

**BY-LAWS OF THE  
PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES INC.**

**ARTICLE I  
NAME, DOMICILE AND PRINCIPAL OFFICE**

**SEC. 1. NAME OF THE CORPORATION.** The Corporation shall be known as the PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES INC. (henceforth, “the Association” or “the PAP”).

**SEC. 2. ADDRESS OF THE CORPORATION.** The domicile and principal office of the Association shall be located within the premises of the Philippine Social Science Council Building, along Commonwealth Avenue in Quezon City, Metro Manila, or at such other address within Metro Manila, as may hereafter be designated by the Board of Directors.

**ARTICLE II  
NATURE AND PURPOSE OF THE ORGANIZATION**

**SEC. 1. THE CORPORATION AS A PROFESSIONAL ORGANIZATION.** The PAP is a professional organization of psychologists and psychometricians organized and governed primarily by the provisions of the Corporation Code. In particular, it is governed by the Articles of Incorporation of the Association, and these By-Laws.

**SEC. 2. PURPOSES OF THE ORGANIZATION.** The purposes of the Association as a professional organization are the following:

- A. To promote excellence in the teaching, research, and professional practice of psychology;
- B. To advance the practice of psychology as a scientific discipline;
- C. To cooperate with other scientists and be instrumental in the understanding and problem-solving efforts in areas of mutual concern;
- D. To promote human development and nation building.

**SEC. 3. NON-STOCK, NON-PROFIT CHARACTER.** The purposes of the Association as stated in Sec. 2 are not for gain or profit, and as such, no dividend shall ever be declared nor compensation as such paid to any of its Directors or members. None of its properties, whether real or personal, shall be used or expended except in carrying into effect the legitimate aims and purposes of the Association.

**ARTICLE III  
MEMBERSHIP**

**SEC. 1. QUALIFICATIONS FOR MEMBERSHIP.** Any individual who fulfills the requirements herein set forth may become a member of the Association upon approval by its proper authority.

**SEC. 2. TYPES OF MEMBERSHIP.** Membership in the Association shall be classified into the following categories:

**A. Regular Members**

**REGISTERED PSYCHOLOGISTS.** Local or international individuals who have been credentialed with a Certificate of Registration and a Professional ID Card as a Psychologist by the Professional Regulation Commission. A registered Psychologist member can: attend conventions & general meetings of the Association; vote in PAP election; run for PAP board and is eligible to receive PJP issues.

**REGISTERED PSYCHOMETRICIANS.** Local or international individuals who have registered as a Psychometrician by the Professional Regulation Commission. A Registered Psychometrician member can: attend conventions & general meetings of the Association; can vote in PAP election, run for PAP board, and is eligible to receive PJP issues.

**ASSOCIATE MEMBERS.** – Non-registered members who have obtained a graduate degree in Psychology. Associate members can: attend conventions & general meetings of the Association; vote in PAP elections, run as chair or division, special interest group, or regional chapter and is eligible to receive PJP issues.

**B. AFFILIATE MEMBERS.** Affiliates shall be individuals who have obtained at least an undergraduate degree in Psychology or allied discipline. Affiliate members may attend the conventions and general meetings.

***International Affiliates*** shall be psychologists who reside in countries other than the Philippines or non-Filipino nationalities members of the psychological association of the country in which the applicant resides or, if no such association exists, shall present evidence of appropriate qualifications. International affiliates may attend the conventions and general meetings.

➤ **SEC. 5. MEMBERS IN GOOD STANDING.** Membership in PAP is on a **yearly basis**. There is no life-time membership. To be an active member, you must renew your membership yearly.

1. A Regular, Affiliate or International Affiliate member may be dropped from membership or otherwise disciplined for conduct which violates the Ethical Practices and Standards of the PAP, which tends to harm the Association or to negatively affect its reputation, or which is contrary to its objectives. Reports of such conduct shall be submitted to the Ethics Committee.

2. The Ethics Committee shall formulate rules and procedures governing the conduct of the ethics and disciplinary process. However, such rules and procedures and any changes therein must be approved by the PAP Board of officers. The Ethics Committee, acting at its own discretion or on direction of the Board of officers, shall review such rules and procedures periodically and may amend them from time to time, provided, however, that no such amendment shall adversely affect the substantive rights of a Regular, Associate, or Affiliate members whose conduct is being investigated or against whom formal charges have been filed at the time of amendment.

3. A person who has been dropped from membership pursuant to the rules and procedures of the Ethics Committee may reapply for membership after five years have elapsed from the date of termination of his/her membership. A person who has been permitted to resign under a stipulated agreement may reapply for membership only after the period of time stipulated in the agreement has elapsed, and all other conditions set forth in such agreement have been discharged. In all cases the Regular, Associate, or Affiliate must show that he/she is ethically as well as technically qualified for membership. Such reapplications shall be considered first by the Ethics Committee, which shall make recommendation to the Membership Board.

4. Resignations of Regular, Affiliate members, or International Affiliates may be accepted only by the PAP Board of officers. The PAP Board will, in its judgment, refuse to accept a resignation filed by a Regular, Affiliate, or International Affiliate while such Regular, Affiliate, or International Affiliate is under the scrutiny of the Ethics Committee.

The PAP Board sets the amount of basic membership dues for the Association. For each additional division he/she wishes to join, the member pays additional dues. Beyond these dues, divisions may vote special assessments to supplement their financial resources

Members are considered to be in good standing if they are updated in their membership dues for at least two years and are not the subject of any disciplinary investigation or act by the Board. Non-payment of dues for one year is considered inactive for that current year.

If a member will be gone for a year or more, he/she may write a letter of intent that he/she will be inactive for a specified period of time. When the member reactivates membership after the specified time, he/she may do so without going through the standard procedures for new membership application. A PAP member who has resigned voluntarily or

through non-payment of dues, may reapply as a new member. The individual will go through the standard procedures for new membership application.

Only members in good standing are entitled to the privileges enumerated *supra*, except for the privilege of attending any convention where members, regardless of category or present standing, may avail of special membership rates.

Any Regular, Affiliate, or International Affiliate member who has reached the age of sixty-five and has been a member of the Association for at least twenty-five years shall become eligible for a dues reduction process, culminating in dues exemption. Such members shall retain all rights and privileges of membership in the Association except the privilege of receiving the PAP Journal publication normally provided to its members as a membership benefit. In order to receive the PAP Journal publication, an option to pay a reasonable subscription price/servicing fee for them shall be made available to dues-exempt members.

Any Regular, Affiliate, or International Affiliate member who has been determined to be totally and permanently disabled shall be exempt from further payment of dues. Such members shall retain other rights and privileges of the Association

**SEC. 6. LOSS OF MEMBERSHIP.** Membership may be lost by resignation, loss of qualifications for initial membership, or expulsion for cause.

1. The Board of Directors, upon the recommendation of the Committee on Scientific and Professional Ethics, shall decide on any case involving the membership status of any member of the Association.
2. At least two-thirds (2/3) vote of the Board, voting during a meeting called for this purpose, shall be required for the expulsion or implementation of any disciplinary act against any member of the Association.

**SEC. 7. APPEAL.** Any member who loses membership in the Association through expulsion, or who may be the subject of any disciplinary act of the Board, may appeal his or her case to the Advisory Council which shall be composed of Past Presidents of the Association.

The Board shall, henceforth, promulgate guidelines for the organization of the Advisory Council.

#### **ARTICLE IV MEETINGS OF MEMBERS**

**SEC. 1. ANNUAL MEETINGS.** The Annual Membership Meeting of the Association shall be held on August 15, to coincide with its Annual National Convention. The Board shall determine the date, time and place of the annual meeting and convention.

The purpose of the Annual Membership Meeting is to take up matters that may be of importance to the Association, to discuss its annual business reports, to ratify and approve the acts of the Board, and to elect such number of Directors, as vacancies exist, to complete fifteen (15) members of the Board.

**SEC. 2. SPECIAL MEETINGS.** Special meetings of Members may be held at any time at the call of the Chair when matters of utmost importance to the Association are to be taken up. Under extreme circumstances, it may also be called by at least five members of the Board or by at least twenty percent (20%) of the Membership.

**SEC. 3. NOTICE OF MEETINGS.** Written notice of a Membership meeting stating the time and place where the same is to be held, shall be sent by the Secretary at least ten (10) days before such meeting.

**SEC. 4. QUORUM.** A quorum for any meeting of the membership shall consist of one fourth (1/4) of the total number of Charter Members, Fellows, and Associates in good standing, except in

cases where the Corporation Code or these By-Laws require a higher percentage of the membership to constitute a quorum.

**SEC. 5. VOTING.** Each voting member of the Association is entitled to one vote at any meeting of members. A majority vote of all the members constituting a quorum shall be sufficient to approve, ratify, or pass a Resolution during a Membership Meeting, except in cases where the Corporation Code or these By-Laws require a higher percentage of votes.

In cases where voting by mail is the mode chosen for votes to be cast, ballots received within the time stipulated as provided in Art. XI, Sec. 1, *infra* shall constitute the total number of members voting at the process. Percentage of votes required for any action to be approved shall be governed as described, *supra* in this Section.

**SEC. 6. NO PROXIES HONORED.** Only members physically present and qualified to vote as provided in Section 4, *supra*, may participate in any election or in the transaction of the Association's business during any meeting of members. No proxies shall be honored.

**SEC. 7. FISCAL YEAR.** The fiscal year to be observed by the Association shall start on the first day of June and end on the thirty-first day of May of the succeeding year.

## ARTICLE V

### THE BOARD OF DIRECTORS

**SEC. 1. COMPOSITION OF THE BOARD.** The Association shall be governed by a Board of fifteen (15) Directors who shall be elected from among the qualified Members of the Association during the Annual Membership Meeting.

**SEC. 2. QUALIFICATIONS OF BOARD OF DIRECTORS.** Registered psychologists and psychometricians with at least 10 years of experience, at least 3 years relevant supervisory experience, whose personal, as well as professional conduct is beyond reproach, and who are updated in their membership dues, are qualified to be elected to the Board.

**SEC. 3. TERM OF OFFICE OF DIRECTORS.** Directors shall serve for a term of three (3) years or until their successors shall have been duly elected and qualified. They shall be so classified, such that the term of one third ( $\frac{1}{3}$ ) of their number shall expire every year.

Directors may serve for six (6) consecutive years as full Directors. A mandatory hiatus of at least one (1) year shall be required before such member may qualify for Board membership again.

**SEC. 4. EX-OFFICIO MEMBERSHIP IN THE BOARD.** The immediate past president of the Association shall serve, *ex-officio*, on the Board subsequent to the expiry of his or her term of office. Where the immediate past president continues to be a full Director, the *ex-officio* position is necessarily left vacant.

*Ex-officio* membership in the Board entitles said Director to all rights and privileges of the Directors, except the right to vote.

**SEC. 5. MEETINGS.** The Board of Directors shall hold the following meetings, to wit:

- A. ORGANIZATIONAL MEETINGS. Soon after their election at the Annual Membership Meeting, the New Board shall hold an Organizational Meeting. They shall elect the officers of the Association and transact such other business as may come before the Board.
- B. REGULAR MEETINGS. Regular meetings of the Board shall be held once a month on a date and time it shall set for itself.
- C. SPECIAL MEETINGS. Special meetings of the Board may be called by the President, or by the written request of any five (5) Directors.

**SEC. 6. QUORUM IN BOARD MEETINGS.** A simple majority of the total number of Directors shall constitute a quorum for the transaction of business. A quorum being present, a majority vote of those present shall be sufficient to validly pass a Board Resolution for the transaction of the Association's business, except in cases where the Corporation Code, or these By-Laws, requires a higher percentage of votes.

**SEC. 7. NOTICE OF MEETINGS.** The Secretary shall notify all the Members of the Board of all meetings at least two (2) days before said meeting. No failure or irregularity of notice of any meeting however, shall invalidate such meeting or any proceeding thereat.

**SEC. 8. TERMINATION OF BOARD MEMBERSHIP.** A member of the Board may lose membership therein by resignation, loss of qualification, or removal for cause.

The Board, acting as a collegial body, shall decide on any case involving a Director's continuing membership in the same.

At least two-thirds (2/3) vote of the Board, voting during a meeting called for this purpose, shall be required to terminate a Director's membership therein for whatever cause.

**SEC. 9. APPEAL.** Any Director whose term of office may have been terminated by an act of the Board may appeal his or her case to the Advisory Council as analogously contemplated in Art. III, Sec. 7, *supra*.

**SEC. 10. VACANCIES.** If any vacancy should occur in the Board because of death, incapacity, resignation or expulsion of any member thereof, such vacancy shall be filled by the candidate who received the next highest number of votes at the last election or by the candidate elected at a special election called for this purpose, as may be decided upon by the Board. Such Director, however, shall serve only the remaining term of the Director being replaced.

## **ARTICLE VI POWERS AND FUNCTIONS OF THE BOARD**

**SEC. 1. GENERAL POWERS, FUNCTIONS AND DUTIES.** The Board of Directors shall exercise all the powers inherent in the general powers of administration and management, those granted it by law, the Articles of Incorporation of the Association, and these By-Laws.

**SEC. 2. SPECIAL POWERS AND DUTIES.** In addition to the general powers referred to *supra*, the Board shall have the following powers and duties, to wit:

- 1.) To establish the direction and policies of the Association as well as oversee its management;
- 2.) To actively articulate the association's Vision-Mission in the light of changing needs and situations and in the attainment of each goals and objectives;
- 3.) To define procedures and standards for membership and affiliation to the Association as well as for loss of the same;
- 4.) To enter into such contracts or execute such deeds, documents and instruments as may be necessary for carrying out its corporate functions in accordance with the purposes of the Association and these By-Laws;
- 5.) To promote understanding between the Association as an exponent of the profession of Psychology, and the community at large;
- 6.) To receive in trust, legacies, gifts, donations and endowments of real and personal property of all kinds and from any acceptable source; to administer the same in accordance with the direction or instructions specified thereto, and in the fault, to administer the same in such manner and procedure as the Board may, in its discretion, determine;
- 7.) To be responsible for the acquisition, conservation, and management of funds and properties of Association;
- 8.) To determine policies on investment of funds and assets of the Association;
- 9.) To approve the annual budget of the Association, *provided* that the necessary apportionment of funds reflect the purposes of the Association as well as each social commitments as articulated in its Vision-Mission statements;
- 10.) To elect the officers of the Board, prescribe the rules for its own governance, and to formulate such rules and regulations for the Association as are consistent with its purposes and objectives;
- 11.) To appoint the Editorial Board of its publications;
- 12.) To recommend amendments to these By-Laws for the approval of the Membership;

- 13.) To oversee the accomplishment by the responsible officer or committee that all acts required by the government entity that has supervision over the Association as a Corporation are diligently fulfilled;
- 14.) In general, to do all such acts as are necessary, convenient and proper for the attainment and pursuit of the Association's purposes and objectives.

**SEC. 3. REGULAR COMMITTEES OF THE BOARD.** The Board shall have the following Committees, to wit:

- A. COMMITTEE ON MEMBERSHIP, NOMINATION AND ELECTION. This Committee shall be composed of the Executive Secretary as Chair and four (4) others elected by the Board from among regular members. Its duties shall be:
  - 1.) To actively recruit members into the Association;
  - 2.) To screen all applicants for membership according to the required qualifications;
  - 3.) To recommend approval of applications for membership;
  - 4.) To keep a roster of all members of the Association including all documents pertaining to their membership and to file the same with the office of the Corporate Secretary as part of the permanent files of the Association;
  - 5.) To actively seek possible nominees to Board Directorship and other committees and/or Specialty Divisions and other similar working groups, for the approval of the Board/President; and
  - 6.) To conduct the annual Membership Electoral process.
- B. COMMITTEE ON SCIENTIFIC AND PROFESSIONAL ETHICS. This Committee shall be composed of the immediate past president (*ex-officio* Board Director) as chair, and four (4) others elected by the Board from among regular members. Its duties shall be:
  - 1.) To formulate rules or principles of professional ethical conduct regarding psychological testing, therapy, research and other professional activities for adoption by the Association;
  - 2.) To receive and investigate cases of unethical conduct among its members, whether endorsed by the Board or forwarded to it directly; and
  - 3.) To submit a written report to the Board on its findings regarding any member it has investigated and make recommendations as to specific disciplinary action the Board may take regarding such member whom it has investigated.
- C. COMMITTEE ON FINANCE. This Committee shall be composed of the Treasurer as Chair, and four (4) others elected by the Board from among the regular members of the Association. Its duties shall be:
  - 1.) To present to the Board for its approval, the annual budget of the Association;
  - 2.) To supervise the financial operations of the Association; and
  - 3.) To employ a professional auditor whose appointment shall be approved by the Board. This Auditor shall likewise submit an annual oral and written report to the Board.
- D. PAP CONVENTION COMMITTEE. This committee shall be composed of a PAP Board members as Chair, the Vice President of PAP and four (4) others elected by the Board from among the regular members of the Association. Its duties shall be:
  - 1.) To be in charge of planning and executing a program of activities for the PAP Convention
  - 2.) To create guidelines for hosting of PAP convention
  - 3.) To coordinate with host institution in the planning and implementation of the PAP convention
  - 4.) To evaluate the outcomes and make recommendations on the design and implementation of future conventions
- E. PAPJA CONVENTION COMMITTEE. This committee shall be composed of a PAP Board members as Chair, the Vice President of PAP and four (4) others elected by the Board from among the regular members of the Association. Its duties shall be:
  - 1.) To be in charge of planning and executing a program of activities for the PAPJA Convention
  - 2.) To create guidelines for hosting of PAPJA convention
  - 3.) To coordinate with host institution in the planning and implementation of the PAPJA Convention

- 4.) To evaluate the outcomes and make recommendations on the design and implementation of future conventions
- F. PUBLICATIONS COMMITTEE. This Committee shall be composed of the Editor as Chair and the Board of Editors of the *Philippine Journal of Psychology*. Its duties shall be:
- 1.) To be in-charge of publishing the *Philippine Journal of Psychology*;
  - 2.) To oversee the continuity of the publications projects of the Association by encouraging and training potential members of the Board of Editors to actively participate in the production of the said publication.
- G. CERTIFICATION COMMITTEE. This Committee shall be composed of a PAP Board member as head and four (4) others elected by the Board from among the regular members of the Association. Its duties shall be:
- 1.) To formulate and review guidelines for certification of specialization in keeping with PRC guidelines and in coordination with the Professional Regulatory Board of Psychology
  - 2) To constitute the evaluators and ensure the proper evaluation of applicants for specialization
  - 3) To communicate to the applicants the results of the evaluation
- H. ACCREDITATION COMMITTEE. This Committee shall be composed of a PAP BOARD MEMBER AS HEAD AND four (4) others elected by the Board from among the members of the Association. Its duties shall be:
- 1.) To be part of the continuing professional development council of the Professional Regulatory Commission (PRC)
  - 2.) To formulate and review guidelines for accreditation of Continuing Professional Development providers in keeping with the guidelines set by PRC.
  - 3.) To constitute the evaluators and ensure the proper evaluation of applicants for accreditation
  - 4.) To communicate to the applicants the results of the accreditation evaluation
- I. PUBLIC INTEREST COMMITTEE. This Committee shall be composed of a PAP Board member as head and four (4) others elected by the Board from among the regular members of the Association. Its duties shall be:
- 1.) To mobilize/alert Public Interest Committee on issues
  - 2.) To discuss issues for potential action/response
  - 3.) To evaluate merit of action on an issue
  - 4.) To draft and disseminate statements, documents or articles in support of its positions
- J. AWARDS COMMITTEE. This Committee shall be composed of PAP Board member as Chair and four (4) other elected by the Board from among the regular members of the Association. Its duties shall be:
- 1) To conceptualize and provide guidelines and criteria of awards
  - 2) To select and appoint judges
  - 3) To announce calls for nominations
  - 4) To facilitate the judging process
  - 5) To communicate to the winners and award them with tokens/prizes
- K. OUTREACH COMMITTEE. This Committee shall be composed of PAP Board member as Chair and four (4) other elected by the Board from among the regular members of the Association. Its duties shall be:
- 1) To conceptualize and plan for institutional outreach
  - 2) To partner with agencies and organizations in the implementation of outreach activities
  - 3) To monitor and evaluate outreach activities

**SEC. 4. TERM OF OFFICE IN BOARD COMMITTEES.** Chairs and members of Board Committees shall serve for a term of one (1) year provided that the position of Committee Chair is *co-terminus* with membership in the Board. Chairs and members of Board Committees may be re-elected for as long as they are willing to serve and for as long as they fulfill the qualification requirements of the same.

**SEC. 5. SPECIAL COMMITTEES.** In addition to its regular Committees, the Board may create any number of Special Committees and/or *ad hoc* Committees for any project or program it decides to undertake, as well as appoint chairs and members thereof, from among the members of the Association.

**SEC. 6. SPECIALTY DIVISIONS.** The Board may, from time to time, create any number of Specialty Divisions to be headed by qualified members of the Association, the purpose of the same being to advance a specialization area in Psychology. Members may request PAP to create a specialty division provided they have at least 3% of PAP members from different regions whose educational background, research outputs and experience focus on the specialization. Officers of the specialty division will be elected from among certified specialists.

**SEC. 7. SPECIAL INTEREST GROUPS.** The Board may, from time to time, create any number of Special Interest Groups (SIGs) to be headed by qualified members of the Association, the purpose of the same being to advance the interests of a group of PAP members. These SIGs may be interdisciplinary in nature. Members may request PAP to create a special interest group provided they have at least 3% of the total registered members of the PAP have signified interest in joining the new Special Interest Group. Officers of the Special Interest Group will be elected from among SIG members.

**SEC. 8 REGIONAL CHAPTERS.** The Board may, approve the creation of a regional chapter among qualified members of the Association, the purpose of the same being to advance the interests of a group of PAP members located within a region. These Regional Chapters may be interdisciplinary in nature. Members may request PAP to create a special interest group provided they have at least 3% of the total registered members of the PAP have signified interest in joining the new Regional Chapter. Officers of the Regional Chapter will be elected from among regional chapter members.

**SEC. 8. LEADERSHIP COUNCIL.** The Chairs of the Specialty Division, Special Interest Groups, and Regional Chapters will comprise the Leadership Council and headed by the Internal Relations Officer. The Leadership Council will be consulted by the PAP Board with regards to major changes and plans of the organization.

## **ARTICLE VII OFFICERS OF THE ASSOCIATION**

**SEC. 1. OFFICERS .** The Officers of the Association shall be a President who shall be the Chair of the Board, a Vice-President who shall be the Vice-Chair of the Board, and a Corporate Secretary who shall be the Executive Secretary of the Board, a Treasurer, and an External Relations Officer and Internal Relations Officer. The Board may, from time to time, create other positions as the need arises and as it sees fit.

**SEC. 2. ELECTION OF OFFICERS.** The election of officers of the Board shall take place during its organizational meeting as provided in Art.V, Sec. 5-A, *supra*.

**SEC. 3. TERM OF OFFICE.** Officers of the association shall serve until their successor shall have been duly elected and qualified. Directors whose terms of office on the Board are continuing shall be qualified for re-election to the same or any other office.

**SEC. 4. DUTIES OF OFFICERS.** The following shall be the duties and responsibilities of the above-named officers:

A. THE PRESIDENT/CHAIR OF THE BOARD shall have the following duties:

- Preside at all meetings of the Board and of the Membership;
- Be the Chief Executive Officer of the Association and exercise full responsibility for all operations in accordance with the policies set by the Board;
- Present a report to the Membership at the annual meeting showing the assets and liabilities and net worth of the Association as well as its operation for the fiscal year ended;
- Render and audited report for every fiscal year during the annual membership meeting;
- Prepare the agenda for all meetings of the Association as well as of the Board;



- Perform all other duties incident to her or his office or officially directed upon her or him by the Board.
- B. THE VICE-PRESIDENT/VICE-CHAIR OF THE BOARD shall have the following duties:
- Perform the functions of the Chair in her or his absence, unavailability or incapacity for any cause;
  - Assume the office of the President for the remainder of his or her term in the event that the President is unable to serve his or her entire term, for whatever reason;
  - Exercise and perform such other functions and duties as may be delegated to her or him by the Chair.
  - Supervise two committee chairs:
    - PAP Annual Convention Chair – heads the Annual Convention Committee of PAP, appoint its Co-chair and committee members.
    - PAPJA Convention Char- heads the PAPJA Convention Committee of PAP, appoint its Co-chair and committee members.
  - Designs and implements other PAP-wide programs or activities as necessary
- C. THE CORPORATE SECRETARY/EXECUTIVE SECRETARY OF THE BOARD shall have the following duties:
- Keep and maintain a record of all Members in a Membership Book of the Association;
  - Make prompt and periodic reports relative to the Association as may be required and to the proper government entity;
  - Issue notices of all meetings of the Board as well as of the Association, cause the preparation of the Minutes of the same, and keep a record of all such Minutes;
  - Have charge of the Seal of the Association, its Corporate Books, all records and reports relevant thereto, as well as the proceedings of the Association;
  - Conduct the official correspondence of the Association in accordance with the requirements of the Board or the President and Chair;
  - Sign checks or other instruments on the funds of the Association in case of the unavailability or incapacity of the Treasurer;
  - Execute, send and deliver contracts, instruments and other documents in behalf of the Association;
  - Chair the Membership, Nomination and Election Committee of the Board;
  - Perform such other duties as are incident to her or his office or required of her or him by the Board.
- D. THE TREASURER shall have the following duties:
- Be the chief finance officer of the Association;
  - Have custody of all the funds of the Association which come into his or her possession;
  - Deposit said funds of the Association in such banking institutions as may be designated from time to time by the Board;
  - Withdraw any monies there from only upon checks or written demands of the Association signed either by the President and countersigned by the Vice-President or such other signatories duly authorized by the Board;
  - Keep a full and complete record of all money received and money paid out;
  - Chair the Finance Committee of the Board;
  - Prepare an annual budget for consideration and approval of the Board;
  - Prepare a report containing a statement of receipts and disbursements of each operation of the Association during the fiscal year ended to form part of the President's Report during the annual membership meeting.
- E. THE EXTERNAL RELATIONS OFFICER (ERO) shall have the following duties:
- Represent PAP in external meetings, activities and conferences
  - Ensure the effective communication of PAP activities and announcements to its members through various media (i.e. website, email, etc)

- Perform liasoning functions for the purpose of maintaining professional and societal linkages with other organizations and the public, in general;
- Exercise and perform such other powers and duties as may be delegated to her or him by the Board.

F. THE INTERNAL RELATIONS OFFICER (IRO) shall have the following duties:

- Oversees the overall operations and functions of the Specialty Divisions and Special Interest Groups
- Coordinates directly with Leadership Council in planning and implementation of programs and activities
- Assists the PAP Convention committee in designing the program and workshops

## ARTICLE VIII COMMUNICATIONS AND PUBLICATIONS

**SEC. 1. THE PAP WEBSITE.** The Association shall have an official website, which shall publish articles on professional problems, reports or proceedings of the Association, programs and announcements, and official papers, which the Board shall authorize for publication.

**SEC. 2. THE PHILIPPINE JOURNAL OF PSYCHOLOGY.** The Association shall regularly publish the *Philippine Journal of Psychology* (henceforth, PJP), which shall contain, primarily, scientific papers and reports on research conducted on problems in psychology.

**SEC. 3. THE BOARD OF EDITORS.** The PJP Board of Editors shall be composed of the PJP Editor and the associate editors. The PJP Editor will be chosen by the PAP Board and the associate editors will be chosen by the PAP Board upon the recommendation of the PJP Editor. Their duties include the following, to wit:

- A. Outline the general editorial policy of the PJP with the concurrence of the Board;
- B. Supervise the editorial operations of the PJP according to its editorial policies;
- C. Submit to the Board a written annual report pertaining to the publications.

**SEC. 4. SUBSCRIPTION RATES.** The annual subscription rates to the PJP shall be determined by the Board, provided that membership fees of Fellows and Associates shall include subscription to the Journal.

## ARTICLE IX MEMBERSHIP FEES

**SEC. 1. MEMBERSHIP FEES.** The annual membership fee payable to the Association shall be determined by a two-thirds vote of the Board, *provided* that Membership is informed of any changes in fees and the reasons therefore, as published in the Association's official organ, at least ninety (90) days prior to its implementation.

## ARTICLE X THE CORPORATE SEAL

**SEC. 1. THE SEAL OF THE ASSOCIATION.** The Seal of the Association shall consist of the impression below:



## ARTICLE XI AMENDMENTS

**SEC. 1. RULES OF AMENDMENT.** These By-Laws may be amended, repealed or altered, in whole or in part, by a majority vote of the qualified members of the Association at its Annual Membership Meeting, at a special membership meeting called for this purpose, or e mail voting, *provided* that any amendment to be voted upon had been previously approved by the majority of all the members of the Board.

When members' approval of proposed amendments to these By-Laws is obtained by personal, mail, e-mail or fax voting, canvassing of votes shall close fifteen (15) days after the dissemination of the proposed draft.

It shall be the task of the Committee in charge to announce the results thereof and transmit the members' approved amendment to the Security and Exchange Commission (SEC) within thirty (30) days thereof.

**SEC. 2. MECHANICS OF AMENDMENT.** The Board may create a special committee which shall be responsible for (1) formulating and publishing the mechanics to be followed, (2) conducting the proceedings, (3) reporting the results thereof, and (4) securing the required approval from the proper government entity, which is the SEC.

**SEC. 3. DATE OF EFFECTIVITY OF AMENDMENTS.** These By-Laws, as well as any other amendments that may henceforth be approved by the membership, shall take affect only upon approval by the SEC.

## **ARTICLE XII TRANSITORY PROVISIONS**

All provisions shall take effect upon approval by the SEC, *provided* that rights and/or privileges earned or acquired by virtue of the previous By-Laws shall be subsisting until expiry of the same.

Members who have been conferred the status of Fellow or Associate prior to the effectivity of these By-Laws, shall continue to be regular members of the Association. Affiliates who meet the requirements of regular membership are encouraged to apply to be upgraded to regular members in keeping with the provisions of these By-Laws. All change in membership status will take effect on June 1, 2015.