

PIChE – CAMANAVA Chapter Constitution and By-Laws

PREAMBLE

We, the Chemical Engineers of Philippine Institute of Chemical Engineers (PIChE) CAMANAVA Chapter, realizing the need to organize the chemical engineers in the cities of Caloocan, Malabon, Navotas and Valenzuela (CAMANAVA) while promoting the welfare of our profession and ethical practice and pursuing the advancement of science and technology in the field of chemical engineering towards nation building, in support to the mission and vision of PIChE, the sole Accredited Integrated Professional Organization (AIPO) for chemical engineers, have resolved to accomplish these aims by virtue thereof, ordain and promulgate this constitution and By-Laws.

ARTICLE I

NATURE, NAME, SEAL AND OFFICE

Section 1. Nature - This organization shall be the duly recognized CAMANAVA Chapter of PIChE. As such, it shall embody similar objectives and principles consistent with PIChE and shall subsequently be accredited by the Professional Regulation Commission (PRC).

Section 2. Name – This organization shall be known as PHILIPPINE INSTITUTE OF CHEMICAL ENGINEERS CAMANAVA CHAPTER, which for short shall be referred to as PIChE CAMANAVA.

Section 3. Seal – The seal of PIChE CAMANAVA shall consist of two concentric circles with the name PHILIPPINE INSTITUTE OF CHEMICAL ENGINEERS and the name CAMANAVA chapter inscribed in between them and the symbol of a manufacturing plant inside the smaller circle. The official color is orange. *(description to be lifted from ChE Law)*

Section 4. Location – The principal office of PIChE CAMANAVA shall be located in Unit 2015 Cityland Condominium 10 Tower 2, 154 H.V dela Costa, Salcedo Village, Brgy. Bel-air, Makati City, with a satellite office at Caloocan City.

ARTICLE II

PRINCIPLES AND OBJECTIVES

Section 1. Core Values - The core values of the members of PIChE CAMANAVA, consistent with PIChE, shall be based upon camaraderie, audacity, mastery, ardency, nobility, adaptability, vigor, and adroitness

Section 2. Mission– PIChE CAMANAVA aims to improve, develop and advance its members by:

- a. providing timely technical trainings that will lead to green innovations and will be beneficial to the society,
- b. encouraging continuous members' active participation,
- c. assisting members' professional development, and
- d. expanding opportunities for professional networks.

ARTICLE III MEMBERSHIP

Section 1. Types of Membership - The membership of PIChE CAMANAVA shall be classified as:

- a. Regular Member** - A person who is a registered chemical engineer in accordance with the laws of the Republic of the Philippines,
- b. Associate Member** - A person holding a Bachelor of Science in Chemical Engineering (BS ChE) degree from a duly recognized college or university, either local or foreign,
- c. Honorary Member** - A person, not necessarily a registered chemical engineer, who has distinguished himself/herself in the field of chemical engineering or contributed significantly to the advancement of the chemical engineering profession and whom the Board of Directors by unanimous vote, conferred honorary membership in this chapter, and
- d. Institutional Member** – A government or private entity, either a corporation, partnership or single proprietorship committed in supporting the mission and vision of PIChE CAMANAVA.

Section 2. Admission of Members - A person or an entity, natural or judicial, shall be admitted to membership to PIChE CAMANAVA upon fulfillment of application and compliance requirements set by the Board of Directors.

Section 3. Prohibition on Dual Membership - No member, irrespective of type, shall, at the same time, be a member of more than one PIChE Chapter, but can be part and/or representative of a national board.

Section 4. Suspension, Expulsion and Reinstatement of Members – Any member may be suspended or expelled for reasons inimical to PIChE CAMANAVA or to the profession after a fair hearing or under such rules and regulations as may be prescribed by the Board of Directors. The Board of Directors may reinstate any member, provided that compliance to reinstatement requirements have been met.

ARTICLE IV
PRIVILEGES, FEES AND DUES

Section 1. Joining Fee – Each member shall pay an amount set by PIChE. This amount shall be deposited to the chapter’s designated bank account.

Section 2. Annual Dues - Each member shall pay annually an amount set by PIChE for the purpose of renewal of membership.

Section 3. Privileges of Members in Good Standing

- A regular member shall be entitled to applicable services and privileges including the right to vote and be voted upon as an officer of the association;
- An associate member shall be entitled to applicable services and privileges and can vote but cannot be voted upon;
- An honorary member shall be entitled to applicable services and privileges which the Chapter provides. He cannot vote nor be voted upon; and
- An institutional member shall be entitled to applicable services and privileges which the Chapter provides. Its sole authorized representative may vote but cannot be voted upon.

ARTICLE V
BOARD OF DIRECTORS

Section 1. Membership – The PIChE CAMANAVA shall be governed and administered by a Board of Directors composed of nine (9) regular members, immediate past president and three (3) advisers as chosen by the executive committee. The members of the Board of Directors shall be elected for a term of two (2) years.

Section 2. Powers – The Board of Directors shall have the management of the Chapter and such powers and authorities as are herein provided by this By-Laws. Without prejudice to the general powers herein above conferred, the Board of Directors shall have the following emergency powers:

- a. From time to time to make and change rules and regulations consistent with the PIChE CAMANAVA Constitution and By-Laws and for the management of the Chapter’s business and affairs.
- b. To delegate, from time to time, any of the powers of the Board of Directors in the course of the activities of the Chapter to any created committee or to any officer, as may be deemed fit.

Section 3. Election of Directors – The election of the members of the Board of Directors shall be held in the 3rd week of April of every other year at an annual meeting of the members or at a special meeting called for the purpose, except for the first set of Board of Directors who were elected on January 31, 2014. Nominations and voting shall be supervised by the commission on elections and must be in a form of secret ballot.

Section 3.1 Commission on elections (COMELEC) – The COMELEC shall be composed of the three (3) advisers as designated by the council of advisers.

Section 4. Administrative Year – The administrative year of the Chapter shall be from the first day of May to the last day of April of the following year. The first set of Board of Directors shall assume office on January 31, 2014 up to May 31, 2016 after which, the succeeding set of Board of Directors shall be elected as per Article V Section 3.

Section 5. Vacancies – Any vacancy in the Board of Directors, through death, resignation, prolonged absence, disability or other cause may be filled by appointment of the Board of Directors for the unexpired term only.

ARTICLE VI MANAGEMENT TEAM

Section 1. Officers – Immediately after the election every 2 years as provided for in Article V Section 2 above, the Vice President shall automatically assume the position of the President. The members of the Board of Directors shall elect the following officers: Vice President, Secretary, Treasurer, Auditor, PRO and three (3) Committee Directors set by the executive committee from time to time consider to be required and needed in attaining the objectives of the Chapter.

Section 2. Executive Committee - The executive committee shall be composed of the President, Vice President, Secretary, Treasurer, Auditor and PRO.

Section 3. Council of Advisers – The council of advisers shall be composed of former Presidents of the chapter and distinguished individual selected by the Board of Directors.

Section 4. Committee Heads – The committee heads shall be appointed by the Board of Directors.

Section 5. Management Team – The management team shall include the Board of Directors, council of advisers and the committee heads.

ARTICLE VII
DUTIES OF OFFICERS

Section 1. Duties of the President – The President shall be the executive officer and shall be the representative of the chapter in all the external meetings and events. He/she shall preside all meetings of the Board of the Directors and of the members, implement all the chapter’s resolutions, and carry out the aims and objectives of the chapter and shall exercise such other functions and responsibilities in accordance with this By – Laws. He/she shall consult the Board of Directors on critical issues.

Section 2. Duties of the Vice President – He/she shall discharge the powers and duties of the President, in case of death, disability, or resignation of the President. He/she shall oversee all the functions of the Board of Directors in coordination with the President. He/she shall perform such other duties as the board may deem wise.

Section 3. Secretary – The Secretary shall record and keep the minutes of all meetings, and shall perform all the others duties which are incidental to his/ her office by rule and practice as the board may determine. He/she shall oversee the functions of the membership committee.

Section 4 Treasurer – The Treasurer shall be the finance officer of the Chapter and custodian of all its assets. He/she shall monitor and control all financial transactions, shall keep on accurate account of all cash flow in accordance with the budget or special appropriation approved by the Board of Directors, shall deposit all collection of funds of the Chapter with a reputable bank designated by the Board of Directors, jointly with anyone of the following: the President , the Vice President or the Secretary as the case may be, he/she shall make an official quarterly and annual financial report, duly audited, of the finances of the chapter to report to the Board of Directors and members of the chapter and such other reports as the Board of Directors may require.

Section 5. Auditor – The Auditor shall examine and credit the receipts of all financial transactions of the Chapter and shall see to it that disbursements are carried out in accordance with provisions of this By-Laws, the resolutions of the members and of the Board of Directors. He/she shall pass in audit and certify the quarterly and annual financial report of the Treasurer, and such other asset inventory as may be required by the Board of Directors.

Section 6. Public Relations Officer (PRO) – The PRO shall be responsible for communication and information flow inside and outside the chapter and affiliates, through various communication tools. He/she shall plan public strategies, campaigns and press releases of the organization. He/she shall assume the position of Editor-in-Chief of the official publications of the Chapter.

Section 7. Committee Directors - The Committee directors shall carry out the roles and responsibilities set by the executive committee. They shall assume vacant positions in the executive committee as the need arises.

ARTICLE VIII MEETINGS

Section 1. Annual Meetings of Members – The annual meetings of the members of the Chapter for election of Directors and other purposes shall take place in the third week of April in the designated venue approved by the board.

Section 2. Quorum in the Annual Meetings of Members - Quorum in annual meetings of members shall consist of 30% of all regular members.

Section 3. Meetings of the Board of Directors – The Board of Directors shall fix and designate the day or days for holding the regular meetings. They shall adopt its own rules or procedure consistent with the provisions of this By-Laws.

Section 4. Quorum in the Meeting of the Board of Directors - A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. In case there is no quorum but there are at least four (4) officers of the Board of Directors present, the said meeting shall be designated as Executive Board meeting.

Section 5. Special Meetings – A special meeting is carried out to settle important issues in consultation with concerned chapter members and/or Board of Directors. Any special meeting shall be attended by at least three (3) Directors.

- a. A special meeting of the members of the Chapter may be called at the instance of the President, three (3) Directors or any ten (10) members who shall inform the Secretary and who in turn shall notify the members at least ten (10) days before the date of the meeting. Matters discussed during the meeting shall be deliberated by the Board of Directors.

- b. A special meeting of the Board of Directors may be called at the instance of the President or any three (3) Directors. The notice of place and time for which shall be communicated to the Directors by the Secretary at least two (2) days before the date of the meeting. Matters discussed during the meeting shall be deliberated by the Board of Directors as stipulated in Section 4 of this Article.

ARTICLE IX AMENDMENTS

Section 1. This By-Laws maybe amended by a majority vote of the quorum all the members assembled at annual meeting or at a special meeting called for the purpose.

Section 2. No proposed amendment or repeal will be acted upon unless the same is submitted in writing to the Board of Directors of the Chapter by the proponent. The Secretary shall give due notice of such proposed amendments or repeal at least fifteen (15) days prior to the date of the special or general meeting called for the purpose.