

BY-LAWS OF THE PHILIPPINE STATISTICAL ASSOCIATION, INC. AS AMENDED

Article 1 – MEMBERSHIP

1. **Classes** – The membership of the Association shall consist of Founding Members, Charter Members, Individual Members, and Institutional Members.
 - a. **Founding Members** – shall be those who formed and organized the Association on Saturday, December 22, 1951.
 - b. **Charter Members** - shall be those who have been admitted to membership in the Association on or before March 1, 1952.
 - c. **Individual Members** - shall be those who are engaged in or having interest in Statistics and elected as individual members by majority vote of the Board of Directors after March 1, 1952. (as amended December 5, 1997)
 - d. **Institutional Members**– shall be those institutions, business enterprises and other organizations interested in the objectives and willing to support the Association. They shall be admitted to institutional membership by a majority vote of the Board of Directors. Each institutional member shall designate its representative to the Association. (as amended, December 8, 2004)
2. **Duties and Responsibilities**– Members shall have the following duties and responsibilities:
 - a. To comply with the by-laws, rules and regulations that may be promulgated by the association from time to time;
 - b. To attend all the meetings of the Association that require their attendance; and
 - c. To pay membership dues and other assessments of the Associations.
3. **Rights and Privileges of Members** – Members who have paid their annual dues shall have the following rights and privileges:
 - a. To exercise the right to vote on all matter relating to the affairs of the Association;
 - b. To be elected or appointed to any position of the Association;
 - c. To participate in all deliberations in the meetings of the Association;
 - d. To avail of all the facilities of the Association;
 - e. To examine all the records or books of the Association during business hours;
 - f. To receive publications of the Association free of charge; and,
 - g. To participate in the meetings, workshops, and conferences organized and sponsored by the Association. (as amended, December 8, 2004)

4. **Membership Year** – Membership approved at anytime during the year shall be dated back to January 1 of that year.
5. **Membership Dues** – The annual dues of each Individual Member of the Association as well as the minimum contribution for the institutional members shall be determined and fixed from time to time by the Board of Directors with the approval of the majority of the members. (as amended December 8, 2004)
6. **Life Membership**- Any individual member of the Association may elect to become a life member by paying a single payment to commute his/her annual dues for life in accordance with the rates for life membership as established by the Board of Directors. (as amended December 8, 2004)
7. **Resignations** – Any member may resign from the Association by notifying the Secretary. There shall be no reimbursement of dues under these circumstances.(as amended December 8, 2004)

Article II – BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND SECRETARIAT

1. Board of Directors

- a. **Members** – The Board of Directors shall consist of Fifteen (15) members to be elected by secret ballot by the membership of the Association, eight from individual members; six from institutional members, three of whom should be from government institutional members and three from the private institutional members; and one from among the chapters. Upon assumption to office, the Directors shall elect from among themselves, by secret ballot a President, a Vice-President, a Secretary, and a Treasurer, whose terms of office are two years. (as amended December 8, 2004)
- b. **Powers and Duties** – The Board of Directors shall serve as the Governing Body of the Association. It shall have the power to appoint the personnel and the editors of the publications of the Association; to pass upon applications for membership; to establish policies and action which promote the welfare of the profession; to fix the time and place of meetings of the Association; to administer and, if necessary, modify the Budget; and to discharge such other responsibilities as it may deem necessary. (as amended, December 8, 2004)
- c. **Term of Office**– All members of the Board of Directors shall serve for a term of three years, provided that no member of the Board shall serve for more than two consecutive terms. In the initial year of implementation the five members elected to the Board of Directors with the highest number of votes shall serve for three years, the five members with the next highest votes, for two years, and the last five members with the nest highest votes for one year. Only members of the Board whose remaining terms of office are at least two years are eligible to be elected as officers. (as amended, December 8, 2004)
- d. **Executive Committee** – An Executive Committee shall be composed of the incumbent PSA Officers and immediate past president. It shall be the

responsibility of the Executive Committee to implement Board of Directors resolutions, to formulate necessary rules and procedures, and to prepare plans and programs for the deliberation of the Board of Directors. The Executive Committee shall meet at least once a month. (as amended, December 8, 2004)

2. *Officers and their Duties*

- a. **President** - The President shall be the Executive Officer of the Association and shall be responsible for the effective execution of the policies determined by the Board of Directors.

The President shall preside at all meetings of the Board of Directors and the Association. He shall appoint, with the consent of the Board of Directors, all members of the Secretariat and committees provided for by these By-Laws and those of committees which may be created by the Board. (as amended, December 8, 2004)

- b. **Vice President** - During the absence of the President, the Vice-President shall perform the duties of the President. (as amended, December 8, 2004)

- c. **Secretary** - The Secretary shall keep the minutes of all meetings of the Association, Board of Directors, and all committees, in a book or books kept for the purpose; and he shall keep in same custody the seal of the PSA and when authorized by the Board of Directors affix such seal to any paper or instrument requiring the same. The corporate seal of the PSA shall always be attested to by the signature of the Secretary. The Secretary shall have charge of the reports, records, documents and papers as the Board may direct. He shall make such reports and perform such other duties as are incidental to his office or are properly required by the Board of Directors and by the President. He shall attend to the giving and serving of all notices. (as amended December 8, 2004)

- d. **Treasurer** - The Treasurer shall deposit all funds of the Association, in Banks to be designated by the Board of Directors, and shall make disbursements therefrom by checks signed by him as Treasurer and countersigned by the President or any incumbent officer to be designated by the Board of Directors. (as amended, December 8, 2004)

The Treasurer shall publish the Financial Statement referred to in Article IV, Section 7, of these By-Laws, together with the Report of the Auditors, and furnish a copy to the entire membership of the Association. (as amended, December 8, 2004)

3. **Meetings of the Board** - The Board of Directors shall meet at least four times a year. Meetings shall be held at the call of the President or on written petition signed by at least three members of the Board. Eight members shall constitute a quorum. Members of the Board may be represented by proxies who are allowed to participate in the deliberations but are not allowed to vote. (as amended December 8, 2004)

4. **Meetings of the Association** - The Annual Meeting of the Association shall be held on the first Friday of December, or any other day in December as may be decided by the Board. There shall be one or more special meetings of the Association each year to be held at such time and place as the Board of Directors may designate. At least twenty

percent of the membership who have paid their annual dues shall constitute a quorum. (as amended, December 8, 2004).

5. **Secretariat** – There shall be a Secretariat appointed by the Board to attend to the day-to-day operations of the Association. It shall be composed of a Managing Director and a Secretariat Assistant to serve full time basis. The Managing Director shall serve as Head of Secretariat and shall report to the Executive Committee and the Board of Directors. Additional assistants may be appointed by the Board as the need of the Association arises. (new provision, December 8, 2004)

6. **Other Committees** – The Board of Directors may create such committees as may be deemed necessary to carry out the objectives of the Association and the President shall appoint the members thereof, with the consent of the Board of Directors, to serve until their successors are appointed, or until the purpose for which committees have been created shall have been accomplished. (as amended, December 8, 2004)

Article III. CHAPTERS AND AFFILIATE STUDENT ORGANIZATIONS (new provision, December 8, 2004)

1. **Formation of Chapters** - A Chapter may be organized in any Region/Province/City at the initiative of at least fifteen (15) PSA members who have paid their dues on time after their intention to organize shall have been approved by the Board of Directors. Other members residing in the locality of a chapter may elect to be member therein. Any PSA member may transfer from one chapter to another by simple notification endorsed and approved by the Chairman concerned and reported to the Board of Directors. (as amended, December 8, 2004)

2. **Duties and Responsibilities of Chapters** – Chapters and members shall have the following duties and responsibilities:
 - a. To name the chapter as “Philippine Statistical Association Region/Province/City Chapter.”
 - b. To submit locally crafted Articles of Incorporation and By-laws for review and approval of the Board of Directors.
 - c. To elect a council consisting of at least five (5) members among Chapter members to serve as its governing body.
 - d. The Council members shall elect from among themselves the Chairperson, Vice-chairperson, Secretary, Treasurer, and an Auditor for a term of two (2) years. The immediate past Chairman shall be an Ex-Officio member of the Council for the ensuing term.
 - e. Chapter shall screen applications for membership to PSA outside Metro Manila nearest to the residences of the applicants.
 - f. The Chapters shall remit fifty (50%) percent of the gross collection from membership dues to the National PSA Treasurer.
 - g. All amounts due from Chapters should be remitted to the National Treasurer on or before July 31 of each year.

- h. A list of members who have paid their dues shall be submitted to the Secretary on or before July 31, of each year.
 - i. Each Chapter shall maintain its official receipts forms duly registered with the Bureau of Internal Revenue. The Chapters shall be fully accountable for their financial operations.
 - j. All Chapters are required to submit annual reports of accomplishments and financial statements within the first quarter of the following year.
- 3. Rights and Privileges of Chapter Members** – All Chapter members who have paid their dues are entitled to the following privileges in addition to the privileges of a regular member.
- a. To vote on all matters relating to the affairs of the Chapter.
 - b. To be voted upon or appointed to any position in the Chapter.
 - c. To be voted upon to represent the Chapter in the Board of Directors if the Chapter is elected as Director of the Board.
- 4. Affiliate Organizations**– Student organizations in Statistics and allied disciplines may be accredited as affiliate organization. (new provision, December 8, 2004)
- 5. Duties and Responsibilities of Affiliate Organizations and Its Members** – Affiliate organizations and their members shall have the following duties and responsibilities:
- a. To comply with the By-laws, rules and regulations that may be promulgated by the Association.
 - b. To designate representative to meetings of the Association that require their presence.
 - c. Members of affiliate organizations shall pay an annual membership dues equal to one-half of the dues paid by the regular members, and other assessment of the Association. (new provision, December 8, 2004)
- 6. Rights and Privileges of Members of Affiliate Organizations** – Members of affiliate organizations have the following rights and privileges:
- a. To attend and participate in the general membership meetings of the Association.
 - b. To avail of library facilities and services of the Association.
 - c. To attend meetings, conferences, training and other Association activities subject to assessments equivalent to that of regular members.
 - d. To become a member of any working committee of the Association. (new provision, December 8, 2004)
- 7. Limitations of Membership** – Members of affiliate organizations shall not have the right to vote on matters relating to the affairs of the Association, shall not be voted upon or appointed to any elective position in the Association. (new provision, December 8, 2004)

Article IV. NOMINATIONS AND ELECTIONS

1. **Composition-** The Nomination and Election Committee shall consist of at least three members appointed by the President with the consent of the Board of Directors at least three months before the annual election to serve until the annual meeting. The Committee shall determine the rules and procedures for nominating and electing members of the Board of Directors as prescribed by Article II and Article III of the By-Laws. (as amended December 8, 2004)
2. **Nominations** – During the month of November of each year, the Nomination and Election Committee shall receive nominations for the election of five members of the Board of Directors, who shall serve beginning the ensuing year. In the first year of implementation, however, fifteen members of the Board as prescribed in Article II of these By-laws shall be nominated. Members of the Association may submit the names of their nominees, not later than November 10; upon receipt of such nominations, the Nomination and Election Committee shall screen the proposed nominees and shall disqualify members who have not fully paid their annual dues on or before July 31, and, those who are unwilling or unable to serve if elected as Member of the Board of Directors. (as amended, December 8,2004)
3. **Ballots** – The Nomination and Election Committee shall prepare and print the ballots which shall contain the names of all the qualified nominees. (as amended, December 8, 2004)
4. **Who May Vote; Who May Hold Office** – Individual Members, Institutional Members and Chapter Members of the Association whose annual dues have been fully paid on or before the annual meeting are entitled to vote. However, only those who have paid their annual dues on or before July 31 can be elected to hold office. (as amended December 8,2004)
5. **Voting By Mail** – Election of the Board of Directors shall be held in Metro Manila only. All members who have paid their annual dues on or before the annual meeting, wherever situated, are entitled to vote. However, a member who has paid the annual dues but unable to come to Metro Manila to vote may send in his vote by mail or special messenger within the time limit prescribed by the Nomination and Election Committee.(as amended, December 8,2004)
6. **Election of Members of the Board** – At the Annual Meeting of the Association, the elections shall be held under the direction and supervision of the Nomination and Election Committee. Ballots shall then be distributed among those present at the meeting collected immediately upon completion, and the votes for each nominee shall then be counted, duly recorded and certified by the committee provided that votes sent in by mail or special messenger shall also be counted and properly accounted for in the final election results. (as amended, December 8, 2004)

7. **Oath of Office** – The newly elected Members of the Board of Directors shall assume and take their oaths of office not later than January 10 of the year for which they have been elected to serve.

The outgoing Board of Directors shall turn over to the incoming Board, all funds, properties, and any other assets of the Association, together with an audited Financial Statement showing all receipts and disbursements, accounts payable, accounts receivable, and balances as of December 31 of the year ended not later than April 30 of the current year. (as amended, December 8, 2004)

8. **Vacancies in Office** - The Board of Directors shall fill any vacancy which may occur between elections. If the vacant position is that of an individual or institutional member, the nominee with the next highest number of votes in the last election replaces him in the Board in accordance with the composition of the Board, but if it is that of an institutional member representative, the institutional member shall appoint his replacement. The Vice-President shall succeed, and assume the duties of the President in case the position becomes vacant; the vacancy thus created in the office of the Vice-President shall be filled by the Board of Directors, by electing one director from among themselves, to serve the rest of the term; provided that if a vacancy is that of a Secretary or Treasurer the same shall also be filled by the Board of Directors by electing one from among themselves. (as amended, December 8, 2004)

Article V – PUBLICATIONS

1. **Authorizations** – Journals, Reports, Monographs, Proceedings, or other publications may be authorized by the Board of Directors.
2. **Editorial Board** – Each periodical published by the Association shall have an Editorial Board, consisting of an Editor and such other personnel as may be appointed by the President, with the consent of the Board of Directors.

Each Editorial Board shall formulate publications policies. It shall survey all periodicals carrying material of interest to the profession and devise means mutual aid and cooperation. Proposals for the publications of directories, special reports, books, or other professional materials shall be referred to the Board of Directors for consideration and approval.

The term of office of Editors and personnel of each periodical publication shall be fixed by the Board of Directors.

3. **Subscription**– The Board of Directors shall have the responsibility of drawing up the schedule of subscription rates, to its publications. All members who have paid their annual dues shall be entitled free of charge to the Philippine Statistician and the PSA Newsletter.

Article VI – MISCELLANEOUS PROVISIONS

1. **Fiscal Year** – The Fiscal Year shall be the calendar year.
2. **Surety Bond** – The Board of Directors may require the Treasurer and other personnel responsible for the receipt and disbursement of funds, to be insured by a surety and performance bond in amounts and in companies approved by the Board, the cost to be borne by the Association.
3. **Proposed Amendments** – Amendments to these By-Laws may be proposed by the Board of Directors, or by a petition signed by at least ten members of the Association. An amendment proposed by petition shall be referred to the Board of Directors for its recommendation as to ratification.
4. **Ratification** – Following action by the Board, the Secretary shall publish a copy of the proposed amendment and the Board's recommendation in the communication inviting comment, addressed to members of the Association.

Unless the Board decides that the proposed amendment is of such urgency as to require a special meeting, the amendment shall be submitted to the members of the Annual Meeting. Ratification shall require an affirmative vote of a majority of the members present in the meeting.

5. **Dissolution** - The association may be dissolved by a two-thirds majority vote of the members entitled to vote in a meeting called for the purpose with notice given at least one month before such action by the Board of Directors. In the event of dissolution, the remaining assets and properties shall be donated to organizations with purposes similar to those of PSA or to the government of the Philippines, as determined by the Board of Directors.

A Chapter may be dissolved by a two-thirds vote of the chapter members in a meeting called for this purpose and with a notice of at least one (1) month. A resolution to this effect shall be forwarded to the Board of Directors for its final approval. The Board of Directors may also dissolve a chapter for a cause by a two-thirds vote of its membership in a meeting called for this purpose and with a notice of at least one (1) month.

6. **Effectivity** – These Amended By-Laws shall take effect upon approval by the Securities and Exchange Commission. (as amended, December , 2004)

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Those interested will have a chance to place an advertisement at the back pages of the journal. Following are the sponsorship costs and the distribution copies to be provided to the sponsoring institution:

	<u>Sponsorship Cost</u>	<u>Distribution Copies</u>
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For inquiries, you may contact the Managing Editor of the journal, Ms. Mary Ann Magtulis at telephone number 426-0620 or e-mail her at research@srtc.gov.ph.



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ABS-CBN International Sales & Distribution, Manila, Philippines For inquiries: reana_garingan@abs.phnycntrcl.com