

**PHILIPPINE SCHOOL OVERSEAS ASSOCIATION OF
PRINCIPALS AND TEACHERS (PSOAPT)
CONSTITUTION AND BY-LAWS**

Article I: Name

Section 1: The name of this association shall be **The Philippine School Overseas Association of Principals and Teachers** hereafter referred to as **PSOAPT**.

Section 2: PSOAPT will be a non-profit, non-stock organization. Whatever funding has the association will be given back to the members in the form of benefits.

Article II: Logo

Section 1: The logo of the association shall be related to the name of the association and the design shall be appropriate as approved by the Executive Committee members. Revision of the logo if necessary can only be done when approved by the Executive Committee members on the timing to be decided by them.

Article III: Purpose

Section 1: The purpose of this association is to serve the members composed of the principals and teachers as well as the owners, administrators, board of trustees and directors in accordance with the organization's vision and mission as stated below.

Section 2: The vision of this association is to ensure that the operating and business plans are being done for the growth and development of the association members.

Section 3: The mission of this organization is to carry on the long-term plans of the association using the available resources and the time of the members for the benefit of the entire membership. It will coordinate with the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat on the yearly conference hosted by the later. CFO/IAC's involvement should only be on observer basis.

Article IV: Affiliations

Section 1: PSOAPT is affiliated with the IACPSO and an umbrella of more than forty (40) Philippine Schools Overseas (PSO) located outside the Philippines. It will also have affiliation with some members of the Philippine Association of Publishers for the purpose of getting supports in the publication of textbooks and other materials to be used in the Philippine Schools Overseas as well as giving training and seminars to the PSO teachers free of services.

Section 2: PSOAPT can also solicit donations from the members of the Philippine Association of Publishers and other organizations for the purpose of funding the association's regular meetings and the mid-year conference among others.

Article V: Membership

Section 1: The majority of the membership of this association shall consist of school principals, teachers, administrators and owners, and members of the board of trustees. Such memberships will be classified as follows:

- (1) Life member
- (2) Regular member
- (3) Associate member
- (4) Institution member
- (5) Honorary member

Section 2: This section will define the extent of the membership and its role on the association as follows:

Sub-section 2.1. **Life member** is considered as a member who happened to have reached the senior level (age 50 and above) and who are still active in his/her professional as well as serving the particular school as principal and teacher. He or she will have to contribute a one-time payment of US\$500 as a lifetime membership fee in which the money will be placed in the association's account entitled "Life Membership Contribution" and will be placed in a selected bank time deposit.

Sub-section 2.2. **Regular member** is considered as a member who is below the age of 50 but not below 25 years old who is active and occupies the position of principal, or a teacher, or an academic coordinator, or a guidance counselor. He or she will have to contribute the yearly membership fee of US\$50 of which the fund will be placed in the association's account entitled "Regular Membership Contribution." This deposited amount will be reserved for the member's yearly contribution as well as the incentives that he or she will receive after going home for good. Details on the mechanics, procedures, and implementation will be on separate primer and will be provided to all life members.

Sub-section 2.3. **Associate member** is considered as a member who is in the age range of 25 to 60 years old, active and occupies the position of board of trustee or school board member, or a school administrator. He or she will have to contribute the yearly membership fee of US\$100 in which the money will be placed in the Association's account entitled "Associate Membership Contribution" will be placed in a selected bank time deposit. A five-member committee composed of a chairperson and four members on this particular unit will be appointed by the Association's Executive Committee composed of the President, two vice presidents, a secretary, a treasurer, an auditor and the business manager.

Sub-section 2.4. **Institution member** is considered as an Institution Member who is affiliated with the Association, namely; The Philippine Advertisers Association, Adamson University, Lyceum of the Philippines University, and Mapua Institute of Technology among others. This Institution Member will have to provide contribution to the association for the purpose of funding the monthly meeting, quarterly meeting, mid-year Association conference, and the periodic school talents and skill competitions. The

Institution membership fee will be embodied in a separate primer on this particular concern which will then be placed in the Association's account entitled "Institution Membership Contribution" and in which portion of this amount will be placed in a selected bank time deposit. This deposited amount will be reserved for the Association's yearly operating plan as defined above.

Sub-section 2.5. **Honorary member** is considered as a member who has been chosen by the association by virtue of a board resolution after being nominated, endorsed by one of the members of the association and approved by the majority of the board members after meeting all the requirements and usual norms and processes to be recognized as such. He or she may be active in the three government functions like the executive level, judiciary level, and the legislative level as well as officer or member of an NGO, government offices and the private sectors. He or she be in the age range from 25 to 60 years old, active and occupies the position of board of trustee or school board member, or a school administrator. He or she will not contribute any membership fee to the association but is entitled to be a member in good standing with all the privileges accorded to being an honorary member.

Sub-section 2.6. Details on the mechanics, procedures, and implementation will be on separate primer and will be provided to all life members.

Sub-section 2.7. To ensure proper monitoring and check and balance a five-member committee composed of a chairperson and four members on this particular unit shall be established and be appointed by the Association's Executive Committee composed of the President, two vice presidents, a secretary, a treasurer, an auditor and the business manager.

Section 3: This association and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Article VI: Officers

Section 1: The officers of the Association shall consist of the following which shall also serve as Executive Committee:

- (1) President
- (2) Vice President for External Affair
- (3) Vice president for Internal Affair
- (4) Secretary
- (5) Treasurer
- (6) Auditor
- (7) Business Manager

Section 2: The Executive Committee will serve as the Board of Directors with the following positions:

- (1) President as the Chairman of the Board

- (2) Vice President for External Affairs as the Deputy Chairperson
- (3) Vice president for Internal Affairs as the 2nd Deputy Chairperson
- (4) Secretary as a Board Member
- (5) Treasurer as a Board Member
- (6) Auditor as a Board Member
- (7) Business Manager as a Board Member

Section 3: The qualifications for each office shall be the following:

- (1) President shall be a member in good standing, have paid the dues regularly, a school principal for at least ten years.
- (2) Vice President for External Affairs shall also be a member in good standing, have paid the dues regularly, a school principal for at least seven years.
- (3) Vice President for Internal Affairs shall also be a member in good standing, have paid the dues regularly, a school principal for at least seven years.
- (4) Secretary, Treasurer, Auditor, and Business Manager shall also be a member in good standing, have paid the dues regularly, a school principal or a teacher for at least five years.

Section 4: Duties and Responsibilities of the Executive Committee

- 4.1.1. The President shall serve as the Chairman of the Board during the executive committee meeting and shall decide on the matters that will be discussed during the meeting with the approval of the majority.
- 4.1.2. The President will be the Chief Executive Officer of the association and shall be given the mandate in managing the operations of the association in accordance to the stipulated provisions of this Constitution and By-Laws. The duration that the President shall serve the association will be two years from the time of election up to the time the duration of two years is completed unless the executive committee will extend the duration to another year because of reasons favorable to the association's operation as approved by the executive committee members.
- 4.2.1. The Vice President for External Affairs shall serve as Presiding Officer during the executive committee meeting and shall be responsible in the preparation of the agenda and the discussions thereof.
- 4.2.2. In case of the absence of the President, the Vice President for External Affairs shall take over the post during the executive committee meeting and the Vice President for Internal Affairs will likewise serve as the Presiding Officer throughout the duration of the meeting.
- 4.3.1. The Vice President for External Affairs will be responsible in the coordination with IACPSO and the Publishers Association of the Philippines for any related missions of PSOPTA as stipulated in this CBL.
- 4.3.2. The Vice President for Internal Affairs will be responsible for the operations of the association in terms of the quarterly, midyear and annual meetings in coordination with the coordinating organizations as stipulated in paragraph 5 and shall be the alter ego of the President in handling the operating plans of the association.

5. The Secretary will be responsible in all the files of the association related to meetings, all communications, publications and distributions of meeting minutes, and other information necessary for the members update, among others.
6. The Treasurer will be responsible for the handling of all the association's dues, expenses and other related monetary considerations in accordance with the CBL.
7. Internal Auditor shall be responsible for checking and verifying of the association's purse and the disbursement of the cash which has to be conducted periodically as necessary;
8. External Auditor, an independent accredited audited firm, shall be responsible in the testing the veracity and authenticity of the financial statement in accordance with generally accepted accounting principle (GAAP).
9. Business Manager will be responsible in generating funds for the purpose of the dynamic operations of the association using his/her skills in marketing strategy and other kind of strategies that are related to his/her activities.

Section 5: Other Officers of the Association who are not part of the Executive Committee shall be as follows:

- (1) Coordinator for each region, e.g., Eastern Region, Central Region, and Western Region of Saudi Arabia; Bahrain, Dubai, Abu Dhabi, Muscat, Qatar, Kuwait, Libya, and China, among others.
- (2) Press Relations Officer (PRO) for each region and country as mentioned in subsection 4.1.

Section 5: The term of each office shall be for two years to give way to projects that can be accomplished for two years which will start by June 2012 to May 2014. Elections shall be conducted during the month of May in time for the Annual PSO Conference. A nomination committee and an election committee shall be appointed for this particular concern and be ready within three months before the election on May of a particular year. A nomination committee should be a member in good standing either a Life Member or Regular Member or past presidents who will be responsible in the nomination of the officers for the incoming year. The election committee can be elected from the members in good standing either a Life Member or Regular Member or past presidents by the Executive Committee who will responsible in the election of new set officers for the incoming year.

Section 6: Should an officer's position become vacant during his/her term, the following will take place:

- (1) The officer who will vacant the position shall prepare a letter to the board of directors advising them that he or she cannot anymore perform his or her duties and responsibilities due to personal and other related reasons;
- (2) That the next in rank will have to take over and the last position which nobody will occupy from the present elected officers will have to be elected from the members of the Association. When election is required, at least two weeks of preparation shall be done to give ample time in the conduct of the election.

Article VIII: Adviser

Section 1: PSOAPT's adviser(s) must either be senior member(s) of the past Executive Committee or past president(s) of the Association.

Section 2: The duties and responsibilities of the adviser shall be as follows:

- (1) Ensure the continuous operations of the Association by monitoring its activities, goals and concerns;
- (2) Provide advice and counsel to the Association either during their monthly meetings or their day-to-day operations;
- (3) Do other duties as required to ensure the Association's dynamic implementation of its yearly operating plan and their five-year business plan.

Section 3: Should the position of adviser become vacant during the year, an appointment of the replacement of the position will have to be conducted. The board of directors or the executive committee shall meet and appoint somebody to take place of the vacant position.

Article IX: Meetings

Section 1: Regular meetings of the organization shall be conducted in the following dates:

- (1) Periodic online communications between the core group or the Executive Committee members together with the members through the Association group@yahoo.com or @gmail.com through the internet or e-mail;
- (2) Quarterly officers meetings, e.g., June 2012, September 2012, December 2012, and March 2013 will be conducted in which the venue will be announced to all members of the Executive Committee;
- (3) Mid-year meeting, e.g., December 2012 or other dates deemed appropriate for all members will be held in which venue will be announced for the Association to meet for two days to discuss important issues for the benefit of the Association members as well as integrate the talents and skills competition of their students and the goals and concerns by the officers and members of the Association;
- (4) Annual Conference will be hosted by the IACPSO either on the month of April or May of each year in a designated venue to be determined by the PSOAPT members through the use of the survey questionnaire.

Section 2: Special meetings of the organization shall be held as the need arise which has to be called for by the president of the Association and disseminated to all members of the Executive Committee as well as to all the members of the Association. The conduct of the meeting can be done either through online or teleconferencing or personal conference as deemed necessary.

Article IX: Other Items

Section 1: The physical office of PSOAPT shall be located in the office of the current president where the school is also located.

Section 2: The yearly financial statements will be submitted to the Securities and Exchange Commission for purposes of transparency to the members of PSOAPT who will benefit from the generated funding. The members can review and scrutinize the said report at any time necessary.

Section 3: Any funding that are earned by PSOAPT through solicitation, membership fees, donation and sponsorship by NGOs and other organizations shall be included in the financial statements as well as the use or application of the money earned for transparency purposes and the membership's information.

Article X: Amendments

Section 1: This constitution shall be amended by a vote of two-third of the majority of the membership at any regular or special meeting. It should be noted that the constitution should not be amended easily or frequently, unless very necessary for the benefit of the total members of the Association.

Section 2: Provision for advance notice of amendment shall be done three months before the time of voting. All voting members will be informed accordingly by way of posting, notification by email, announcement at two consecutive meetings, etc.

Section 3: Date of ratification in the amendment of the Constitution will be recorded and will be included in the amended Constitution.