

8. CATEGORIES OF MEMBERS

Pursuant to Article III, Section 2 and 3 of the PAEPI constitutions, the following are the classification of members:

Section 2. *Classification of Individual Members.* Individual members shall be classified as follows:

1. *Founding/Charter Members.* These are the delegates to the National Seminar-Workshop when PAEPI was first organized in 1989.
2. *Regular Members.* Any member accepted after PAEPI was registered with the Securities and Exchange Commission.
3. *Lifetime Member.* The member who pays the lifetime membership fee and does not have to be collected any annual due thereafter.
4. *Honorary Member.* The member who has shown outstanding accomplishment/ performance in extension through his/her individual acts and capabilities or who has actively participated and involved in PAEPI programs, projects and activities after being accorded such recognition through Board action by PAEPI. Any member of the Board of Directors or Officer of PAEPI who has rendered meritorious services to the Association thus, contributing to the growth and expansion of the Association may upon Board action be granted such status.
5. *Sustaining Member.* Any Individual who participates in the Associations programs, projects and activities through financial, material and technical contributions that promoted the capability of the Association in sustaining its programs.
6. *Association Members.* Any individual who is interested in promoting the goals and objectives of the Association through not directly involved in extension work.

Section 3. *Classification of Institutional Members.* Institutional members shall be classified according to the sector, which they belong as follows:

1. *Educational institutional members.* These are agencies or institutions whose main corporate goals and objectives or programs are to carry out formal and/or non-formal educational activities within the educational system of the country.
2. *Non-educational institutional members.* These are agencies or institutions with extension agenda but are not directly mandated to conduct formal education.
3. *Associate institutional members.* These are institutions or associations who are non-education but are interested in helping promote of the objectives of the Association.
4. *Sustaining institutional members.* These are institutions that provide material and financial assistance to promote the objectives of the Association.
5. *Lifetime institutional members.* These are institutions that pay a lifetime membership fee and do not have to pay annual dues anymore. Interest in promoting the objectives of the Association shall be primarily considered in accepting lifetime members.

9. MEMBERSHIP FEES AND DUES

Pursuant to Article III, Section 2, the following are the membership fees and dues:

Section 1. *Membership Fees.* The Following membership fees shall be charged of members of the Association.

1.1. Institutional members:	P 1,500	1.3. Individual Members:	
1.2. Chapter members:		a. Regular:	P 200
a. Institutional:	P 250	b. Associate:	P 150
b. City/Municipal:	P 350	c. Sustaining:	P 1,000
c. Provincial:	P 450	d. Lifetime:	P 1,500
d. Regional:	P 550		

10. INCENTIVES TO PARTNER INSTITUTIONS

The partner institution shall be granted an institutional membership free of charge. Only the annual dues shall be paid after one year. The partner institution shall be published in the list of organized chapter in the currently years souvenir program of the Annual Convention. The Institution's head as a befitting recognition of his/her support and the officials occupying the highest posts (VP and director levels or its equivalent including campus administrators) in-charge the extension unit of the partner institution, who participated during the organizing activity shall be granted an honorary membership during the organizing program.



**PHILLIPINE ASSOCIATION
OF EXTENSION PROGRAM
IMPLEMENTORS, INC.
(PAEPI)**

SEC Reg. No. 201113177

AN INVITATION TO PARTNERSHIP IN CHAPTER ORGANIZING



Date

Dear Sir/Madam:

It is with great pleasure that we request your institution to be our partner in organizing a PAEPI chapter on a date most conducive to your calendar of activities.

Our PAEPI Director for Region _____ in the person of _____ is your PAEPI contact person. The guidelines provided in this brochure will provide basic information on the chapter organizing activity. Please send him/her the filled up reply form found at the back of the brochure. May we receive your response three months from receipt of our invitation?

Thank you very much.

The Executive officers, PAEPI, Inc

PARTNER REPLY FORM

DATE

PAEPI Director for Region _____

Dear _____ :

We are pleased to be PAEPI's partner in chapter organizing as follows:

Level of Chapter to be organized:

_____ Institutional _____ City/Municipal
_____ Provincial _____ Regional

Date of Organizing: _____

Venue of Organizing: _____

Contact Person: _____

Telefax No. _____ Telephone No. _____

Estimated No. of potential individual members: _____

Estimated No. of potential institutional members: _____

We are willing to discuss details of the organizing with you.

Thank you very much.

Very truly yours,

Signature

Position

Institution and address:

GUIDELINES IN CHAPTER ORGANIZING

1. CHAPTER LEVELS

Chapters that may be organized may be any of the following provided the minimum requirements are met:

- Institutional: minimum of 15 members representing at least 3 units/offices/departments within same agency/school.
- City/Municipal: minimum of 20 members representing at least 2 institutions in the city/municipality.
- Provincial: minimum of 25 representatives representing at least 3 institutions in the province.
- Regional: minimum of 35 persons representing at least three recognized chapters within the region

2. ROLES

2.1. PAEPI shall provide the contact person, the resource persons and organizing materials such as membership form, member/officer oath, IDs, certificates of membership, PAEPI organization brochure and other documents.

2.2. The partner institution shall provide a counterpart contact person, the venue, a skeletal force that will assist the PAEPI contact person in the conduct of the organizing activity, certificate of attendance and participation duly signed by the institution head and PAEPI contact person, Xeroxed program for distribution to participants.

3. PROGRAM OF ACTIVITY: CONTENT AND DURATION

In an effort to standardize all PAEPI organizing activities, the program content shall consist mainly of the following:

3.1. Program Content

- Brief opening program under the charge of partner institution
- Orientation on the Extension Paradigm of PAEPI
- PAEPI Brief History and Game plan
- PAEPI National Extension Agenda
- PAEPI Constitution and By Laws with focus on provisions pertaining to membership
- PAEPI Election of Chapter Officers
- Oath taking of PAEPI Officers and Members
- Business Meeting and PAEPI Announcements

3.2. Duration: One-day activity is sufficient to undertake all of the above.

4. CERTIFICATES OF PARTICIPATION AND APPRECIATION

4.1. Certificates of Participation shall be jointly signed by the Institution Head and PAEPI contact person.

4.2. Certificates of Appreciation shall be signed by the PAEPI contact person. Any individual who contributed their time and effort to the conduct of the organizing activity shall receive a certificate of appreciation.

5. REGISTRATION FEE

Inasmuch as the organizing activity is in the nature of a seminar wherein participants are given orientation on basic concepts and principles in extension work, the partner institution may collect registration fee to defray expenses for lunch and snacks and other incidental expenses.

6. PAYMENTS OF MEMBERSHIP FEES

Interested members who signify their intent to apply as members shall be allowed to do so by filling up the membership form, participating in the election of officer and oath taking. They may pay their membership fees to the elected treasurer at a later date. Their ID and certificate of membership shall be issued by the treasurer upon payment of membership fee.

7. SHARE IN THE MEMBERSHIP FEE

Art. III Section 4 of the PAEPI By-Laws provides the following on sharing:

Sec. 4 Sharing of Membership Fees and Dues with Chapters. Chapter individual members shall pay only once the membership fee and every year thereafter the annual dues provided for under this Article directly to the chapter. After payments, the membership fee or dues paid to the chapter by the members shall be governed by the following sharing system with the Association:

- 4.1. 30% of the total membership fees paid for the Region Chapter share
- 4.2. 25% of the total membership fees paid for the Provincial Chapter share
- 4.3. 20% of the total membership fees paid for the City/Municipal Chapter share
- 4.4. 15% for the total membership fees paid for the Institutional Chapter share