

**BY – LAWS
OF
PHILIPPINE COLLEGE OF SWINE PRACTITIONERS**

ARTICLE I

Meetings

Section 1. Annual Meetings – The annual meetings of the members shall be held at the principal office of the association on the 2nd Saturday of December of each year.

Section 2. Monthly Meetings – Monthly meetings of the members shall be called every last Thursday of the month by the President of the association. During such meetings, the President shall render his monthly report to the members regarding the activities of the association.

Special meetings may be called as the need thereof arises by the President or upon petition of 1/3 of the general membership.

Section 3. Notices – Notices of the date, time and place of annual, monthly and special meetings of the members shall be given either personally or by special mail, at least one week before the date set for such meeting. In urgent cases, the notice may be communicated at least two days before the meeting personally or by telephone, or by telegram, if contact is not possible. The notice of every special meeting shall state briefly the purpose of the meeting. No other business shall be considered at such meeting, except with the consent of all the members present thereat.

Section 4. Waiver of Notice – Notice of meeting may be waived verbally by any members attending it.

Section 5. Quorum – A quorum for any meeting of the active members shall consist of a majority of the members in good standing and a majority of such quorum may decide any question at the meeting, except those matters where the Corporation Code requires the affirmative vote of a greater proportion

Section 6. Order of Business – The order of business at the annual meeting of the members shall be as follows:

- a. Proof of service of the required notice of the meeting except when such notice is waived by the members constituting a quorum.
- b. Proof of the presence of a quorum.
- c. Reading and approval of the minutes of the previous annual meeting, except when such reading is dispensed with a majority vote of those present.
- d. Unfinished business.
- e. Report of the President.
- f. Other matters.

The order of business at any meeting may be changed by a vote of majority of the members present.

Section 7. Voting – Members shall be entitled to one vote and they shall vote in person.

ARTICLE II

Officers

Section 1. Officers – The officers of the association shall be a President, a Vice-President, a Secretary, a Treasurer, an Auditor and a PRO. They shall be elected by the members of good standing.

Section 2. Term of Office of Officers – All officers of the association shall hold office for two years and subject for re-election.

Section 3. Vacancy in position is subject to special election and shall serve for the remainder of the term.

Section 4. A. Nominations is done in October meeting.

B. Election shall be in November monthly meeting.

C. Induction is December annual meeting.

D. Term of Office is from immediately after oath taking until the oath taking of the next set of officers.

ARTICLE III

Functions and Powers of Officers

Section 1. President – The President shall be the Chief Executive Officer of the Association. In addition to his duties as such, he shall preside in all meetings of the association

He shall be charged with directing and overseeing the activities of the association. He shall appoint and have control over all employees of the association. He shall review and approve expense vouchers. Together with the Secretary of the association, he shall present to the members an annual budget and, from time to time as may be necessary, supplemental budgets. He shall submit after the close of each fiscal year and to the members of each annual meeting, a complete report of the activities and operation of the association for the fiscal year under his term.

Section 2. Vice-President – The Vice-President if qualified, shall exercise all powers and perform all duties of the President during the absence or incapacity of the latter and shall perform duties that maybe assigned by the Board of Directors.

Section 3. Secretary – The Secretary shall give all the notices required by these by-laws and keep the minutes of all meetings of the members and of all meetings of all committees, in a book kept for the purpose. He shall keep the seal of the association and affix such seal to any paper or instrument requiring the same. He shall have custody of the correspondence files and all other papers that are kept by the Treasurer. He shall maintain the members register, have charge of the bulletin board at the principal office of the association. He shall also perform such other duties that may from time to time be assigned to him.

Section 4. Treasurer – The Treasurer shall have charge of the funds, receipts and disbursements of the association. He shall keep all moneys and other valuables of the association in such bank or banks as the Board of Directors may designate. He shall keep and have charge of the books or accounts which shall be open to inspection by any member of the Board of Directors, whenever required, an account of financial condition of the association and of all transaction made by him as Treasurer. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Directors.

Section 5. Auditor – He shall examine financial records and audit money. He shall also perform other functions as may be provided for by the Board of Directors.

ARTICLE IV

Members

Section 1. Classification of Members:

- a. Fellow shall be all existing members as of December 1999.
- b. All members accepted effective January 2000 shall be referred to as Diplomates.
 - b.1. For diplomates to qualify for fellow status they should satisfy the following requirements.
 - b.1a. Shall have been members of good standing for five years.
 - b.1b. Pass oral/written examination given by the Specialty Board.

Section 2. Rights of Members – A member shall have the following rights:

- a. To exercise the rights to vote on all matter relating to the affairs of the association.
- b. To participate in all deliberations/meetings of the association.
- c. To avail of all the facilities of the association.
- d. To examine all the records or books of the association during business hours.

Section 3. Title – given upon conferment.

Section 4. Duties and Responsibilities of Members – A member shall have the following duties and responsibilities.

- a. To obey and comply with the by-laws, rules and regulations that may be promulgated by the association from time to time.
- b. To attend all meetings that may be called by the President.
- c. To pay membership dues and other assessment of the association.

ARTICLE V

Suspension, Expulsion and Termination of Membership

Suspension, expulsion and termination of membership shall be in accordance with the rules and regulations of the association.

Any member of the association may file charges against a member by filing a written complaint with the Secretary of the association. The President or upon petition of 1/3 of the general membership shall call a special meeting of the members to consider the charges. The affirmative vote of 1/3 of all the members of the association shall be necessary to suspend a member: Provided that where the penalty is expulsion, the affirmative vote of 2/3 of all members shall be necessary to expel a member.

ARTICLE VI

Fund

Section 1. Funds – The funds of the association shall be derived from admission fees, annual dues and special arrangements of members, gifts, donations or benefits.

Section 2. Fees and Dues – Every member of the association shall, in addition to the membership fee pay dues and/or assessments that may be imposed by the association from time to time.

Section 3. Disbursements – Withdrawal from the funds of the association, whether by check or any other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

Section 4. Fiscal Year – The fiscal year of the association shall be from January 1st to December 31st of each year.

ARTICLE VII

Corporate Seal

Section 1. Form – The corporate seal of the association shall be in such form and design as may be determined by the Board.

ARTICLE VIII

Specialty Board

The Specialty Board – The Officers shall create a Specialty Board to be known as “The Philippine Specialty Board of Swine Medicine.”

The Specialty Board shall exercise the following powers and functions:

- a. Establish the qualifications and/or conduct examination for veterinary candidates for certifications as Diplomat and Fellows.
- b. Formulate rules and regulations and procedures in connection with its main function, for approval by the Board of Directors of the College.
- c. Such other powers and functions inherent to or related and in connection with the above.
- d. Members of Specialty Board must not be an officer of the College of Swine Practitioners.

The Specialty Board shall consist of five members. There shall be a Chairman, a Vice-Chairman, and a Secretary. They shall be appointed by the Officers with a term of office for two years. Officers of the Specialty Boards shall be elected among themselves.

note: Addendum to the By Laws of Philippine College of Swine Practitioners

ARTICLE I

MEETINGS

Section 1. *Annual Meetings* – The annual meetings of the members shall be held at the principal office or any venue decided upon by the association on every first Thursday of each year. *last Thursday*

Section 2. *Monthly Regular Meetings* – Monthly/ Special meetings of the members shall be called every end of the month by the President of the association. During such meetings, the President shall render his monthly report to the members regarding the activities of the association.

Special meetings may be called as the need thereof arises, by the Board of Trustees or the President or upon petition of 1/3 of the general membership and may be scheduled any time of the month.

Section 3. *Notices* – Notices of the date, time and place of annual, monthly and special meetings of the members shall be given either personally or by special delivery mail, at least one week before the date set for such meeting. In urgent cases, the notice may be communicated at least two days before the meeting personally or by telephone, by telegram or other means of communication if contact is not possible. The notice of every special meeting shall state briefly the purpose or purposes of the meeting. No other business shall be considered at such meeting, except with the consent of all members present thereat.

Section 4. *Waiver of Notice* – Notice of meeting may be waived verbally by any member attending it. Members who cannot attend the regular meeting should notify the President or Secretary no less than 3 days before the meeting.

ARTICLE III

Section 1. *Officers* – The officers of the association shall be a President, a Vice President, a Secretary, a Treasurer, and Auditor and a PRO. They shall be elected by the Board of Trustees from among themselves. The Board may combine compatible offices in a single person.

ARTICLE V

C. Supplementary Classification (status of members) Any member who fails to attend a minimum 6 regular monthly meetings in one calendar year will be considered as an inactive member and will not enjoy the rights as state in section 2. Reversion —any inactive member who wants to revert to active status must write the chairman or the President of the Association and must attend at least 8 regular monthly meetings including the dues.