

The By-Laws of the Philippine Political Science Association

ARTICLE I: NAME – This Association shall be known as the Philippine Political Science Association.

ARTICLE II: NATURE AND PURPOSES

1. This Association shall be non-stock, non-profit, non-partisan, and non-sectarian.
2. The Association shall promote, encourage, and support the study of Political Science.
3. This Association shall publish a Journal called *Philippine Political Science Journal*.
4. This Association shall establish and maintain contact with similar professional, national and international organizations in the interest of mutual enlightenment.

ARTICLE III: MEMBERSHIP

1. There shall be five (5) kinds of members in this Association:
 - a. *Charter Members*. These members are those who signed the Articles of Incorporation of the Philippine Political Science Association.
 - b. *Regular Members*. These members are those who are interested to join and finally elected to membership in this Association, and who pay the annual membership fees.
 - c. *Life Members*. These members are those who upon election to membership, or within one (two) year(s) of their election to membership, pay an amount to be decided upon by the Association.

- d. *Associate Members.* These members are students or persons who are interested in, or have majored in, Political Science and who have applied for and are subsequently elected to membership for a specified period and upon payment of the required fees.
 - e. *Honorary Members.* These members are those of eminent distinction in the field of Political Science or related fields, who evince sincere, and beneficent support of the Association.
2. Each of the Charter and Regular Members pays an annual fee to be decided upon by the Association.
 3. The voting members of the Association are its Charter, Regular, and Life Members.
 4. The Association reserves the right to revoke membership in the Association. Revocation may be done upon formal motion in a business meeting and determined by the majority vote of all members present in said meeting; provided that such revocation be done according to the rules and procedures prescribed by the Association.

ARTICLE IV: OFFICERS

1. The officers of the Association shall consist of the President, Vice President, Executive Secretary, Treasurer, Auditor, Legal Officer, Public Relations Officer, Business Manager, Student Representative and other officers as may be needed by the Association. The officers of the Association and the Chairman of the Board of Editors of the *Philippine Political Science Journal* shall comprise the Executive Board.
2. The above-mentioned officers shall be chosen by a majority vote of the members attending with voting rights. The officers shall serve for a term of one year from the date of election with no re-election to the same position. The Student Representative are elected by the Associate Members.

3. The President shall preside at the meetings of the Association, shall execute all the policies of the Association, shall appoint the members of committees needed in carrying out the purposes and policies of the Association, shall represent the Association, and perform all other functions inherent in the Office of the President.
4. The Vice-President shall become the President for the unexpired term when the President dies, resigns, or is permanently incapacitated. If the President is temporarily unable to discharge his/her duties, the order of succession will be as follows: Vice President, Secretary, Treasurer, Public Relations Officer, Auditor.
5. The Executive Secretary shall take and keep the minutes of the meetings of the Executive Board and assemblies of the Association and attend to other matters assigned by the Executive Board.
6. The Treasurer shall be responsible for the collection and custody of regular fees and donations. He / she shall submit financial reports once a year or as often as required by the Executive Board.
7. The Auditor shall see to it that all expenditures and disbursements of the funds or resources of the Association shall have been duly authorized. He shall examine the financial records and other books of the Association from time to time in order to insure and safeguard the resources of the Association.
8. The Legal Officer shall take care of all legal matters and problems of the Association. He shall assist the President in carrying out the purposes and policies of the Association.
9. The Business Manager shall take charge of managing the interests of the Association subject to the approval of the Executive Board.
10. The Press Relation Officer shall be responsible for communicating and disseminating to the general public relevant information regarding the Association.

11. The Student Representatives shall represent the interests of the Associate Members in the Executive Board. .

ARTICLE V: THE JOURNAL OF THE PHILIPPINE POLITICAL SCIENCE ASSOCIATION

1. The Journal of the Association shall be known as the *Philippine Political Science Journal*.
2. The Journal shall be managed by a Board of Editors of five members who shall choose from among themselves a chairman.
3. The Board of Editors shall be chosen by the incoming officers of the Association whose terms will be coterminous with the terms of said officers.
4. The Board of Editors may create sections, divisions, or any other instrumentality to the management of the Journal.

ARTICLE VI: ANNUAL ASSEMBLY

1. There shall be an Annual Assembly composed of all the members of the Association of good standing, for the purpose of electing the officers of the Association and adopting major policies thereof.
2. The Annual Assembly is the highest policy-making body of the Association.
3. The Annual Assembly shall meet once a year in any month at a place designated by the Executive Board.
4. On extraordinary matters vital to the interest of the Association, during the period between the meetings of the Annual Assembly, the Executive Board may adopt and implement measures upon the recommendation of the President. Such measure, however, shall be later submitted to the next Annual Assembly which may review, modify, approve, or reject them. Rejected measures shall be immediately discontinued.

ARTICLE VII: STANDING COMMITTEES

The following shall be the Standing Committees:

- a. Committee on Membership
- b. Committee on Finance
- c. Committee on Records and Documentation
- d. Committee on Publications and External Relations

The Membership Committee shall be primarily responsible for the recruitment and certification of members. It shall recommend to the Board any disciplinary action and prepare programs for the professional growth of the members. The Vice-President shall be the Chairman of the Committee on Membership. The Chairman shall recommend to the Board the number of members of the Committee.

The Committee on Finance shall be responsible for the efficient management of the financial resources of the Association. The Business Manager, the Treasurer and Auditor shall constitute the Committee on Finance and as many members designated by the Board upon recommendation of the above designated officers. They shall choose from among the three officers the Chairman of the Committee.

The Committee on Records and Documentation shall attend to the efficient management of records and documents of the Association and shall have as its Chairman the Secretary and members as designated by the Board. Records shall not be disseminated without the express approval of the Executive Board.

ARTICLE VIII: THE EXECUTIVE BOARD

1. The Officers of the Association and the Board of Editors shall be the Executive Board of the Association.
2. The Executive Board shall make plans for advancing the interests of the Association and submit its proposals to the Annual Assembly.

3. The President of the Association shall be the Chairman of the Executive Board. On extraordinary matters vital to the interest of the Association, during the period between the meetings of the Annual Assembly, the Executive Board may adopt and implement measures upon the recommendation of the President. Such measures, however, shall be later submitted to the next Annual Assembly which may review, modify, approve or reject them. Rejected measures shall be immediately discontinued.

ARTICLE IX: AMENDMENT

1. Any amendment to these By-Laws may be proposed by the Executive Board or by at least one-tenth of all the members of the Association.
2. A proposed amendment shall be ratified by a majority vote of voting members present in the annual assembly.