

By-Laws of the National Association of Mapúa Alumni, Inc.

PREAMBLE

We, the alumni of the Mapúa Institute of Technology, in order to establish an association that shall promote our general welfare, develop mutual help and cooperation, foster loyalty and love to our Alma Mater, enhance scientific inquiry, civic spirit and love of country under a regime of justice, liberty and democracy, do ordain and promulgate this By-Laws.

ARTICLE I NAME

SECTION 1. This organization shall be known as the National Association of Mapúa Alumni, Inc.

ARTICLE II PURPOSES

SECTION 1. The purposes of this association shall be:

1. To unify all the alumni of the Mapúa Institute of Technology in closer ties of friendship and cooperation;
2. To promote and maintain loyalty and love among its members to our Alma Mater and to cooperate with her administration in carrying out plans and policies which will redound to the benefit of the alumni, faculty and the student body;
3. To promote the welfare and protect the interests of the members and to foster social, intellectual and cultural intercourse;
4. To enhance civic spirit and love of country and to undertake such endeavors as will increase the prestige of the association and our Alma Mater;
5. To help raise the ethical standards in the practice of architectural, engineering, business and allied professions;

6. To hold and acquire property, real and personal either by way of purchase, lease or assignment or by gratuitous or remunerative title which may be necessary or incident to the attainment of the principal purposes of the corporation;
7. To serve as agents or representatives of publishing companies, cultural foundations or educational institutions;
8. To serve as center of scientific, technological and economic research and investigations, and to publish scientific and technical papers or books.

ARTICLE III DOMICILE

SECTION 1. The main office of the National Association of Mapúa Alumni, Inc. shall be established in the City of Manila, Philippines.

ARTICLE IV MEMBERSHIP

SECTION 1. The members of this association shall be classified into four kinds, as follows:

- a. Member - Any graduate who is a holder of a degree, diploma or certificate from the Mapúa Institute of Technology or any person who has studied for at least two (2) years in the collegiate department of the same institution and has shown sincere loyalty to the Alma Mater and deep interest in the NAMA shall be eligible for admission as a member.
- b. Associate Member - Any person who has studied for at least one semester in the collegiate department or at least one year in the high school department of the Mapúa Institute of Technology shall be eligible for admission as an associate member.
- c. Junior Member - Any student who is enrolled in the Senior year of any course in the Collegiate Department shall be considered as a junior member.
- d. Honorary Member - Any person who has shown special interest in the welfare of the Chapter may be elected as honorary member upon recommendation of the Chapter and approval of the NAMA Board of Directors.

SECTION 2. The following are the schedule of fees which shall be paid by members of a Chapter of NAMA:

	<u>Member</u>	<u>Associate Member</u>	<u>Junior Member</u>	<u>Honorary Member</u>
Initiation Fee:	P5.00	P3.00	P2.00	P10.00
Annual Due:	5.00	2.00	1.00	5.00
Certificate of Membership:	5.00	5.00	-	5.00

SECTION 3. The fees as provided for in the preceding Section may be increased or decreased by the Board of Directors of the National Association of Mapúa Alumni as circumstances may warrant, subject to the approval of majority of the members in good standing present and voting in a general meeting called for the purpose.

SECTION 4. Every member of a chapter shall pay his annual dues to the Chapter Treasurer not later than January 15 of each year.

SECTION 5. Only members who have paid their accounts in full including all dues and other valid charges against them shall be deemed as members in good standing for the purpose of determining their privileges for in these By-Laws.

SECTION 6. Voluntary contributions or donations may be accepted from members or non-members. Members who have contributed or donated ONE HUNDRED PESOS (P100.00) or more shall be considered as lifetime members and shall be exempt from future payments of annual dues and shall enjoy the right to vote like delegates.

SECTION 7. Membership in this Chapter shall be terminated:

- By death or voluntary resignation;
- By failure to attend four (4) consecutive regular meetings of the chapter to which he belongs;
- By failure to pay the annual dues and/or all other valid charges against him after having been served at least three collection notices at reasonable intervals;
- By the commission of any offense involving moral turpitude, grave misconduct or misbehavior affecting the integrity and reputation of the National Association of Mapúa Alumni, Inc.

SECTION 8. The Board of Directors of a Chapter shall have the power to investigate and determine by two thirds vote whether or not a member shall be separated or retained, Provided, however, that no member shall be separated for cause without a hearing.

SECTION 9. Any member whose membership has been terminated under paragraphs b and c of Section 7 of this Article may be reinstated upon recommendation of two (2) members in good standing and by two-thirds vote of the Chapter Board of Directors; Provided, however, that all his back accounts to the Chapter shall be settled

in full, in case the separation is violation of paragraph c of the next preceding Section; and if the cause of the separation is the violation of paragraph d of the next preceding Section, he may be reinstated upon recommendation of two (2) members in good standing and by two-thirds vote of the Chapter Board of Directors if the Board is convinced that the member separated has completely reformed himself and has regained a good reputation.

SECTION 10. Any member whose membership has been terminated for a cause, shall automatically forfeit to the association all his rights, interests, and participation in any funds and properties belonging to the Association.

ARTICLE V CHAPTERS

SECTION 1. A group of fifteen (15) or more alumni residing in any municipality or city or employed in an office or firm and who are of good moral character and reputation, may organize themselves into a chapter of the National Association of Mapúa Alumni, Inc. upon recommendation of the Chairman, Committee on Chapter Affairs, and approved in writing by the Board of Directors of the National Association of Mapúa Alumni, Inc. in a written petition filed for the purpose. Provided, however, that only one chapter shall be permitted to be organized in a municipality, a small city, a government or private entity.

SECTION 2. A group of fifty or more Senior students enrolled in the collegiate department of Mapúa Institute of Technology who are of good moral character and reputation may organize themselves into a Junior Chapter of the National Association of Mapúa Alumni, Inc. upon the recommendation of the Chairman, Committee on Promotional Work and approved in writing by the Board of Directors in a written petition filed for the purpose.

SECTION 3. Upon approval of a petition for the organization of a chapter, the sum of TEN (Php. 10.00) PESOS shall be paid to the NAMA Board of Directors as registration fee of the chapter.

SECTION 4. Each chapter shall pay annually to the NAMA Board of Directors not later than one week prior to the Annual Convention in January an aggregate amount as annual dues of TWO (Php 2.00) PESOS, ONE (Php 1.00) PESO, FIFTY (Php 0.50) CENTAVOS, and TWO (Php 2.00) PESOS for each member, Associate member, Junior member and Honorary member, respectively.

SECTION 5. Chapters, which have paid to the NAMA Board of Directors all their accounts in full, shall be deemed as chapters in good standing.

SECTION 6. Only the members of chapters in good standing shall be entitled to vote or be voted upon for any office or position in the association.

SECTION 7. The charter of any chapter, which has lost its position of good standing for at least three years, shall be automatically cancelled. Provided, however, that any chapter whose charter has been cancelled may be reactivated upon payment of a reactivation fee of THIRTY (Php 30.00) PESOS and full settlement of all its accounts due to the Board of Directors.

SECTION 8. Each chapter shall elect its officers and adopt the uniform regulations for chapters as prepared by the NAMA Board of Directors.

SECTION 9. The general administration and direction of the affairs of a chapter shall be in the hands of a Chapter Board of Directors whose term of office shall be for one year and until their successors are elected and qualified. This Board be composed of the following nine (9) elective officers:
One president
One vice- president
One secretary
One treasurer
One business manager
Four members

SECTION 10. The election of the officers of the chapter shall be held within the first fifteen days of January each year at such a place and date as the Chapter Board of Directors may designate. The list of the elected officers certified by the Secretary shall be forwarded to the NAMA Board of Directors immediately after election.

SECTION 11. Each chapter in good standing shall be represented in the NAMA Convention by delegates. Each delegate, who shall be appointed by the Chapter President with the approval of the NAMA Board of Directors, shall represent five (5) members of his chapter.

The President of the chapter or the Vice- president shall be the chairman of the chapter delegation to the Annual Convention.

SECTION 12. Alumni who are members of the Association and who are not affiliated to any chapter shall remain as members under the National Association of Mapúa Alumni until such time as they may become members of any Chapter. In the meantime that they do not belong to any chapter, they shall pay their fees, due and other valid charges directly to the NAMA Treasurer.

Non- chapter members will not enjoy the right to vote like a delegate unless they become lifetime members.

The administration of such non-chapter members shall be governed by special rules to be promulgated by the NAMA Board of Directors.

ARTICLE VI **DUTIES AND RIGHTS OF MEMBERS**

SECTION 1. A member in good standing shall have rights and privileges including the right to vote and be voted upon as officers of the National Association of Mapúa Alumni, Inc.

SECTION 2. An associate member shall have similar rights and privileges as member except the right to be voted upon as officers of the association.

SECTION 3. Honorary member and Junior member shall enjoy similar rights and privileges as members except the right to vote and be voted upon as officers of the National Association of Mapúa Alumni, Inc.

SECTION 4. All types of members shall pay their membership fees and annual dues according to the schedule given in Section 2 Article 4 hereof.

ARTICLE VII **ADMINISTRATION**

SECTION 1. The general administration and direction of the National Association of Mapúa Alumni, Inc. shall be in the hands of a Board of Directors of eleven (11) elective members, which is vested with full powers and authority to act and perform all such functions as the association may wish to perform.

SECTION 2. The following are the executive officers of the Board of Directors:
One president One vice-president
One secretary One treasurer

SECTION 3. The executive officers shall hold their respective offices for a term of one year and until their successors are elected and qualified.

SECTION 4. In case of vacancy by death, resignation or separation for cause such as moral turpitude, three unexcused consecutive absences from regular monthly meetings of the Board of Directors, this Board shall appoint by a majority vote a member of the association as director who shall serve for the unexpired term only.

SECTION 5. The Board of Directors shall create an Executive Committee of seven (7) members consisting of the President, the Vice-president, the

Secretary, the Treasurer and three (3) other Board members, which shall be appointed by the President subject for approval of the Board of Directors and may meet between meetings of the Board. This Executive Committee shall have the same authority and power as are vested in the Board of Directors. It shall keep the regular minutes to be read and approved at each Board Meeting.

SECTION 6. All such positions, as well as those of the various committees, are honorary and no member of the Board of Directors or of the committees shall be paid or compensated for their services. Provided, however, that the Board of Directors may, as circumstances warrant, hire the services of employees to assist in the administration of the association.

SECTION 7. After the organization and induction of the Executive Officers, the President, with the approval of the Board of Directors shall proceed to the organization of committees, as he may deem necessary for the proper administration of the association.

ARTICLE VIII

ELECTION OF EXECUTIVE OFFICERS

SECTION 1. The election of the eleven (11) elective members of the Board of Directors shall be held in January of each year at such a place as the Board of Directors may designate; on a date and time to be selected by the Board of Directors, such date to be within a reasonable time following the close of the fiscal year of the association. Ten (10) days written notice of intention to hold such a meeting shall be given by the Secretary.

SECTION 2. The following procedure of election shall be followed:

- a. Nomination for eleven (11) elective members of the Board of directors shall first be submitted by the Nominating Committee previously constituted by the Board of Directors.
- b. Each chapter may submit one (1) nominee for the chapter and, in addition, not more than two (2) nominees at large.

Additional nominations on the floor may, however, be made by three (3) delegates for each candidate. All candidates for the Board of Directors shall first accept the nomination verbally or in writing before they may be voted upon; Names of candidates who failed to manifest the acceptance of their nomination shall be cancelled and votes cast for them shall be considered not valid.

c. After the nominations are closed, the qualified delegates present shall proceed to vote by secret ballot, depositing their ballots in a box provided for the purpose.

d. A Board of Canvassers shall be appointed by the President from among the delegates who shall canvass the ballots cast and record the results. A tie shall be broken by another balloting for the particular place or position. The Chairman of the Board of Canvassers shall report the results of the election to the President.

e. The President shall proclaim as elected the eleven (11) candidates obtaining the highest number of votes.

SECTION 3. The newly elected members of the Board of Directors shall immediately or within ten (10) days from date of election meet and elect from among themselves the Executive Officers as provided for in Section 2 Article VII of these By-Laws.

SECTION 4. The new Executive Officers shall be inducted by the outgoing President or by any qualified official within twenty (20) days after their election.

ARTICLE IX

BOARD OF ADVISERS

SECTION 1. There shall be a Board of Advisers to be composed of all the past presidents of the Association.

SECTION 2. The Board of Advisers may be consulted from time to time by the Board of Directors and shall be invited to attend the meetings of the Board of Directors.

ARTICLE X

DUTIES OF THE EXECUTIVE OFFICERS

SECTION 1. The President is the highest executive officer of the association and shall have general supervision over the management of the affairs of the association; shall preside at all meetings of the Board of Directors and the association shall sign all certificates, diplomas, contracts and other important papers and documents; shall also sign all checks drawn against bank accounts, jointly with the treasurer; shall appoint with the approval of the Board of Directors, all committees which he may deem necessary; shall submit to the annual meeting a report covering the activities of the association

during his incumbency; shall call special meetings of the Board of Directors whenever he deems it necessary, and shall perform such other duties and functions incident to his office or required of him by the Board of Directors.

SECTION 2. The Vice-President shall assist the President in the performance of his duties and, in his absence, illness, inability or resignation as President, shall have the power to discharge the duties of the President; shall sign all checks drawn against bank accounts jointly with the treasurer, if the signature of the President cannot be obtained.

SECTION 3. The Secretary shall give due notice of all meetings of the association and meetings of the Board of Directors and of the Executive Committee; shall prepare and keep full and accurate minutes of such meetings; shall publish all resolutions and orders of the association when directed by the Board of Directors; shall keep all records and documents of the Association and of the Board of Directors; shall perform such other duties as are incident to his office, or required of him by the Board of Directors.

SECTION 4. The Treasurer shall be the custodian of the funds and properties of the Board of Directors; shall keep an accurate account of all money received and disbursed by him; shall deposit all collections and funds of the Board of Directors; shall sign all checks drawn against such funds when disbursements thereof are authorized by the Board of Directors, jointly with the President or the Vice- President as the case may be; shall submit quarterly to the Board of Directors a statement of the financial condition of the Board of Directors; shall submit at the end of the fiscal year a certified and audited annual report or statement of each receipts and disbursement for the year ended; and shall perform such other duties as are incident to his office or required of him by the association or by the Board of Directors.

SECTION 5. An executive Secretary with compensation fixed by the Board of Directors shall be appointed by the President subject to the approval of he Board. This executive secretary who may not be a member of the National Association of Mapúa Alumni, Inc. shall assist the President and the Secretary and shall be in complete charge of the activities of the association. He shall also perform such other duties as are incident to his office or required of him by the Board of Directors.

SECTION 6. The Board of Directors shall determine and control the general policies of the association; shall determine the amount of the annual budget and shall be responsible for obtaining the funds to meet it.

SECTION 7. No disbursement of funds shall be made by any officer without corresponding appropriation in the budget or resolution approved by the Board of Directors.

ARTICLE XI **MEETINGS AND QUORUMS**

SECTION 1. The association shall hold a general annual and a general semi-annual meetings during the year, the specific dates and place of which will be designated by the Board of Directors. The general annual meeting shall be held in January and the general semi-annual meeting of the association in July of each year.

SECTION 2. Special meetings of the association may be called at any time by the President or upon the written request of at least ten (10) members.

SECTION 3. A majority of the total membership of the organization shall constitute a quorum.

SECTION 4. The Board of Directors shall hold regular monthly meetings; special meetings may be called by the President at his discretion or upon written request of at least three (3) members of the Board.

SECTION 5. Eight (8) members present in a meeting of the Board of Directors shall constitute a quorum.

SECTION 6. Notices for the agenda of the meeting shall be mailed or delivered by messenger to each member of the Board of Directors at least five (5) days prior to the date of the meeting.

ARTICLE XII **ORDER OF BUSINESS**

SECTION 1. The order of business in all meetings shall be:

- a. Calling of meeting to order;
- b. Roll Call;
- c. Determination of quorum;
- d. Reading and approval of minutes;
- e. Unfinished business;
- f. New business;
- g. Adjournment.

ARTICLE XIII

SEAL

- SECTION 1. The association shall have a dry seal of proper design and dimensions approved by the Board of Directors.
- SECTION 2. All diplomas for charters, certificates and other important documents issued by the Board of Directors requiring the corporate seal shall bear this dry seal.
- SECTION 3. The secretary shall be the guardian of the official seal of the association.

ARTICLE XIV

AMENDMENTS TO THE BY-LAWS

- SECTION 1. These by-laws may be amended or repealed either in full or in part, by the affirmative vote of a majority of the delegates or members in good standing present and voting at special meeting duly called for the purpose.
- SECTION 2. No proposed amendment or repeal shall be acted upon unless the same is submitted in writing to the Board of Directors by the proponents. The secretary shall have copies of such proposed amendments or repeal mailed to each chapter and member at least fifteen (15) days prior to the date of the special meeting called for the purpose.

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