

Constitution and By-Laws of the Psychological Association of the Philippines, Inc.

ARTICLE I: PURPOSE

The Psychological Association of the Philippines is an organization the purposes of which are:

1. To promote professional excellence in the research, teaching and practice of psychology as a science;
2. To advance the practice of Psychology as a scientifically-oriented profession;
3. To promote human development and nation-building;
4. To cooperate with other scientists to help understand and solve problems of mutual concern.

ARTICLE II: MEMBERSHIP

1. Types of members and/or affiliates

A. Charter Members

Charter members are the founding members of the Association; charter members enjoy all privileges of membership.

B. Fellows

Fellows shall be individuals whose occupation and activities are primarily in the advancement of psychology as a science and as a profession.

They may be considered fellows if they satisfy one of the following criteria:

1. must have finished a doctoral degree in psychology proper, or in any of its major subdivisions, which is based in part on a scientific dissertation of acceptable standard on a problem in psychology and which is conferred by a graduate school of recognized standing; and they should also have been an active associate member for at least two years; or
2. must have a masteral degree in Psychology with at least four years of

previous active membership as an associate, and

- a. have published psychological researches of acceptable standard; or
- b. demonstrated professional competence in Psychology.

Fellows enjoy all privileges of membership.

C. Associates

Associates shall be individuals whose occupation and activities are in the advancement of psychology as a science and as a profession.

They may be considered associates if they satisfy one of the following criteria:

1. must have finished a master's degree in Basic or Applied Psychology in a graduate school of recognized standing; or
2. must have finished a Bachelor's degree in Psychology and have had at least four years of acceptable professional experience as a psychologist subsequent to the granting of the Bachelor's degree; or
3. must have completed one year of graduate studies in Psychology and two years of psychological work of acceptable standard.

D. Affiliates

Affiliates shall be individuals with the following qualifications:

1. Graduate students majoring in psychology;
2. Persons with at least a Bachelor's degree in a related field who are interested in psychology and who have done studies and/or applied work

which have contributed to its development.

Affiliate members may enjoy all privileges of membership, except the right to vote.

E. Junior Affiliates

Junior affiliates shall be individuals with the following qualifications:

1. Undergraduate students majoring in psychology;
2. Undergraduate students who are interested in psychology.

F. Chapter Members

Any number of PAP members in a given region outside of Metro Manila may form a chapter, provided that they follow the guidelines set by the PAP Board of Directors.

G. Institutional Members

Any organization whose purposes are in line with or supportive of the Psychological Association of the Philippines may apply for institutional membership in accordance with the guidelines set by the PAP Board of Directors.

2. Admission of Members

Fellows and associates shall be elected by majority vote of the Board of Directors on the assumption that the appropriate papers have been presented and the necessary dues subsequently paid.

Affiliates and Junior Affiliates shall be accepted by the Committee on Membership.

Only members who have paid their dues are considered to be of good standing.

3. Responsibilities and Privileges of Members

A. Responsibilities: All members must help promote the Association goals and must pay their dues.

B. Privileges:

1. All members are welcome to attend the conventions and can avail of the newsletter services of the PAP.

2. Fellows, associates and affiliates can avail of the journal services.

3. Only fellows and associates can vote.

4. Expulsion Proceedings

Fellows, Associates and Affiliates and junior affiliates may be expelled from membership or affiliation for cause to be determined by the Board of Directors and two-thirds vote of said Board.

ARTICLE III:

THE BOARD OF DIRECTORS

1. Composition and General Purpose

There shall be a Board of Directors composed of ten members of the association; with the immediate non-voting past president (ex-officio), the incumbent president, and eight others.

2. Qualifications

All members shall be fellows or associates with at least a master's degree in psychology which was conferred by a graduate school of recognized standing.

3. Selection of Members

They shall be chosen by a general election during the Annual Convention or an equivalent function.

4. Term of Office

They shall serve for a term of two years or until their successors have been duly elected. A Board member may be re-elected successively only once for a maximum of four consecutive years. However, he may serve as Board Member for more than four non-consecutive years.

5. Power and Functions

The Board shall have the following powers and functions:

- a. to establish the direction and policies of the Association as well as oversee its management;
- b. to elect or to expel members or affiliates from the Association, and define all procedures and standards for

membership and affiliation to the Association;

- c. to enter into such contracts and or to execute such deeds, documents and instruments as may be necessary for carrying out its corporate functions in accordance with the purposes and by-laws of the Association;
- d. to recommend amendments to the Constitution and By-Laws of the Association for the approval of the members of the Association.

6. Meetings

The regular meetings of the Board shall be held monthly. Other meetings may be held any time on the call of the President. A quorum of any meeting shall consist of a majority of the membership of the Board.

7. Chairman and Secretary

The president and executive secretary of the Association shall be the chairman and the secretary of the board, respectively.

8. Committees of the Board

The Board of Directors shall have the following committees: Committee on Membership, Committee on Scientific and Professional Ethics; Committee on Finance; the Program Committee; and the Publications Committee.

The Board shall form such other committee as may be necessary in the course of its operation.

A. The Committee on Membership

This shall consist of the Executive Secretary as Chairperson and two others to be elected by the Board of Directors from among the Fellows and Associates for a period of one year. Its duties are:

- 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 application for membership;
- 4) to keep a roster of all members of the Association including all documents pertaining to their membership and shall file the same with the office of the Executive Secretary as part of the permanent files of the Association.

B. The Committee on Scientific and Professional Ethics

This shall consist of three members elected by the Board of Directors from among the Fellows of the Association and shall hold office for a term of one year. Its duties are:

- 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 Fellows, Associates, and Affiliates; and
- 3) to recommend to the Board of Directors the appropriate disciplinary action to be taken by the Association in case it is necessary to take such action.

C. The Committee on Finance

This shall consist of the Treasurer, as the Chairperson, and two other members elected from among the members of the Association and shall hold office for a term of one year.

Its duties are:

- 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 of Directors.

D. The Program Committee

This is in charge of planning and executing a program of activities for the Association.

This shall be composed of the Vice-President, as chairperson, and two members to be elected by the Board from among the members of the Association and shall hold office for a term of one year.

E. The Publications Committee

This shall be composed of the Public Relations Officer, the Philippine Journal of Psychology Board of Editors and the Business Manager. This Committee will take charge of all Association publications and naming potential members for the Board of Editors. They shall serve for a total of two years without prejudice to re-election.

ARTICLE IV:

OFFICERS OF THE ASSOCIATION

1. Selection

The members of the Board of Directors shall nominate and elect from among themselves the following officers of the Association: a President, a Vice-President, an Executive Secretary, a Treasurer, and a Public Relations Officer (PRO).

2. Officers

A. President

The President shall be a Filipino citizen and a Fellow of the Association and shall perform the following duties:

1. serve as the presiding officer of the Board of Directors;
2. sign all contracts, documents, deeds, and other instruments of

the Association, and exercise general supervision of the Association; and

3. perform such other duties as are necessary to his office and as may be assigned by vote of the Board of Directors at any of its duly constituted meetings.

B. The Vice-President

The Vice-President shall be a Fellow of the Association. In the event of the incapacity of the President to discharge his duties, the Vice-President shall take over. Furthermore, should the President be unable to serve the entire term, for whatever reason, the Vice-President shall assume the office of the President until the date of expiration.

C. The Executive Secretary

The Executive Secretary shall perform the following duties:

1. be secretary of the Board of Directors;
2. keep a faithful record of all meetings of the Board Directors;
3. have charge of the seal and books of the Association;
4. file records, reports and proceedings of the Association;
5. bring to the attention of the Board of Directors matters necessary for its deliberation;
6. conduct the official correspondence of the Association in accordance with the requirements of the Board or the President of the Association;
7. issue calls and notices of meetings;
8. sign checks or other instruments on the funds of the Association in case of the incapability of the Treasurer;
9. execute, send and deliver contracts, instruments and other docu-

ments in behalf of the Association; and

10. perform duties as are otherwise necessary for the performance of its functions.

D. The Treasurer

The Treasurer shall perform the following duties:

1. take care of all stocks and instruments, and deposit them in the name of the Association, in such institutions which shall take proper custody of these properties;
2. keep a full and complete record of all money received and money paid out;
3. render an audited report for every fiscal year during its annual conventions; and
4. perform such other duties as may reasonably be required of him by the Board of Directors at its duly constituted meetings.

E. Public Relations Officer (PRO)

The duties and functions of the Public Relations Officer will be to inform members and the public regarding the activities and projects of the Association through the official organ.

3. Term of Office

The term of office of all Officers shall be co-terminus with their terms of office as members of the Board of Directors or until their successors shall have been duly elected; provided that, the President shall not serve for a period of more than two years nor shall he succeed himself as President. However, the term of the Board takes precedence over one's term as Officer. An Officer whose Board membership expires before his term of Office will be considered out of office at the time of Board membership expiration. Should he run and win again for

Board membership during a general election, he does not automatically complete his term of office but needs to be selected by the Board for any office thereof.

Anyone among the Board of Directors who is absent from the monthly Board meeting for 3 consecutive times is deemed resigned from the Board unless he has anticipated these absences, notified the Board and has been given a leave of absence by the same Board. In case of resignation, the Board is given the option to decide on the replacement for the vacancy. The candidate with the next higher number of votes may be considered.

ARTICLE V: PUBLICATIONS

1. Official Organ and Journal

The Association shall have an official news bulletin which shall publish articles on professional problems, reports or proceedings of the Association, program and announcements, and official papers which the Board of the Directors shall authorize for publications. The PRO will be responsible for the official organ.

2. The *Philippine Journal of Psychology* (PJP) and PJP Board of Editors

The Association will also publish the *Philippine Journal of Psychology* (PJP) which shall contain primarily scientific papers and discussions of researches and problems of the psychological profession.

The PJP Board of Editors shall be composed of three members to be chosen by the Board of Directors from among all members of the Association. The Board of Editors shall choose its own Chairperson. They shall:

- a. outline the general editorial policy of the PJP with the concurrence of the Board of the Directors;

- b. supervise the editorial operations of the PJP according to the editorial policies; and
- c. submit to the Board of Directors a written annual report pertaining to the publications:

3. Term of Office.

Members of the Board of Editors shall be chosen for a term of two years, without prejudice to re-appointment.

4. Business Manager

The Board of Editors may delegate its responsibility for the business management of its publications to a Business Manager who shall handle all business matters of the Journal.

**ARTICLE VI:
SUBSCRIPTION AND FEES**

The annual subscription and fees payable to the Association by members and affiliates shall be determined by the Board of Directors. The subscription fee to the journal of the Association shall be included in the membership fee.

**ARTICLE VII:
ANNUAL CONVENTION AND
MEETINGS**

The Psychological Association of the Philippines shall have an annual meeting in August to elect the members of the Board of Directors and discuss its annual business reports. The PAP shall also have an annual convention, the cir-

cumstances and conditions of which shall be determined by the Board of Directors.

**ARTICLE VIII:
AMENDMENTS**

The Association may adopt such amendments to its Constitution and By-laws by mail-voting of the regular members in the officially active roster of the Association. The initiation for amendments is the responsibility of the Board of Directors. The balloting shall be closed forty-five days after date of mailing, the results shall be transmitted by the Board of Directors to the annual meetings of all members who shall confirm the amendments as such through two-thirds or majority vote of all those present.

**ARTICLE IX:
TRANSITORY PROVISIONS**

The first elections under this Constitution shall be held on a date to be determined by the current Board of Directors. This shall include the elections of all Board of Directors and Officers except those elected in the August 1990 Convention.

The Officers and Board of Directors first elected under this Constitution shall serve starting August 1991.

All existing By-Laws and Rules that are not inconsistent with this Constitution still remain operative until amended or revoked.

The Board of Directors shall assume office in the first monthly meeting immediately following their election.