

**CONSTITUTION AND BY-LAWS OF THE
INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
OF THE PHILIPPINES, INCORPORATED
* EASTERN REGION CHAPTER, KINGDOM OF SAUDI ARABIA ***

ARTICLE I. NAME, TYPE OF ORGANIZATION, STRUCTURE AND PLACE OF OFFICE

Sec. 1 NAME

The name of the organization shall be the INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INCORPORATED – *EASTERN REGION CHAPTER, KINGDOM OF SAUDI ARABIA*, otherwise referred to as the “*IIEE-ERCSEA*”, “*IIEE-Eastern Region Chapter*”, and “*IIEE-ERC Saudi Arabia*”.

Sec. 2 TYPE OF ORGANIZATION

The *IIEE-ERCSEA* shall be a non-stock, non-profit organization duly recognized as an accredited Chapter of the Institute of Integrated Electrical Engineers of the Philippines, Incorporated, otherwise referred to as the "Institute", "IIEE", and "IIEE National Office". The Chapter shall exist under the guidance of the Institute and in accordance with the laws of the Republic of the Philippines.

Sec. 3 ORGANIZATIONAL STRUCTURE

3.1 Geographical Representation

For purposes of strategic representation and effective coordination, the Chapter shall be grouped into the following geographical *Districts* covering the *Eastern Region*, Kingdom of Saudi Arabia.

3.1.1 DISTRICT 1 - Dammam District

- including *Qatif*, etc.

3.1.2 DISTRICT 2 - Al-Khobar District

- including *Dhahran*, *ARAMCO*, etc.

3.1.3 DISTRICT 3 - Jubail District

- including *Ras Tanura*, *Rahima*, *Nariyah*, *Khafji*, *Hafar Al-Batin*, *Qaisuma*, etc.

3.1.4 DISTRICT 4 - Al-Hassa District

- including *Abqaiq*, *Udailiyah*, *Utmaniyah*, *Salwa*, *Yabreen*, etc.

3.2 Dynamic Coverage

The number of *Districts* may be changed in response to the changing conditions of the Chapter in the *Eastern Region* by means of a Chapter Board resolution, subject to final approval of the general membership.

3.3 Organizational Chart

There shall be an Organizational Chart of the *IIEE-ERCSEA*. (Refer to the attached *IIEE-Eastern Region Chapter's* Organizational Chart for details.)

Sec. 4 PLACE OF OFFICE

The principal office of the Chapter shall be located in Al-Khobar or at such place in the *Eastern Region*, Kingdom of Saudi Arabia, as may be determined by the Chapter Board of Directors.

ARTICLE II. CHAPTER PURPOSE AND OBJECTIVES

The purpose and objectives enumerated in the Articles of Incorporation of the Institute of Integrated Electrical Engineers of the Philippines, Incorporated shall be adopted by the *IIEE-Eastern Region Chapter, Saudi Arabia*. In addition, the *IIEE-Eastern Region Chapter, KSA* shall have the following purpose and objectives for which this Chapter is organized:

1. To unite all Filipino migrant electrical practitioners working in the *Eastern Region* of Saudi Arabia into a dynamic Chapter of IIEE;
2. To update the Chapter members on the recent developments of the Institute and of the Electrical Engineering Profession in the Philippines in general;
3. To establish a direct link and cooperation between the Chapter members and with other international technical societies;
4. To promote the advancement of science and technology in the field of electrical engineering, and to effect technology transfer through interactions with multi-national practitioners of varied professions;

5. To facilitate the exchange of technical information, knowledge, ideas and experience for the benefit of the Electrical industry in particular and of the Philippines as a whole;
6. To foster a highest sense of professionalism, fellowship, brotherhood and camaraderie among its Chapter members.

ARTICLE III. CHAPTER MEMBERSHIP

The membership of the Chapter shall consist of licensed and non-licensed members, as follows:

Sec. 1 LICENSED MEMBERS

1.1 Regular Members

Professional Electrical Engineers and Registered Electrical Engineers who have complied with membership requirements.

1.2 Associate Members

Registered Master Electricians who have complied with membership requirements.

1.3 Life Members

Regular and Associate Members in good standing who have satisfied the requirements for Life Membership.

1.4 Senior Members

Regular Members who have qualified and whose applications for the Senior Grade have been recommended by the Chapter Board of Directors and have been approved by the Board of Governors of the Institute. The grade of Senior Member is the highest professional grade for which application may be made and shall require experience reaching professional maturity. For transfer from the grade of a Regular Member to the grade of a Senior Member, a candidate shall be a Life Member and have been in active professional practice for at least ten (10) years and shall have shown significant performance of at least five (5) years in any field of electrical engineering. The guidelines established by the IIEE Board of Governors shall be followed in the evaluation of applications.

1.5 Fellows

Senior Members who have qualified and have been conferred the Grade of Fellow by the IIEE Board of Governors. The Grade of Fellow recognizes the unusual distinction and dedicated service to the electrical engineering profession. The Grade of Fellow shall be conferred only by invitation from the IIEE Board of Governors upon a Life Member of outstanding qualifications and experience in IIEE-designated fields, and has made important individual contributions to one or more of these fields. To be eligible for invitation, the candidate shall currently be a Senior Member and shall have been in active professional practice for twenty (20) years or more, or shall have shown significant performance over a period of ten (10) years or more. The criteria established by the IIEE Board of Governors shall be followed in the awarding of the Grade of Fellow to deserving members.

Sec. 2 NON-LICENSED MEMBERS

2.1 Honorary Chapter Members

Deserving persons who have contributed to the welfare and advancement of the Chapter may be conferred honorary membership upon recommendation by the Chapter Board of Directors in accordance with the guidelines established by the Chapter Board.

2.2 Auxiliary Members

Non-licensed BSEE graduates who have indicated interest in the objectives and activities of the Chapter and who have complied with membership requirements.

ARTICLE IV. ADMISSION, DISCIPLINARY ACTION AND EXPULSION OF CHAPTER MEMBERS

Sec. 1 APPLICATION

Application for membership shall be made on forms provided for the purpose and shall be submitted to the Chapter.

Sec. 2 ENDORSEMENT

The application is passed through the District Coordinators to the Chapter Membership and Development Committee who shall endorse it to the Chapter Board of Directors for confirmation, which in turn endorses it to the IIEE Board of Governors.

Sec. 3 ADMISSION

When the application is confirmed by the Chapter Board and upon approval by the IIEE Board of Governors, the applicant upon payment of membership entrance fee, annual dues and Chapter dues is admitted as a member of the Chapter. He shall then receive the corresponding Certificate of Membership.

Sec. 4 DISCIPLINARY ACTION AND EXPULSION

For violating the Constitution and By-Laws of the Institute, and/or IIEE-ERC, Saudi Arabia, and/or the Electrical Engineer's Code of Ethics of the Philippines, or for conduct contrary to the best interest of the Institute and the Chapter, a member may be censured, suspended or expelled from the Institute and/or Chapter by appropriate resolution of the Chapter Board of Directors, subject to the approval by the IIEE Board of Governors.

Sec. 5 CHARGES

A charged member may, upon presentation of the charges against him by at least five (5) members in good standing of the Chapter, be caused to appear before the Chapter Professional Practice Committee to answer charges. The Chapter Professional Practice Committee, after due investigation and deliberation, shall make the necessary recommendations to the Chapter Board of Directors who will decide by two-thirds (2/3) vote the final action to take. The Chapter Board shall have sole discretion regarding the disciplinary action to be taken. Its decision is final and binding, subject to the approval of the Board of Governors of the Institute.

ARTICLE V. RIGHTS OF CHAPTER MEMBERS

Sec. 1 GENERAL

All licensed members of the Chapter in good standing shall be entitled to all rights and privileges within the context of the Institute or Chapter Constitution and By-Laws, except that Associate, Honorary and Auxiliary Members may vote but cannot be elected to the IIEE Board of Governors or to the Chapter Board of Directors and Officers.

Sec. 2 LIST OF RIGHTS

These rights and privileges are as follows:

2.1 Members shall receive the IIEE "Electrical Engineer Magazine" from the Institute and the *IIEE-ERC*SA "Chapter Newsletter".

2.2 Members shall be notified in advance of all General Meetings and Special Technical Conferences intended for the general membership and sponsored by or under the auspices of the Institute and/or the Chapter.

2.3 Members shall be notified of approved major policy changes at least thirty (30) days before they are implemented by the Institute and/or the Chapter.

2.4 Members may attend and participate in all the Institute and/or Chapter technical meetings, conferences, conventions, symposia and business meetings, provided the prescribed registration fees, if any, have been paid.

2.5 Members may attend and participate in technical seminars, tutorials, workshops and courses conducted by the Institute and/or the Chapter at discounted rates.

2.6 Licensed Members may vote or be voted on for any office in the Institute or the Chapter in accordance with the relevant provisions of the Constitution and By-Laws of the IIEE and/or the Chapter.

2.7 Members shall have access to the IIEE Library at the IIEE National Office.

2.8 Members may purchase, at discounted rates, Institute and Chapter publications or souvenir items intended for fund-raising purposes.

2.9 Members shall have access to the organizational and financial records of the Institute and the Chapter.

2.10 Members may request for technical information and assistance.

2.11 Members may request the assistance of the Institute through the Chapter in renewing their Registration Cards with the Professional Regulation Commission.

2.12 Members shall enjoy other rights and privileges, which may be deemed beneficial to the membership by the Chapter Board of Directors.

Sec. 3 PROHIBITION

A member may not represent himself in any manner in connection with the Institute or the Chapter in an advertisement, letterhead, printed matter or other purposes without prior consent of the IIEE Board or Chapter Board.

ARTICLE VI. FEES AND DUES

Sec. 1 ENTRANCE FEES AND LIFE MEMBERSHIP FEES

1.1 Each new Regular, Associate and Auxiliary Members shall pay a membership entrance fee which shall be as prescribed by the IIEE Board of Governors and adopted by the Chapter Board of Directors.

1.2 Each new Life Member shall pay a life membership fee as prescribed by the IIEE Board of Governors and adopted by the Chapter Board.

Sec. 2 ANNUAL DUES AND CHAPTER DUES

2.1 The annual membership dues or annual dues for Regular, Associate and Auxiliary Members shall be as prescribed by the IIEE Board of Governors which shall be adopted by the Chapter Board of Directors. There shall be no annual dues for Life Members and Honorary Members.

2.2 The Chapter membership dues for Senior, Life, Regular, Associate and Auxiliary Members shall be as prescribed by the Chapter Board of Directors. There shall be no Chapter dues for Honorary Members.

Sec. 3 SHARING OF FUNDS

3.1 The funds of the Chapter shall come from its share of the annual dues, life membership fees, contributions and special assessments that the Chapter Board of Directors may prescribe for the members and donations that are received by the Chapter from time to time and from other legitimate sources.

3.2 Thirty percent (30%) of the annual dues shall be remitted to the IIEE National Office. Seventy percent (70%) of the annual dues shall be retained for the Chapter's operational expense. Collections from Chapter dues shall form the CHAPTER FUND that shall be used to augment the Chapter's operational expense.

3. Life membership fees shall form the LIFE MEMBERSHIP FUND of IIEE National Office. The yearly earnings of this Fund shall be shared as follows: twenty five percent (25%) will be reverted back to the Fund, seventy five percent (75%) of the remaining annual earnings will be shared thirty percent (30%) and seventy percent (70%) by the IIEE National Office and this Chapter, respectively.

Sec. 4 REDUCED PAYMENT

New members who join the Chapter after June 30 of the year shall pay only fifty percent (50%) of the annual dues plus fifty percent (50%) of the Chapter dues for that year.

Sec. 5 EARLY PAYMENT OF DUES

On or before the 31st of December of every year, any member of the Chapter may pay his annual dues and Chapter dues for the ensuing year to the Chapter Treasurer, or at the office of the Chapter in various designated Districts in the Kingdom.

Sec. 6 NON-PAYMENT OF DUES

Any member who has not paid his annual dues and Chapter dues for any given year by March 31 shall be considered a dues-delinquent member thereby he ceases to be a Chapter member in good standing.

Sec. 7 PAYMENT OF ARREARS

As soon as the delinquent member settles his outstanding accounts, he shall automatically become again a Chapter member in good standing.

Sec. 8 REVISION OF FEES AND DUES

8.1 The IIEE Board of Governors may propose revision of the entrance dues, life membership fees and annual dues as the need arises.

8.2 Likewise, the Chapter Board of Directors may propose revision of the Chapter dues independent of such rates at the IIEE National Office as the need arises.

ARTICLE VII. CHAPTER BOARD OF DIRECTORS

Sec. 1 MANAGEMENT

A Chapter Board of Directors of *eleven (11)* members shall manage the affairs and government of the Chapter. The immediate past Chapter President shall become automatically an ex-officio member of the Chapter Board but without voting privileges.

Sec. 2 DISTRICT COORDINATORS

The function of the District Coordinator of this Chapter will be as the official representative of the respective Districts under his jurisdiction. Each defined District within the Region shall be headed by a District Coordinator to be appointed by Chapter President subject to concurrence by the Chapter Board.

Sec. 3 COMPOSITION

The Chapter Board of Directors shall consist of the (1) Chapter President, (2) Chapter Vice-President for Internal Affairs, (3) Chapter Vice-President for External Affairs, (4) Chapter Vice-President for Technical Affairs, (5) Chapter Secretary, (6) Chapter Assistant Secretary, (7) Chapter Treasurer, (8) Chapter Assistant Treasurer, (9) Chapter Auditor, (10) *Chapter Assistant Auditor* and (11) *Chapter Press Relations Officer*. The Chapter President

shall appoint a Chapter Executive Secretary and a Chapter Business Manager from among the active members but without voting privileges in the Chapter Board.

Sec. 4 VACANCIES

Vacancies in the Chapter Board of Directors for any reason shall be filled by the Chapter Board from among the unsuccessful candidates in the last Chapter election who are still ready to serve, starting with the unelected candidate who garnered the highest number of votes. Should a vacancy or vacancies still exist after this procedure, the incumbent Chapter Board, by majority vote, shall elect from among Chapter members of good standing, the replacement/s, provided the tenure of office will be for the unexpired term only.

Sec. 5 ABSENCES

Any member of the Chapter Board of Directors who has been absent from three (3) consecutive regular meetings of the Chapter Board shall be automatically considered resigned from the Chapter Board, but not necessarily from the Chapter.

Sec. 6 VENUE

The venue of the Chapter Board of Directors' meetings may be changed from time to time at the discretion of the Chapter Board.

Sec. 7 QUORUM

A majority which consist of *six (6) members* of the Chapter Board of Directors shall constitute a quorum for the transaction of business and in the presence of a quorum, a majority of the Chapter Board members present shall be sufficient to decide on any action, except on those matters specially requiring a different majority vote as herein provided in these Constitution and By-Laws.

Sec. 8 PROXY

A member of the Chapter Board of Directors shall inform in writing to the Chairman his endorsement to any member of the Chapter Board or any active Chapter member in good standing to act as his proxy on regular Board meetings during the period of his annual vacation or in any such cases subject to the approval of the Chapter Board. The validity of the appointment of proxy should not be more than two (2) consecutive regular meetings of the Chapter Board.

ARTICLE VIII. POWERS OF THE CHAPTER BOARD OF DIRECTORS

Sec. 1 POWERS AND RESPONSIBILITIES

The Chapter Board of Directors shall have the power to act for and on behalf of the Chapter and shall be responsible for doing whatever may be deemed necessary for the furtherance of the purposes and the attainment of the objectives of the Chapter.

Sec. 2 CREATION OF CHAPTER EXECUTIVE COMMITTEE

2.1 The Chapter Board of Directors shall create a Chapter Executive Committee whose function shall be to act on matters of general administration at such times when the Chapter Board is not in session, and to report its action to the Chapter Board at its next meeting.

2.2 The Chapter Executive Committee shall decide on routine questions of administration which may refer to it for action and which do not involve alterations of policy; to recommend to the Chapter Board the reforms and measures which may involve changes in the Chapter policies, and to perform such other functions as may be vested in it by the Chapter Board.

2.3 The Chapter Executive Committee shall be composed of *seven (7) officers* of the Chapter and the Chapter Executive Secretary. This shall include the Chapter President, Chapter Vice-President for Internal Affairs, Chapter Vice-President for External Affairs, Chapter Vice-President for Technical Affairs, Chapter Secretary, Chapter Treasurer, and Chapter Auditor.

Sec. 3 CREATION OF CHAPTER COMMITTEES

The Chapter Board of Directors shall create the following Standing and Ad Hoc Committees whose actions and operation shall be subject to the approval of the Chapter Board:

3.1 Membership and Chapter Development Committee (M&CDC)

To take charge of the membership campaign of the Chapter in its area of jurisdictions.

3.2 Planning and Programs Committee (P&PC)

To formulate short term, medium term and long-term plans and strategies to be followed by the Chapter Board in achieving the goals and objectives of the Chapter.

3.3 Selection, Honor and Awards Committee (SH&AC)

To select and recommend eligible and qualified persons as Honorary Members, Fellows, Senior Members and recipients of other awards. The criteria for any award shall be established by the IIEE Board of Governors and shall be adopted by the Chapter Board of Directors.

3.4 Scholarship Administration Committee (SAC)

To take charge of selecting the Chapter scholars and administer the Chapter Scholarship Fund.

3.5 Legislation and Legal Affairs Committee (L&LAC)

To represent the Chapter in government bodies for the purpose of recognition, and for recommending the enactment or amendment of the Chapter's Constitution & By-Laws and legislation and laws affecting the Electrical Engineering Practitioners in the Philippines, and such related matters affecting the Filipino Migrant Electrical Practitioners in the Kingdom of Saudi Arabia.

3.6 Continuing Education Committee (CEC)

To take charge of the continuing education programs including the holding of seminars and review classes.

3.7 Publications and Journal Committee (P&JC)

To take charge of publishing the Chapter's newsletter, technical papers, brochures and other printed materials.

3.8 Training and Certification Committee (T&CC)

To take charge of the training of engineers and electricians and to coordinate in the formulation of standards, guidelines and procedures for safe installation and use of electrical products, materials, equipment, devices, appliances and systems.

3.9 PEC 1 [NEC] Committee (PEC 1)

To take charge of interpreting the provisions of the Philippine Electrical Code (PEC), Part 1 and/or the National Electrical Code (NEC) when requested.

3.10 PEC 2 [NESC] Committee (PEC 2)

To take charge of interpreting the provisions of the Philippine Electrical Code (PEC), Part 2 and/or the National Electrical Safety Code (NESC) when requested.

3.11 Professional Practice Committee (PPC)

To take charge of all aspects of professional cases including those involving violation of the Constitution and By-Laws of the Institute, the Chapter, and the Electrical Engineer's Code of Ethics.

3.12 Technical Information Committee (TIC)

To take charge of technical information requested by members of the Chapter.

3.13 Standards and Specifications Committee (S&SC)

To take charge of interpreting the provisions of the Philippine and/or relevant international industry standards and specifications for engineering practices when requested.

3.14 Research and Development Committee (R&DC)

To be responsible for research and development activities of the Chapter.

3.15 Ways and Means Committee (W&MC)

To take charge of devising ways and means to generate funds for special projects of the Chapter.

3.16 Specialty Board Committee (SBC)

3.16.1 The Chapter Board of Directors shall create a Chapter Specialty Board Committee whose function is to evaluate and recommend to the PRC Board of Electrical Engineering (BEE) through the IIEE National Office Specialty Board Committee the awarding of Certificate of Specialty to deserving electrical engineers within the Chapter membership who have the necessary training, expertise and experience to render expert service such as consultation, investigation, evaluation, design, information and management of engineering services in the field of his specialty.

3.16.2 The Chapter Board of Directors shall appoint members of the Chapter Specialty Board Committee that shall be composed of Senior Members with varied specialties. During the interim period of five (5) years, Chapter Life Members with exemplary qualifications and proven expertise in specific fields of practice in electrical engineering may be appointed.

3.16.3 The Chapter Specialty Board Committee shall have a number of members equal to the number of identified fields of specialty.

3.17 Ad Hoc Committees

The Chapter Board of Directors may create AD HOC Committees for special purposes as the needs arise.

Sec. 4 COMMITTEE APPOINTMENTS AND ACTIVITIES

4.1 The Chapter President must bare his Committee appointments within one (1) month after his election to office. The Committee Chairmen shall be appointed from among the Chapter members in good standing by the Chapter President and confirmed by the Chapter Board. A Committee shall be composed of a Chairman, a Vice-Chairman and a number of Committee members to be determined by the Chairman.

4.2 Within fifteen (15) calendar days after the Committee Chairman is appointed, he shall recommend to the Chapter President the Chapter members who will constitute his Committee, and the Chapter President shall appoint such Committee members as recommended, unless in his judgment, there are valid reasons to overrule the Committee Chairman's recommendation.

4.3 The meeting of each Committee shall be called by the Chairman or as requested by the Chapter President. A notice of meeting should be circulated to Committee members at least one (1) week prior to the date of meeting.

4.4 The Chapter Board members in charge of the coordination and liaison work over a particular Committee may attend the meetings of that Committee. Committee activities shall be coordinated and reported to the Chapter Board by the respective Chapter Board member responsible thereof.

4.5 Minutes of all Committee meetings shall be furnished with the Chapter Secretary for the information of the Chapter Board and the general membership. The Committee shall submit a written report of its activity to the Chapter Board not later than the fifteen (15) calendar days after the holding of any activity. The report to be submitted shall include, among others, a statement of cash receipts and disbursements which shall be prepared by the Committee Chairman, certified by the Chapter Secretary and audited by the Chapter Auditor.

6. Ground rules may be formulated by each Committee for the realization of its planned activities subject to approval of the Chapter Board.

ARTICLE IX. DUTIES OF THE CHAPTER OFFICERS

Sec. 1 CHAPTER PRESIDENT

The Chapter President shall be the Chief Executive Officer (CEO) of the Chapter and, as such, shall have the following powers and duties:

- a. Preside at all meetings of the Chapter Board of Directors and/or the general membership;
- b. Manage the programs and affairs of the Chapter;
- c. See to it that all orders and resolutions of the Chapter Board are carried into effect;
- d. Execute all contracts and agreements authorized by the Chapter Board, whether singly or in conjunction with other officers;
- e. Recommend for approval of the Chapter Board, members of the Standing and Ad Hoc Committees;
- f. Submit at the annual meeting of the Chapter a written report on the work of the Chapter during the preceding year as well as such reports regarding the operations of the Chapter as the Chapter Board or the members may request;
- g. Appoint for approval of the Chapter Board a *Chapter Business Manager*, a Chapter Executive Secretary and other personnel that may be required, and confer upon them such powers and duties that are not in conflict with the Chapter Constitution and By-Laws, and give them such emoluments or compensation as approved by the Chapter Board.
- h. Be an ex-officio member of all Chapter Standing Committees, and perform duties and functions incident to his office or perform such other duties as may from time to time be delegated to him by the Chapter Board,

Sec. 2 CHAPTER VICE-PRESIDENT FOR INTERNAL AFFAIRS

The Chapter Vice-President for Internal Affairs if qualified shall assist the Chapter President whenever necessary especially on matters pertaining to the internal affairs of the Chapter including the overall supervision of the Regions and Districts. He shall exercise and discharge all the powers and duties of the Chapter President in case of absence or disability of the latter.

Sec. 3 CHAPTER VICE-PRESIDENT FOR EXTERNAL AFFAIRS

The Chapter Vice-President for External Affairs shall assist the Chapter President whenever necessary especially on matters pertaining to the external affairs of the Chapter. He shall exercise and discharge all the powers and duties of the Chapter Vice President for Internal Affairs in case of absence or disability of the latter.

Sec. 4 CHAPTER VICE-PRESIDENT FOR TECHNICAL AFFAIRS

The Chapter Vice-President for Technical Affairs shall assist the Chapter President whenever necessary especially on matters pertaining to the direction and coordination of all the technical activities of the Chapter. He shall exercise and discharge all the powers and duties of the Chapter Vice President for External Affairs in case of absence or disability of the latter.

Sec. 5 CHAPTER SECRETARY

The Chapter Secretary shall be in charge of all correspondence and records except those pertaining to the office of the Chapter Treasurer and shall execute all resolutions of the Chapter Board of Directors. He shall prepare and submit to the IIEE National Office the minutes of all meetings and such other reports as maybe required by the IIEE National Office from time to time. He shall issue notices for meetings, prepare the order of business thereof, write the minutes of meetings, and perform other duties that the Chapter Board may require of him.

Sec. 6 CHAPTER ASSISTANT SECRETARY

The Chapter Assistant Secretary shall assist the Chapter Secretary and perform other duties that the Chapter Board may require of him.

Sec. 7 CHAPTER TREASURER

The Chapter Treasurer shall be the custodian of the funds and properties of the Chapter. He shall be in charge of all the books of accounts of the Chapter; shall collect all the entrance fees, annual dues and Chapter dues from the members of the Chapter. He shall deposit them in a bank or keep them by other available and practical means as approved by the Chapter Board of Directors and shall make only such disbursements as may be authorized by the Chapter Board and approved by the Chapter President. He shall furnish such bonds as may be required of him and shall keep all his books of accounts open to inspection by any Chapter member. The Chapter Treasurer shall post a bond with sufficient surety or an amount to be fixed by the Chapter Board. He shall coordinate with the IIEE National Treasurer in the remittance of annual dues and other collections from Chapter members.

Sec. 8 CHAPTER ASSISTANT TREASURER

The Chapter Assistant Treasurer shall assist the Chapter Treasurer and perform other duties that the Chapter Board may require of him.

Sec. 9 CHAPTER AUDITOR

The Chapter Auditor shall be the guardian of the funds and properties of the Chapter. He shall check all collections and disbursements, audit the book of accounts, and perform such other duties as the Chapter Board may require of him.

Sec. 10 CHAPTER ASSISTANT AUDITOR

The Chapter Assistant Auditor shall assist the Chapter Auditor and perform other duties that the Chapter Board may require of him

Sec. 11 CHAPTER PRESS RELATIONS OFFICER

The Chapter Press Relations Officer (PRO) be in charge of the public relations campaign, media coordination and press releases on the objectives and activities of the Chapter. He shall assist the Chapter Board of Directors, particularly the Chapter President on matters requiring his representation, and perform such other duties as the Chapter Board may require of him.

Sec. 12 CHAPTER BUSINESS MANAGER

The Chapter Business Manager shall be in charge of the order of business and income generating activity to support the Chapter's projects and other developmental activity. He shall assist the Chapter Board of Directors, particularly the Chapter President on matters requiring his representation, and perform such other duties as the Chapter Board may require of him.

Sec. 13 CHAPTER EXECUTIVE SECRETARY

The Chapter Executive Secretary shall assist the Chapter Board of Directors on matters pertaining to the affairs of the Chapter Board including the supervision of the Chapter. He shall assist the Chapter Board of Directors, particularly the Chapter President in the execution of his duties, and perform such other duties that the Chapter Board may require of him.

ARTICLE X. ELECTION OF THE CHAPTER BOARD OF DIRECTORS

Sec. 1 ELECTION

There shall be a yearly election of the Chapter Board of Directors to be supervised by the Nominating Committee and the Board of Canvassers, the members of which shall be appointed by the Chapter President and approved by the Chapter Board.

a. Nominating Committee (NC)

To be responsible in the nominations and other preparations for Chapter's Board elections.

b. Board of Canvassers (BC)

To act as COMELEC (Committee on Election) which will be responsible in the counting of ballots and proclamation of winners of the Chapter's Board elections.

The Chapter's Board elections shall be done by secret ballot of qualified voting members. The elections shall be conducted as follows:

1.1 Not less than ninety (90) days prior to the Chapter Annual Convention, a Chapter Nominating Committee of five (5) members to be appointed by the Chapter President and confirmed by the Chapter Board of Directors, shall convene and prepare all papers and arrangements for the nominations.

1.2 Not less than seventy five (75) days prior to the Chapter Annual Convention:

1.2.1 The Nominating Committee shall select not less than *fifteen (15)* names of Chapter members in good standing as nominees for the Chapter's Board Directors. The names shall be selected from among all qualified members of the Chapter. A group of five (5) or more Chapter members may recommend not more than two (2) Chapter members in good standing for consideration in the selection of nominees. In case there is an incomplete nomination from Chapter members, the Nominating Committee shall complete the nomination. Candidates chosen by the Nominating Committee shall be made to confirm their candidacy.

3. The complete list of nominees, arranged in alphabetical order together with the corresponding brief bio-data, shall together with the official ballots, be sent to all the Chapter members in good standing at least fifty (50) days before the start of the Chapter Annual Convention.

1.4 Each Chapter member shall vote for eleven (11) candidates for Chapter Board of Directors. Each ballot shall be sealed in the accompanying envelope with the voter's name printed and signed outside the envelope. Each Chapter member shall cast his ballot not later than 12:00 noon on the last day of the Chapter Annual Convention.

1.5 At the start of the Chapter Annual Convention, the Board of Canvassers, otherwise referred to as the Committee on Election (COMELEC) composed of five (5) Chapter members, appointed by the Chapter President and confirmed by the Chapter Board of Directors, shall check the ballot envelopes thus far received as to names, signatures and standing of the voting Chapter members against the registration cards of the Chapter members. The ballot envelopes shall be opened and the votes counted on the last day of the convention. The winners shall be declared by the COMELEC before the closing of the convention. The COMELEC shall decide on electoral cases and its decision shall be final.

1.6 In case of a tie, the newly elected members of the Chapter Board of Directors shall elect by secret ballot, the remaining members to complete the Board from among the candidates who were tied in the ballot.

Sec. 2 ELECTION OF OFFICERS

The Chapter Board of Directors shall be composed of eleven (11) members shall elect from among themselves *the eleven (11) Executive Officers* who shall serve as (1) the Chapter President, (2) Chapter Vice-President for Internal Affairs, (3) Chapter Vice President for External Affairs, (4) Chapter Vice President for Technical Affairs, (5) Chapter Secretary, (6) Chapter Assistant Secretary, (7) Chapter Treasurer, (8) Chapter Assistant Treasurer, (9) Chapter Auditor, (10) Chapter Assistant Auditor and (11) Chapter Press Relations Officer. The immediate past President of the Chapter shall automatically become an ex-officio member of the Chapter Board but without voting privileges.

Sec. 3 NOT ELIGIBLE TO VOTE

Chapter members deficient in the payment of annual dues, Chapter dues or other just obligations to the IIEE National Office and Chapter, shall not be eligible for office nor be entitled to vote.

Sec. 4 ASSUMPTION OF DUTIES AND TERM OF OFFICE

The elected members of the Chapter Board of Directors and the Executive Officers of the Chapter shall assume their duties on the first (1st) day of January after they have been officially inducted into office. They shall hold office for a term of one (1) Gregorian calendar year or until their successors shall have been elected and qualified.

Sec. 5 FISCAL YEAR

The fiscal year shall begin from the 1st day of January to the 31st day of December of each year.

ARTICLE XI. CHAPTER MEETINGS AND CONVENTIONS

Sec. 1 CHAPTER ANNUAL CONVENTION

There shall be an Annual Convention of the Chapter, which shall be held at the date and place to be decided upon by the Chapter Board of Directors, provided that it shall be conducted at least ninety (90) days before the Institute's Annual National Convention. The Chapter Annual Convention shall be the annual general meeting and election of Chapter officers.

Sec. 2 CHAPTER GENERAL MEETINGS

There shall be a General Meeting of the Chapter which shall be held optionally at the date and place to be fixed by the Chapter Board of Directors for the planning and/or undertaking of activities that will contribute to the attainment of the Chapter's objectives and other purposes.

Sec. 3 SPECIAL GENERAL MEETINGS

Special General Meetings of the Chapter may be called by the Chapter Board of Directors as the need arises, stating the purpose and the urgency for calling such meetings. On Special General Membership Meetings, the business for which the meeting has been called shall be given top priority in the discussions and deliberations.

Sec. 4 MONTHLY MEETINGS

There shall be Monthly Meetings of the Chapter Board of Directors on dates and places to be fixed by the Chapter Board. Special meetings of the Chapter Board may be called as the need arises, stating the purpose and the urgency for calling such meetings. On Special Chapter Board Meetings, the business for which the special meeting has been called shall be given top priority in the discussions and deliberations.

Sec. 5 COMMUNICATION

The call for General Meetings and Conventions, regular or special, shall be by mail or by other means of communications such as e-mail, website, telegrams, telefax, messenger service, promotional/advertisement fliers, or newspaper notices and shall be made not less than thirty (30) days before the date of the meeting.

Sec. 6 QUORUM

Twenty (20) voting members shall constitute a quorum at Conventions and General Meetings of the Chapter, regular or special, except in those cases where the law requires a deciding vote of a greater number.

Sec. 7 ACTS OF THE CHAPTER

Acts adopted or formalized during any meeting of the Chapter shall be deemed and construed as those of the Chapter as a whole.

Sec. 8 CALL FOR MEETINGS

The call for Regular or Special Meetings of the Chapter Board of Directors shall be made not less than one (1) week before the date of meetings, provided that this period of notice may be waived in case every member of the Chapter Board has been fully notified before the meeting and no objection is raised.

ARTICLE XII. CHAPTER MANUAL OF OPERATION

Sec. 1 There shall be a Manual of Operation of the *IIEE-Eastern Region Chapter*, Saudi Arabia based on the Manual of Operation of the IIEE National Office. The purpose of which is to define the function of the different groups in the organization such as the Board of Governors, Founding Council, the Chapter Board of Directors, the Executive Committee (EXCOM), District Coordinators, Standing and Ad Hoc Committees, etc. and to provide meaningful explanation on the plans and programs of the Chapter including rules and regulations governing admission and expulsion of Chapter members, election of Chapter officers, Chapter Annual Convention and financial budgeting for the information of Chapter members most especially the newly elected officers of the Chapter.

ARTICLE XIII. CHAPTER PUBLICATIONS

Sec. 1 TECHNICAL NEWSLETTER

The Chapter Board of Directors shall cause to be published a Chapter Newsletter or Journal to be issued at regular intervals.

Sec. 2 EDITORIAL CONSULTANTS

The Chapter Board of Directors shall be assisted by a Chapter Board of Editorial Consultants, the members of which shall be appointed by the Chapter President with the consent of the Chapter Board of Directors.

Sec. 3 SUBSCRIPTION

The subscriptions shall be sent to all Chapter members in good standing in consideration of a part of their payment of the annual and Chapter dues. It shall be available to non-Chapter members at subscription rate to be recommended by the Editorial Consultants and approved by the Chapter Board.

Sec. 4 OTHER PRINTED MATTERS

The Chapter Board of Directors reserves the right to publish other printed matters or publications as it deemed necessary in the attainment of the Chapter's purpose and objectives as provided in these Constitution and By-Laws.

ARTICLE XIV. AMENDMENTS

Sec. 1 BOARD RESOLUTION

Proposals to amend the Chapter's Constitution and By-Laws may be made by a Resolution of the Chapter Board of Directors.

Sec. 2 NOTICE

Notice of proposed amendments shall be mailed to each voting Chapter member at least thirty (30) days before any regular meeting or special meeting called for the purpose.

Sec. 3 MEMBERSHIP APPROVAL

During a regular or special meeting called for the purpose, a majority of affirmative votes of the voting Chapter membership shall ratify the proposed amendments. Majority members of the Chapter Board must likewise approve the amendment.

ARTICLE XV. PARLIAMENTARY R

Sec. 1 RULES OF ORDER

The parliamentary procedures in all Chapter Board meetings, Committee meetings and General Membership meetings of the Chapter shall be governed by the latest edition of the "Robert's Rules of Order", except as otherwise provided in the Constitution and By-Laws of the Institute and the Chapter.

ARTICLE XVI. DISSOLUTION

Sec. 1 VOTE

The Chapter may only be dissolved by a three-fourths (3/4) vote of the general membership at a special meeting called for the purpose.

ARTICLE XVII. CHAPTER SEAL

Sec. 1 INSCRIPTION

The Chapter shall adopt the Seal of the IIEE National Office. Likewise, a local Chapter Seal shall also be adopted by the *IIEE-Eastern Region Chapter Saudi Arabia*. The Chapter Seal shall have inscribed thereon the name and logo of IIEE, including the name and logo of the Chapter with inscriptions of the "Philippines" and "Eastern Region Chapter, Saudi Arabia." The IIEE National Office Seal and Chapter Seal are shown below:

IIEE National Office Seal IIEE-ERCSEA Chapter Seal

Sec. 2 DEPOSITORY

The Chapter Seal shall be in the charge of the Chapter Secretary.

ARTICLE XVIII. EFFECTIVITY

Sec. 1 CHAPTER'S OFFICIAL CONSTITUTION AND BY-LAWS

The provisions of these proposed revised Constitution and By-Laws should take effect on January 1, 2001 upon approval by the general membership in its regular general membership meeting on June 23, 2000. However, this revised and approved Constitution & By-Laws will be adopted in its election of members of the Board of Directors starting in Year 2000.

Sec. 2 CONFLICT OF PROVISIONS

The IIEE-Eastern Region Chapter, Saudi Arabia Constitution and By-Laws shall be part of the IIEE National Office Constitution and By-Laws. If there is any conflict between their provisions, either in part or whole within the contents of the IIEE-Eastern Region Chapter, Saudi Arabia Constitution and By-Laws, the IIEE National Constitution and By-Laws shall govern, and shall not be altered except by amendment subject for approval by the IIEE Board of Governors.

ARTICLE XIX. ADOPTION

Sec. 1 These Constitution and By-Laws of the *IIEE-Eastern Region Chapter, Saudi Arabia* shall be in effect immediately upon the approval of the General Membership and upon the recommendation by its Chapter Board of Directors, subject to approval by the IIEE Board of Governors.

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**** END ****

**Prepared and proposed by:
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