

# **PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS**

## **AMMENDED BY-LAWS OF THE PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS ( WITH 1997 AMENDMENTS )**

### **ARTICLE I GENERAL PROVISIONS**

**SECTION 1. NAME :** The name of the Association shall be PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS, INC.

**SECTION 2. OFFICE :** The principal office of this Association will be located in Metro Manila at such place to be decided by the Board of Directors.

**SECTION 3. OBJECTIVES :** The objectives of the Association are as follows :

- 3.1. To encourage the development, improvement, and advancement of the teaching of chemistry in college and in high school, both private and public;
- 3.2. To seek solutions to the varied problems faced by chemistry education in the Philippines;
- 3.3. To provide proper fora for the exchange of ideas and options among chemistry teachers;
- 3.4. To foster and maintain among the members of the teaching profession ideals of integrity, professional competence, public service, and conduct.
- 3.5. To encourage and promote research in chemistry education.
- 3.6. To foster close liaison and fellowship among its members.

### **ARTICLE II MEMBERSHIP**

#### **SECTION 1. QUALIFICATION FOR MEMBERSHIP**

Membership in the Association is open, primarily to all persons teaching chemistry in the college or high school levels in educational institutions of recognized standing in the Philippines.

#### **SECTION 2. KINDS OF MEMBERSHIP**

There will be three (3) kinds of membership: regular, associate, and honorary membership.

- 2.1. Regular membership may be granted to any person who is actually engaged in the teaching of chemistry in any institution recognized by the Philippine government. Life membership may be granted

- to any regular member upon application and payment of the life membership fee.
- 2.2. Associate membership may be granted any person involved in chemistry education although not actually engaged in teaching chemistry.
  - 2.3. Honorary membership may be granted to anyone who is not a regular member but has rendered outstanding contribution to chemistry education. He must be nominated by one (1) regular member, and endorsed by at least ten (10) members, all in good standing in the Association.

### **SECTION 3. ACCEPTANCE OF APPLICATION FOR MEMBERSHIP**

Acceptance to regular, life, or associate membership is upon accomplishment of membership form, endorsement by any member of the Board of Directors, and payment of membership dues. Acceptance to honorary membership shall be decided by the Board of Directors upon recommendation of the Membership Committee.

### **SECTION 4. RIGHTS AND PRIVILEGES OF MEMBERS**

- 4.1. Regular members of the Association shall enjoy the following rights and privileges.
  - 4.1.1. To vote to, and be voted upon, any elective position for which the member is qualified;
  - 4.1.2. To vote on any or all issues presented to the general membership's decision;
  - 4.1.3. To be appointed to any position for which the member is qualified;
  - 4.1.4. To refer to the Association for technical assistance any problem affecting the professional interest of the members;
  - 4.1.5. To receive any or all official publications of the Association;
  - 4.1.6. To participate in activities sponsored by the Association: scientific meetings, workshops, and the like;
  - 4.1.7. To represent the Association, with the consent of the Executive Board, in scientific meetings or seminars, local or abroad, to which the Association is invited; and
  - 4.1.8. To enjoy any benefit derived from any or all undertakings in which funds of the association will be used as determined by the Executive Board.
- 4.2. Associate members of the Association shall enjoy the following rights and privileges.
  - 4.2.1. To vote on any elective position, but not to be voted on.
  - 4.2.2. To vote on any or all issues presented to the general membership's decision;

- 4.2.3. To be appointed to any position for which the member is qualified;
  - 4.2.4. To refer to the Association for technical assistance any problem affecting the professional interest of the members;
  - 4.2.5. To receive any or all official publications of the Association;
  - 4.2.6. To participate in activities sponsored by the Association: scientific meetings, workshops, and the like;
  - 4.2.7. To enjoy any benefit derived from any or all undertakings in which funds of the Association will be used as determined by the Executive Board.
- 4.3. Honorary members of the Association shall enjoy the following rights and privileges.
- 4.3.1. To refer to the Association for technical assistance any problem affecting the professional interest of the members;
  - 4.3.2. To receive any or all official publications of the Association;
  - 4.3.3. To participate in activities sponsored by the Association: scientific meetings, workshops, and the like.

## **SECTION 5. RESPONSIBILITIES OF MEMBERS**

The members of the Association shall have the following responsibilities:

- 5.1. To pay the annual membership dues and any other fees deemed necessary by the Association;
- 5.2. To attend regular and/or special meetings duly called for by the president or by any duly authorized officer of the Association;
- 5.3. To accept any assignment given by the president or any authorized officer and to render service to any committee or working group in the Association to which the member is appointed; and
- 5.4. To carry out the objectives of the Association, to protect its good name, maintain a high degree of professional standard, and abide by the principles of ethical practice.

## **ARTICLE III ORGANIZATION AND GOVERNMENT**

### **SECTION 1. ORGANIC STRUCTURE**

The PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS INC. (PACT) shall be composed of all persons involved in chemistry education.

## **SECTION 2. GOVERNMENT**

Management of the affairs of the Association shall be vested in, and its property administered by a board of directors consisting of eleven (11) members to be elected by majority vote of all members of an Electoral Council. The board of directors shall include the immediate past president of the Association who shall be an ex-officio non-voting member and shall serve only for the term immediately following the expiration of his/her term as president.

## **SECTION 3. ELECTORAL COUNCIL**

The Electoral Council shall be composed of regular members in good standing who are endorsed by the members in the academic institution or chapter they belong to and who are duly authorized by the head of the same academic institution or chapter to represent the institution or chapter. Each academic institution shall have the following number of representatives, but in no case shall it have more than three representatives nor shall any represent more than one institution or chapter: 1 to 10 active members in the institution or chapter – one representative; 11 to 20 active members in the institution or chapter – two representatives; more than 20 active members in the institution or chapter – three representatives. The Electoral Council shall have as its primary function the election of the members of the Board of Directors. They are convened by the Election Committee but shall choose among themselves a presiding officer for the conduct of the election.

## **SECTION 4. BOARD OF DIRECTORS**

The Board of Directors shall have the following powers and functions:

- 4.1. To promulgate from time rules and regulations not inconsistent with these by-laws for the management of the corporate affairs and business of the Association;
- 4.2. To administer any fund from donations, grants and bequests which the Association may receive for general or specific projects;
- 4.3. To acquire for the Association, any property, rights, or privileges which the Association is authorized to acquire at such price, terms, and conditions as they shall see fit, and to dispose of the same when the Association warrants it;
- 4.4. To pay, at their discretion, appropriated funds for the property or rights acquired by the Association either wholly or partially, in money or other negotiable instruments;
- 4.5. To provide from time to time; for the management of the office of the Association in such manner as they see fit and in particular to delegate from time to time any of the powers of the Board in the course of the current business of the Association to any standing committee, or any officer, and to appoint any person or

- persons to be agents of the Association conferring them with such powers (including powers to sub-delegate), and upon such terms as may be deemed fit;
- 4.6. To engage the services of employees, define their functions, and fix their compensation.
  - 4.7. To perform such other functions as may be necessary or expedient in the interest of the Association.

## **ARTICLE IV OFFICERS AND THEIR DUTIES**

### **SECTION 1. OFFICERS**

The officers of the Board of Directors shall also be the officers of the Association. Immediately after the election of the Board of Directors, they will elect among themselves a president, an executive vice-president, a treasurer, an auditor, and a press relations officer. The president with the consent of the Board shall appoint from among the members of the electoral council a vice-president for external affairs, a vice-president for internal affairs, and a secretary.

### **SECTION 2. DUTIES AND FUNCTIONS OF THE PRESIDENT**

- 2.1. Be the Chief Executive of the Association;
- 2.2. Preside over the meetings of the Board of Directors;
- 2.3. Approve all bills of expenses of the Association subject to the limitations provided for in these By-Laws;
- 2.4. Appoint, with the consent of the Board of Directors, all appointive officials; and
- 2.5. Perform all other duties incumbent upon the Office.

### **SECTION 3. EXECUTIVE VICE-PRESIDENT**

The Executive Vice President shall assume all the duties and functions of the Office of the President during the President's absence or disability. He/She shall be the overall chair of the national convention which shall be held at least once every two years.

### **SECTION 4. VICE-PRESIDENT FOR EXTERNAL AFFAIRS**

The Vice-President for External Affairs shall be the liaison between the Association and allied organizations.

### **SECTION 5. VICE-PRESIDENT FOR INTERNAL AFFAIRS**

The Vice-President for Internal Affairs will coordinate all activities of the Association and chair the Membership Committee.

### **SECTION 6. SECRETARY**

The Secretary shall have the following duties and functions:

- 6.1. Attend all meetings of the Board of Directors, and keep a record of all proceedings thereof;
- 6.2. Act as custodian of all records, books, documents, and communications of the Association;
- 6.3. Send notices to the members of the electoral council, officers and members of the Board of Directors, as well as the members of the various committees notifying them of their election or appointment;
- 6.4. Cause to be prepared the official ballots for all elections;
- 6.5. Perform such other duties as are incumbent upon the Office. In the performance of all these functions and duties, the secretary will be assisted by the secretariat, the employees of which will be appointed by the President upon the Secretary's recommendation. The salaries or compensation of the employees will be determined by the Board of Directors.

## **SECTION 7. TREASURER**

- 7.1. The Treasurer shall take charge of all the funds of the Association;
- 7.2. Collect, receive, record, and disburse all the funds of the Association, provided that no disbursement shall be made except over his/her signature and countersigned by the President, or in the President's absence or inability, by the Executive Vice-President, or in the absence of both, the Secretary.
- 7.3. Render reports of receipts and disbursement as required by the Board of Directors;
- 7.4. Assist in the preparation of the budget;
- 7.5. Furnish a surety bond at the expense of the Association in such amount as may be required; and
- 7.6. Perform such other duties as may be assigned to him by the president for and in behalf of the Board of Directors. In the performance of these functions, the Treasurer may be assisted by as many sub-treasurers as may be necessary to be appointed by the President upon the Treasurer's recommendation and with the approval of the Board of Directors.

## **SECTION 8. AUDITOR**

The Auditor shall serve as guardian of the Association's funds and shall exercise the following powers and functions:

- 8.1. Audit all financial records of the Association at least once a year;
- 8.2. Ensure the necessary safeguards in the administration of the funds of the Association;

- 8.3. Certify to the fairness and veracity of the Treasurer's financial reports which shall be submitted to the Board of Directors on a date that shall be determined by the Board; and
- 8.4. Perform other duties that may be assigned to him by the President.

**SECTION 9. PRESS RELATION OFFICER**

The P.R.O. shall take charge of all press releases of the Association and shall be the chair of the Committee on Publications.

**ARTICLE V  
ELECTIONS**

**SECTION 1. MEMBERS OF THE BOARD OF DIRECTORS AND OFFICERS**

The members of the Board of Directors shall be elected by the members of the electoral council among themselves as soon as the electoral council has been constituted and convened but in no case shall the election of the members of the board of directors be later than the first month of the first semester of each school year. The officers of the Association shall be elected immediately after the election of the board of directors. The election of the officers may be postponed but in no case shall the election be held later than two (2) weeks after their election as board members.

**SECTION 2. TERM OF OFFICE**

The term of office any elective official shall be determined as follows:

- 2.1. For the members of the Board of Directors elected immediately after ratification of these by-laws, the following rules will apply:
  - 2.1.1. The four (4) Board Members who garner the highest shall serve for a term of three (3) years.
  - 2.1.2. The four (4) Board of Members who garner the 5<sup>th</sup> to 8<sup>th</sup> highest number of votes shall serve a term of two (2) years.
  - 2.1.3. The three (3) Board members who garner the 9<sup>th</sup> to 11<sup>th</sup> highest number of votes shall serve for a term of one (1) year.
- 2.2. Members of the Board of Directors who are subsequently elected into office to fill in any vacancy due to termination of office in accordance with Section 2.1 of this Article all serve for a term of three (3) years.
- 2.3. The term of office of all Officers shall be one (1) year from the date of their election.

### **SECTION 3. VACANCIES**

In case a vacancy arises for any elective position in the Board of Directors, the members of the Board of Directors shall elect from the members of the electoral council a person to fill the vacant position or office therein and to serve for the unexpired portion of the term.

## **ARTICLE VI SUSPENSION AND REMOVAL**

**SECTION 1.** On petition of at least seventy five percent (75%) of the members of the electoral council, any member of the Board may be removed or suspended from holding office on the following grounds:

1.1. Neglect of duty:

1.1.1. Excessive absence from the Association's meetings, provided such absences constitute at least fifty percent (50%) of the total regular meetings of the school year;

1.1.2. Any negligence of duty which the Board of Directors may consider to be a serious ground for removal or suspension.

1.2. Gross misconduct

1.3. Disloyalty to the Association; and

1.4. Culpable violations of the PACT Constitution and By-Laws.

**SECTION 2.** The impeachment proceedings shall be initiated by at least 2/3 votes of the Board of Directors.

**SECTION 3.** As may be decided by the Board of Directors, nonpayment of annual dues for two consecutive years may be ground for suspension of a member. Members delinquent in the payment of annual dues for the current year shall cease to enjoy the rights and privileges of members as stipulated in Article II Section 4.

**SECTION 4.** Any member suspended for nonpayment of dues shall, upon payment of his annual dues for the current year, and after certification by the treasurer, be automatically reinstated.

**SECTION 5.** Any member may be suspended or removed from the Association on the following grounds:

5.1. Gross misconduct

5.2. Disloyalty to the Association; and

5.3. Culpable violations of the PACT Constitution and by-laws.

## **ARTICLE VII MEETINGS**

**SECTION 1. MEETINGS OF THE ASSOCIATION**

All meetings of the Association shall be held at the principal office unless written notices of the meeting shall fix another place as the members of the Board of Directors may decide. The Association shall hold a general meeting during the annual convention.

**SECTION 2. MEETINGS OF THE ELECTORAL COUNCIL**

The Electoral Council shall meet at the principal office of the Association once every first semester or whenever there is need for such meetings to be called by the Elections Committee.

**SECTION 3. MEETINGS OF THE BOARD OF DIRECTORS**

The Board of Directors shall hold their regular meetings every month at the principal office of the Association or at such place and time as the Board may decide. Special meetings may be called by the President or upon written request of at least six (6) members of the Board. A quorum consisting of a majority of the members of the Board shall be required for transaction of business and every decision of the majority of the quorum duly assembled shall be a valid corporate act.

**ARTICLE VIII  
REGIONAL CHAPTERS**

**SECTION 1.** A regional chapter with an initial membership of at least thirty (30) regular members may be organized outside Metro Manila.

- 1.1. For initial recognition, the chapter shall submit to the Association for approval:
  - 1.1.1. The list of its founding members;
  - 1.1.2. A copy of the chapter's by-laws which should be consistent with the Association's by laws.
- 1.2. For continuing recognition by the Association, the chapter must;
  - 1.2.1. Maintain at least thirty regular members in good standing;
  - 1.2.2. Hold at least one annual convention, seminar, workshop or any such activity consistent with the objectives of the Association
  - 1.2.3. Submit an annual report of their activities to the Association
  - 1.2.4. Remit to the Association a percent of their membership dues as may be determined by the Board of Directors.

**ARTICLE IX  
FEES AND DUES**

## **SECTION 1. MEMBERSHIP DUES**

Membership dues shall be decided by the Board of Directors upon recommendation of the Membership Committee.

## **SECTION 2. CONVENTION AND SEMINAR FEES**

Convention and seminar fees shall be the amount recommended by a seminar committee, and approved by the Board of Directors.

# **ARTICLE X STANDING COMMITTEES**

## **SECTION 1. COMPOSITION**

The Executive Board shall constitute and maintain six ( 6 ) standing committees :

- 1.1. Program Committee with the Executive Vice President as ex-officio chairman;
- 1.2. Membership Committee with the Vice President for Internal Affairs as ex-officio chairman;
- 1.3. Publications Committee with the Press Relations Officer as ex-officio chairman;
- 1.4. Election Committee with the Executive Secretary as the ex-officio chair;
- 1.5. Research Committee having as chair any capable member duly appointed by the President in accordance with Article IV, Section 2.4.

The members of the committees will be appointed by the chairs of the committee.

## **SECTION 2. FUNCTIONS**

The Standing Committees shall have the following functions:

- 2.1. Program Committees to take charge of the arrangements for the national convention, seminars, workshops, in-service training, and such other programs of the Association.
- 2.2. Membership committee. To screen applicants for membership and to recommend to the Board of Directors approval of same including honorary membership.
- 2.3. Publications Committee: to take charge of all official publications of the Association including the press releases.
- 2.4. Election Committee: To take charge and coordinate the elections of the Board of Directors, and the Officers of the Association with the Electoral Council.

2.5. Research Committee: To encourage, and coordinate all activities related to research.

**ARTICLE XI  
FISCAL CONTROL**

**SECTION 1. FISCAL YEAR**

The Philippine Association of Chemistry Teachers, shall operate on a fiscal year beginning on the first day of June and ending on the last day of May of each year.

**SECTION 2. ACCOUNTING AND AUDITING**

The Board of Directors shall cause the book of accounts to be kept and maintained in accordance with sound auditing practice. An annual external audit of all funds, accounts, receipts, and disbursements of the Association shall be made without delay after the end of each fiscal year.

**ARTICLE XII  
AMMENDMENTS**

**SECTION 1.** These by-laws may be amended, modified or repealed and a new set of by-laws adopted by the affirmative vote of the majority of the general membership in a meeting called for this purpose.

**ARTICLE XIII  
EFFECTIVITY**

**SECTION 1.** This BY-LAWS shall take effect upon ratification by the General Membership.