issue any receipt, whether official or a mere acknowledgement, to any individual or institution in exchange for its members’ academic assistance.

The association, however, can receive receipts from the association’s consultants, service providers and suppliers for the Chairperson’s safekeeping whenever the association avails of services from external parties and pays the said supplier or service provider.

CONSTITUTION & BY LAWS

Article III – Membership

Membership shall be open to individuals engaged in tutoring or educational support services who agree to abide by the rules and principles of the Association.

Article IV – Officers

The Association shall be led by elected officers, including a Chairperson, a Vice-Chair, Secretary, Public Relations Officer and other roles as deemed necessary.

Article V – Meetings

Regular meetings shall be conducted online at intervals determined by the officers.

Special virtual meetings may also be called when necessary.

Article VI – Conduct

All members are expected to act professionally, ethically, and in accordance with the objectives of the Association.

Article VII – Amendments

This Constitution may be amended by agreement of the majority of active members.

CHARTER

ESTABLISHMENT. FOUNDING MEMBERS. NATURE & PURPOSE.

Article I – Establishment

We, the undersigned, hereby establish Alliance Academie as a voluntary association of tutors committed to professional collaboration and ethical practice.

This Association is formed for the purpose of strengthening the tutoring community and promoting quality educational support.

Adopted this 26th day of March, 2026.

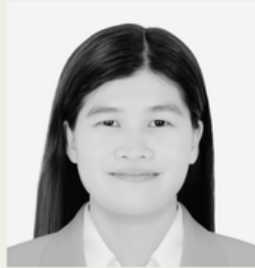


CHARTER

FOUNDING MEMBERS.



Rose Duldulao
Secretary



Elisha Tunay
Chairperson



Arleen Joy Ayala
PR Officer



Danna Bitara
Vice Chairperson

Elisha Tunay
Danna Bitara
Rose Duldulao
Arlene Joy Ayala

CHARTER

ESTABLISHMENT. FOUNDING MEMBERS. NATURE & PURPOSE.

Article II – Nature

A member-based, professional organization.

Article III – Purpose

To promote ethical tutoring and collaboration.

Article IV – Effectivity

Effective upon signing.



CHARTER

OFFICERS



Rose Duldulao
Secretary



Elisha Tunay
Chairperson



Arleen Joy Ayala
PR Officer



Danna Bitara
Vice Chairperson

MISSION, VISION & OBJECTIVES



MISSION

To support and unite tutors in delivering quality, ethical, and student-centered educational services.

VISION


To be a respected community of tutors known for professionalism, collaboration, and commitment to learning.

OBJECTIVES

- 1) To promote high standards in tutoring
- 2) To encourage cooperation among educators
- 3) To support continuous learning and improvement
- 4) To maintain ethical practices in all tutoring activities

A PROFESSIONAL ORGANIZATION OF TUTORS

MEMBERSHIP FORM



Membership Application Form

Power Tutorial Association

Applicant Information

Name:
Area of Specialization:
Educational Background:

Contact Details

Address:
Phone Number:
Email:

Agreement

I hereby apply for membership in Power Tutorial and agree to abide by its rules, policies, and code of conduct.

Signature: _____ Date: _____

Thank you for your interest in joining Power Tutorial. We will review your application and contact you soon.

MEMBERSHIP REGISTRY

PLEASE VIEW THE WEBSITE FOR
THE UPDATED LIST OF MEMBERS
AND THEIR MEMBERSHIP STATUS.

EACH MEMBER IS ASSIGNED A
UNIQUE IDENTIFICATION NUMBER
AND RECORDED WITH THE DATE
OF MEMBERSHIP.

THE REGISTRY SHALL BE
MAINTAINED AND UPDATED BY
THE SECRETARY.

CODE OF ETHICS

MEMBERS OF THE ASSOCIATION SHALL:

Provide honest and fair tutoring services.

Avoid practices that exploit students or fellow tutors.

Promote fairness and cooperation rather than competition.

Respect the confidentiality of students.

Violation of this Code may result in review or removal from membership.

CERTIFICATE OF MEMBERSHIP



ORGANIZATIONAL STRUCTURE

THE ASSOCIATION SHALL BE COMPOSED OF THE FOLLOWING ROLES:

1. Chairperson – Provides leadership and direction. Represents the association in collaborations with other parties.
2. Vice Chairperson – Serves as Officer-in-charge in the absence of the Chairperson.
3. Secretary – Maintains records and documentation.
4. Public Relations Officer – Provides the media communication materials that are meant to introduce and promote the organization to the public.
5. Members – Participate in activities and uphold standards.

Additional roles may be created as needed to support the activities of the Association.

CONCLUSION

NOMINATED OFFICIALS UPON INCEPTION

Chairperson: Elisha Tunay

Vice Chairperson: Danna Bitara

Secretary: Marieness Asuncion

Public Relations Officer: Arleen Joy Ayala

Members: Please view the official website for the updated list of members with membership status.



A PROFESSIONAL ORGANIZATION OF TUTORS

MEETING MINUTES FORMAT

MINUTES OF THE MEETING

Date:

Location:

Attendees:

Agenda:

Discussion:

Decisions:

Prepared by:

Resolution Format:

Resolution No. ___

Statement of decision.

Signed and dated.

SIGNATORIES

FORMAT

Chairperson: _____

Secretary: _____

Date: _____

ALLIANCE ACADEMIE



WELCOME !

A PROFESSIONAL ORGANIZATION OF TUTORS