



# PHILIPPINE ASSOCIATION OF ENGINEERING SCHOOLS (PAES)

## AMENDED CONSTITUTION AND BY-LAWS

### PREAMBLE

Imploring the aid of Divine Providence and guided by our own wisdom, sincerity, generosity, and sense of service we, all Filipinos of legal age and residents of the Philippines having voluntarily associated ourselves together under the laws of the Philippines do hereby promulgate this Constitution and By-Laws:

### ARTICLE 1 NAME AND OBJECTIVES

**Section 1.** The name of this organization shall be the Philippine Association of Engineering Schools (PAES).

**Section 2.** The purposes and objectives of the association are:

1. To work for the advancement of engineering education in its functions of instructions, research and extension.
2. To serve as a common organization for the following:
  - a. Formulation of goals and objectives of **engineering education**.
  - b. Revision, updating and implementation of **engineering** curricula to make them more relevant to the needs of the country **and the global community**.
  - c. Development of more effective **faculty members** and school **administrators**.
  - d. Coordination of objectives and programs among engineering and technological schools and colleges including their relationship with professional, educational and public organizations.
  - e. **Cultivation of a symbiotic relationship between the academe and industry**.
3. To share among engineering **schools** available **data on** curricular requirements, laboratory standards and industry manpower development needs **and best practices**.

## **ARTICLE II MEMBERSHIP**

**Section 1.** Membership in the Association shall be (1) Institutional, (2) Individual or (3) Honorary

**Section 2. Institutional members** shall be educational institutions, private or public, offering complete, fully operational, government recognized programs leading to baccalaureate degrees in engineering.

**Individual Members** shall be persons of good moral character and work either as part-time or full time faculty members in any Engineering program offered by PAES- member educational institutions.

**Honorary Members** shall be persons whom this Association desires to confer special distinction. He/She must be of good moral character, has made distinctive contributions to engineering education, and work either as part-time or full time faculty members in any Engineering program offered by PAES- member educational institutions.

Honorary membership may also be granted to PAES past board of directors who have actively served PATE/PAES for at least one full term.

Section 3. **Only** institutional members are entitled to vote **and be voted** during the election of directors.

Section 4. Application for membership shall be referred to a Membership Committee created by the Board of Directors. Candidates recommended by the Membership Committee and approved during a meeting of the Board, become members after payment of the required dues.

## **ARTICLE III BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consists of fifteen (15 members), **8** of whom shall come from the National Capital Region (NCR), **from Luzon - one from Region 1, 2 or CAR, one from Region 3, and one from Region 4a, 4b, or 5,** from Visayas – **one from Region 6 and one from Region 7 and 8,** and from Mindanao – **one from Region 9 and 10, and one from Region 11, 12 or CARAGA.** The **Board of Directors** shall be elected as provided for in Article V. In case of inadequate representation from any of the regions, a director from any of the other regions may be elected.

## **ARTICLE IV OFFICERS OF THE ASSOCIATION**

**Section 1.** Immediately after the election of the Board of Directors, the Board shall meet and organize themselves to elect by majority vote, a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Internal Auditor, and Public Relation Officer be filled up by the elected directors

from the respective regions and who have not been elected to any other position. In case there are no directors so qualified, the Board shall elect those officers from any of the elected directors.

**Section 2.** The President shall be the highest executive officer of the Association. He/She shall appoint, subject to the approval of the Board, committees and necessary employees. He/She shall preside on all meetings of the Board and of the Association. He/She shall perform duties and assume other responsibilities as may be required by the Board or the Association. No President shall serve more than two consecutive terms.

**Section 3.** The First Vice-President shall **serve as PATE's Convention Chairman and shall** discharge the duties of the President in case of sickness, temporary disability, resignation, or removal for cause of the said president. **The Second Vice-President shall serve as Chairman of the Committee on Continuing Education.** In the event that **the President and the First Vice-President** are unable to discharge their duties, the Second Vice-President shall discharge the duties of the President. In the event that all these officers are unable to assume the duties of the President, the Board shall elect among themselves a new president to serve the unexpired term. The First and Second Vice-Presidents shall **also** perform other duties as may be required by the Association or the Board of Directors.

**Section 4.** The Vice-President for Luzon, Visayas and Mindanao shall attend to all affairs of their respective regions. They shall also represent their regions in all meetings, conferences and in such matters as may be necessary.

**Section 5.** The Treasurer shall be the custodian of all properties of the Association. He/She shall keep an accurate account of all the money received or disbursed by him. He/She shall deposit the funds of the Association with a reputable banking institution as may be designated by the Board of Directors. He shall perform such other duties as may be required by the Association or the Board of Directors.

**Section 6.** The Secretary shall be the custodian of all the records and the seal of the Association. He/She shall affix the Seal of the Association to all contracts and documents required to be sealed. He shall notify all applicants for membership of the approval/disapproval of their application. He/She shall perform such other duties as may be required by the Association, the Board of Directors or the President.

**Section 7.** The Internal Auditor shall be responsible for reviewing all the financial transaction of the Association. He/She shall verify all Treasurer's report and shall report to the Board of Directors any lapses in the accounting of the funds of the Association.

**Section 8.** The Public Relation Officer shall be responsible for protecting and enhancing the image of the Association. He shall undertake as directed by President, programs to attain harmonious relationships with other organizations/agencies. He shall discharge other functions as may be necessary.

## **Section 9. VACANCIES**

### **Section 9a. Board of Directors.**

In case a member of the Board resigns/is incapacitated/dies/ceases to be the representative of his/her institution, the particular institution shall designate a replacement, who will continue to serve as member of the Board.

### **Section 9b. Officers**

In case an elected officer resigns/is incapacitated/dies/ceases to be the representative of his/her institution, the office he/she holds shall be declared vacant. Except for the Presidency where succession is provided for in Section 3 of this Article, when a member of the Board is unable to serve his/her full term, the office he/she holds shall be declared vacant. The President of the Board shall announce the vacant position at the first Board Meeting following a vacancy. Members of the Board may nominate to fill the vacancy. A vote shall be taken at the next Board Meeting.

## **ARTICLE V ELECTIONS**

**Section 1. Election of the Board of Directors** shall be held preferably in the month of **August or September coinciding with the General Membership Meeting every two years** at a venue decided by the Board during which members of the Board of Directors shall be elected.

**Section 2.** Only Institutional members shall be eligible to vote **however** each institution shall designate only one voting representative.

**Section 3.** Candidates or the Board of Directors shall be the individuals officially nominated by the institutional members or by the Nomination and Election Committee. Institutional members are entitled to nominate only one (1) individual to the Board of Directors.

**Section 4.** A Nomination and Election Committee of three (3) members shall be appointed by the President and approved by the Board of Directors to (1) solicit and accept nomination, (2) prepare the list of candidates, (3) finalize the list of qualified voters, and (4) supervise the election. If there are less than twenty (20) nominations, the Committee shall make additional nominations to make a total of twenty (20) names, ensuring there is geographical balance.

**Section 5.** The Nomination and Election Committee shall proclaim those elected immediately after the canvassing of votes, and thereafter supervise the election of officers. Elected officers and directors shall serve for two years starting **August or September** or until their successors are duly elected and proclaimed.

## **ARTICLE VI DUES**

Section 1. *The Annual dues shall be set and approved by a majority of the Board of Directors and shall be ratified by the members during a regular or special membership meeting.*

**Section 2.** The Fiscal Year shall be from **September 1 to August 31 of the next year.**

**Section 3.** Dues are payable at the beginning of each fiscal year and shall be considered in arrears if not paid by the end of the fiscal year for which these are assessed. All fees and dues of new members are payable at the time of their admission as members and depending on the portion of the fiscal year they are admitted, full in the first half and one half on the second half.

**Section 4.** Members in arrears for one year shall be retained on the rolls of the Association but shall not receive publications until such arrears are paid. Members in arrears of two years, and who have been duly notified by the Treasurer, shall be dropped from the rolls of the Association until such arrears are paid. The Treasurer shall notify all members in arrears one month before the end of the fiscal year.

**Section 5.** The funds of the Association shall be deposited in a bank approved by the Board of Directors. All withdrawals shall be signed, and disbursements from the funds of the Association shall be made, by any two officers of the Association so designated by the Board of Directors. All disbursements shall be covered by vouchers signed by the President.

## **ARTICLE VII MEETINGS**

**Section 1.** The Board of Directors shall hold monthly meetings on days and venues decided by the Board.

**Section 2.** **The Board of Directors** shall call a General Membership Meeting preferably in the month of **August or September** and at the venue decided by the board.

**Section 3.** Special meetings may be called at the discretion of the Board of Directors at such date, time and place as may be decided.

**Section 4.** **Board members are expected to regularly attend all Board Meetings.**

**Section 5.** A Board Member shall notify the president of the Board in writing of his/her anticipated absence (or promptly thereafter if circumstances prevent advance notice) and when he/she anticipates being able to resume regular attendance at meetings.

**Section 6. REMOVAL FROM THE POSITION/REMOVAL FROM THE BOARD**

- a. If the Board Member is absent from one third or more of the Board Member's meeting during a six-month obligation period, a letter shall be sent to the Board Member advising the Board Member of his/her substantial lack of attendance, and to the President of the institution the board member represents. During the next three months, if the Board Member continues to be absent from one third or more of his/her

meeting obligation, the President of the Board propose the removal of the Board Member. There shall be two periods for measurement of attendance each year (October to March and April to September).

- b. Board member may also be remove for cause including for any of the following reasons:
  - a. A substantial lack of attendance at board, committee and sub committee meetings.
  - b. Any form of Board representation not authorized by chair person.
  - c. Failure to adhere to these by-laws.
  - d. A consistent pattern of Behavior unbecoming a Board Member.

## ARTICLE VIII STANDING COMMITTEES

**Section 1.** The Association shall have the following standing committees: Membership Committee, Ways and Means Committee, Continuing Education Committee, **Communication** Committee and **External Linkages**, the Chairman of which shall be appointed by the President and approved by the Board of Directors.

**Section 2.** The **President, upon the approval of the Board of Directors**, may create from time to time other committees, as necessary.

## ARTICLE IX PUBLICATION

**Section 1.** The Association shall have one regular official publication issued at a frequency decided by the Board of Directors for the purpose of keeping members informed of all activities undertaken in pursuance of the objectives of the Association.

**Section 2.** Other information and materials may be issued at the discretion of the Board of Directors.

## ARTICLE X AMENDMENTS

**Section 1.** Amendments to this Constitution & By-Laws may be proposed by any institutional member of the Association. Such proposals shall be submitted to and must be approved by the Board of Directors before submission to the general membership.

**Section 2.** Whenever necessary, the President may appoint from the Board of Directors, a Committee to draft proposed amendments which shall be submitted to and approved by the Board of Directors before submission to the general membership.

**Section 3.** The final draft of proposed amendments approved by the Board of Director's shall be presented to the members **at least** thirty (30) days before a regular or special general membership meeting. An amendment is deemed approved upon a favorable vote of majority of institutional members present and will take effect immediately.

Institutional members who cannot attend the regular or special general membership meeting at which amendments are to be acted upon may send their votes, for or against, by registered mail which should be received by the association secretariat on or before the said meeting.

**TO BE APPROVED FOR ADOPTION on October 27, 2016 during the PAES General Membership Meeting, to be held at the University of Santo Tomas, España Blvd., City of Manila.**