



## PHILIPPINE ASSOCIATION OF EXTENSION PROGRAM IMPLEMENTORS, INC. (PAEPI) SEC Reg. No. 201113177

### CONSTITUTION ARTICLE I

#### NAME, ADDRESS AND SEAL OF THE ASSOCIATION

**Section 1 Name.** The name of the Association shall be "Philippine Association of Extension Program Implementors, Inc." or PAEPI for short.

**Section 2 Address.** The principal office of the Association shall be at the Technological University of the Philippines, Ayala Blvd. Ermita Manila. The association shall also establish branch offices at the institutions where its elected President is currently employed. The main and branch offices shall be made known to all its members to its linkages or partners.

**Section 3 Seal and Logo.** The seal of the Association shall have inscribed the words: Philippine Association of Extension Program Implementors, Inc. (PAEPI). The board of Directors shall lead in the creation of an appropriate logo of the Association. The present logo used since 1989 shall be used.

### ARTICLE II

#### OBJECTIVES

**Section 1.** The Association shall seek through implementation of programs, projects and activities to become a key player in elevating extension to the level of a discipline and in upgrading the professionalism of the extension program implementers. Its specific objectives shall be:

1. To promote extension as a strong force in individual and social transformation;
2. To promote the mission and goals of extension primarily in educational institutions and in other government and non-government institutions in the Philippines in concordance with national, regional and local development efforts;
3. To assist state authorities, particularly DepEd, CHED and TESDA in evolving policies and standards relative to extension programs and services;
4. To establish and maintain close relationships among government and non-government institutions in matters relating to extension programs;
5. To establish and implement feasible projects and mechanisms for the promotion of networking among institutions for upgrading the professional growth of extension programs implementers;
6. To lobby for laws and policies that will promote the development and welfare of extension program implementers;
7. To mobilize available resources for the conduct of continuing education of extension program implementers;
8. To undertake a nationwide extension agenda complementary to national development effort that promote people empowerment and sustainable development;
9. To gradually organize chapters in all regions of the country in order to involve greater participation in the professional growth of extension program implementers;
10. To develop and produce relevant training/instructional materials, produce books, manual and the like on its own and conduct degree and non degree courses in partnership with duly recognized educational institution in the country in order to promote the professionalism of Extensionist; and
11. To establish local/domestic and international linkage in the promotion of extension as a force in individual and social transformation.

Likewise as a duly registered corporation assuming legal personality, the Association shall use its corporate powers conferred upon it by law to attain the above objectives and realize its vision and mission as a professional association of extension program implementers.

## **ARTICLE III**

### **MEMBERSHIP**

**Section 1.** The Association shall accept institutional and individual members. Any institution with extension agenda or is interested in promoting the vision, mission, goals and objectives of the Association shall be accepted as institutional member without prejudice to its personnel/members applying as individual members of the Association. A duly registered or accredited non-government organization possessing the above qualification can be accepted as institutional member. Any natural person who undertake extension services of any form whether on his/her own initiative or through the institution where he/she is employed or connected shall be accepted as an individual member subject to other provisions on membership under this constitution and by-laws of the Association.

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

1. Founding Charter members. These are 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 participated in the Association's programs, projects and activities through financial material and technical contributions that promoted the capability of the Association in sustaining its programs.
6. Associate members. Any individual who is interested in promoting the goals and objectives of the Association though not directly involved in extension work.

Additional categories of members may be evolved by the Board of Directors and approved by the General Assembly in a general meeting or special meeting held for the purpose, if any.

**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 the 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 the objectives of the Association.
4. Sustaining institutional members. These are institutions that provide material assistance to promote the objectives of the Association.
5. Lifetime institutional members. These are the institutions that pay 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.

**Section 4.** Acceptance of Members. Members shall file an application and pay membership fees after approval of the application.

**Section 5.** Continuity of Membership. The principle that "Once a PAEPI member, always a PAEPI member" shall be duly recognized and upheld by the Association. Members who after one year of membership fail to pay

annual dues may be allowed to continue membership by setting the financial obligation of membership with the Association by paying arrears in annual dues; provided however, that should the member opt to register anew he/she shall be so allowed and charged the membership fee with loss of seniority. Those who settle arrears in annual dues shall retain their seniority in the Association.

**Section 6.** Regular and Lifetime members shall be entitled to the rights and privileges and shall perform the duties and obligations under the constitution and by-laws of the Association.

**Section 7.** Membership fees collected in accordance with categories of membership shall determined by the Board of Directors and disseminated to all member persons. During the General Assembly meeting, issue on membership fees collected shall be deemed included among the items of the agenda and can be invoked by any member in good standing. A member in good standing is one who has no financial obligation as member to the Association.

## **ARTICLE IV**

### **CHAPTERS**

**Section 1.** To enable the Association to expand its membership and promote its objectives in all regions of the country. Regional, provincial and local chapters shall be organized subject to pertinent provisions under the by-laws of the Association.

**Section 2.** For purposes of determining the level of membership to the Association, all chapter members who pay membership fee shall be categorized as national members but being members of the chapter, they shall be primarily responsible for the support to the operations of the chapter where they belong. All chapter members are entitled to all the rights and privileges of the members and shall perform the duties and obligations of membership; provided, however, that for purposes of elections of the Board of Directors of the organization, only members in good standing present or duly represented through proxy who attend in the General Assembly shall be entitled to cast their votes.

## **ARTICLE V**

### **GOVERNING BOARD AND OFFICERS**

**Section 1.** The Board shall be the policy-making body of the Association. The business affairs of the Association shall likewise be conducted by the Board of Directors who shall consist of one duly elected member representing each region of the country based on the regional distribution approved by the Board or in its absence, the regional distribution according to the list of the DILG. The term of the Directors shall be two calendar years. Outgoing presidents of the Association shall be automatically an ex-officio member of the Board provided said President signifies his/her willingness to continually serve the Association in such capacity.

**Section 2.** Officers of the Board. The Board of Directors shall elect from among themselves the Officers of the Board consisting of the Chair, Vice-Chair and Secretary.

**Section 3.** Officers of the Association. The Board shall elect from among themselves the Officers of the Association consisting of the President, three Vice-Presidents, a Secretary, a Treasurer, an Auditor, a Business Manager and a Public Relation Officer. The Officers of the Association shall manage the programs, projects and activities of the Association approved by the Board. The new President shall be authorized to recommend an assistant secretary for purposes of communication or records keeping in the Main Officer of the Association. The Assistant Secretary who may not come from the Board shall be appointed by the Board upon such recommendation.

**Section 4.** The three Vice-President shall decide among themselves who will become the First Vice-President of the Association. In case of resignation, leave of absence and other valid reasons, the First Vice President shall take over the roles and functions of the President until the expiration of his/her term.

**Section 5.** Executive Committee. The President and the Vice-Presidents, Secretary and Treasurer of the Association shall act as the Executive Committee with president as the Executive Chairman. The Executive Committee shall enforce and carry out the decisions of the Board of Directors.

**Section 6.** The President shall recommend the creation of the secretariat whose primary duty is to assist the President as Executive Chairman in the day-to-day affairs of the Association. The secretariat shall be composed of the Executive Director, Co-Executive Director and members. The secretariat shall provide technical assistance in the conduct of the annual convention/nationwide conference and seminar activities conducted by the Association. Members of the secretariat shall first be members of the Association.

**Section 7.** The outgoing Chairman/president shall be an ex-officio member of every incoming Board of Directors unless reelected to said body. In such ex-officio capacity, the outgoing Chairman and President shall be added to the number of Directors duly elected under the association's constitution and by-laws. He/she shall be entitled to all the rights and privileges and the subject to the same duties and responsibilities as a regular member thereof provided however that if he/she opts not to become an ex-officio member for reason of health, career and other personal reason, he/she may be released as an ex-officio member of the Board but may be retained as an Honorary member of the Association.

**Section 8.** No compensation shall be paid to any member of the Board, Officer or Secretariat except reimbursement of expenses in the performance of duties to the Association or allowance/honoraria pertaining to services rendered directly during the conduct of conferences or similar activities dependent upon the financial capability of the Association.

## **ARTICLE VI**

### **GENERSAL ASSEMBLY AND MEETING**

**Section 1.** Regular General Assembly shall be held annually on an agreed date that usually coincides with the conduct of an annual convention or conference by the Association at the date, time and place as may be designated by the Board of Directors. All regular members are expected to attend the General Assembly.

**Section 2.** Special meeting of the Association may be called at any time by the Board of Directors or upon a written request of at least one-fifth of the members of the association.

## **ARTICLE VII**

### **AMENDMENTS**

**Section 1.** This constitution shall be amended by three-fourths vote of regular and life time members attending the meeting in which proposals for amendments are submitted before the General Assembly provided that notice is given at least one month before such meeting which agenda includes the revision or amendments of the constitution and/or by laws. Considering the present financial status of the association and the geographical locations of its membership, members who are notified or invited in writing to the annual convention that includes the General Assembly meeting in which the amendment of the Constitution and By-Laws is an item in the agenda shall be deemed notified under this section. Likewise, members in attendance during the previous General Assembly in which the amendments of the constitution and by-laws were included but have become an unfinished business are deemed notified during said activity for purposes of amending the constitution and by-laws of the Association.

## **BY-LAWS**

### **ARTICLE 1**

#### **MEMBERSHIP**

**Section 1.** Application for membership in the Association shall be made in writing by filling up the members form. This form shall be duly signed by the PAEPI Secretary and approved by the President. Only membership forms that conform with the above and duly receipted by the official receipt of the Association shall be issued the PAEPI ID and certificate of membership and shall be the basis for the member name appearing in the Official Roster of Membership under the custody of the secretary. The PAEPI secretary is the is the authorized official to issue the ID and certificate of membership and any certification that will be requested by the member for any

purpose of his/her concern. The certification shall be duly signed by the PAEPI Secretary and approved by the President.

**Section 2.** The Roster of Membership shall contain all members who were accepted and approved as such categorized according to type and chronologically listed according to years of membership. Each and every page of this Roster shall be signed by the Secretariat at the lower right hand corner and if a seal shall have been used. Each page shall also be duly sealed. This Roster shall be updated in writing by the PAEPI Secretary every calendar year. It shall be the basis for the release of any information on membership as may be required by duly constituted authorities.

**Section 3.** Honorary membership shall be conferred upon sponsorship of at least seven (7) members of the Board of Directors and approved by a simple majority of said body.

**Section 4.** An institutional member shall be accepted upon filing of the membership form for institutional members duly signed by the Secretariat and approved by the President. A separate roster of institutional members shall be prepared by the Secretary organized according to calendar years and following the same procedure of listing, signing and sealing as required under Section 2 of this Article. It shall be the official basis for issuance of any document or granting of any privilege, incentive of awards by the Association.

## ARTICLE II

### CHAPTERS

**Section 1.** Pursuant to the Association's objectives, chapter shall be organized at the initiative of any Board member or upon a letter of intent by any by any member in good standing duly approved by the Executive Committee upon recommendation of the President provided that the said member shall commit himself/herself to the organizing of the chapter within the three months upon approval of the request. In the case of the Board member, he/she shall also personally undertake the organizing of his/her recommended chapter/s in accordance with the aforementioned period. Upon expiration of the period granted, another member or Board can be granted same approval on the same city/province/institution, which shall be organized.

**Section 2.** A chapter's territorial shall cover an institution, a city, a province or a region. The succeeding sections of this article provide the guidelines in organizing each according to its territorial jurisdiction and requirements for recognition as a chapter.

**Section 3.** To be able to respond to organizing of chapters in the different levels all over the country and for economy and efficiency of operations, the president shall prepare and recommend for recognition a list of members per region and province as may be available including the Board members of the Association who shall be authorized to administer the oaths to concerned officers and members of the organized chapter in accordance with the prescribed oath and rites of the Association to be prepared by the committee on legal affairs as constitute under Article VI of these by-laws.

**Section 4.** The members of the chapter who attend the organizational meeting shall be recognized and accorded status as chapter founding members. In such capacity, they shall be automatically included in the list of authorized members who can perform the functions as stated under Section 3 above. Their territorial jurisdiction shall be limited to the region where they belong.

**Section 5.** During the chapter organizational meeting topics shall be discussed as an orientation to the chapter members:

The PAEPI history, VMGO, programs, articles of incorporation and by-laws;  
The PAEPI paradigm of Extension as a Force in individual and Social Transformation.

The organizing activity shall be witnessed by an authorized Board member or member in good standing as provided for under Section 3 of this Article.

**Section 6.** A complete package of documents needed for the chapter organizing shall be ordered by the chapter at cost from the national organization and paid from the registration fees which may be charged during the organizing activity.

**Section 7.** Any authorized member invited by the chapter to the organizing activity shall be defrayed the actual cost of transportation and travel to and from the place of origin of the said member. No honoraria will be charged by said member who shall be considered a volunteer of the Association unless the chapter on its own shall voluntarily provide such honoraria at their expense.

**Section 8.** The Institutional Chapter. An institutional chapter shall be organized and recognized if it meets the following requirements/conditions:

- 8.1 Its minimum membership shall be fifteen (15) members representing at least three units/offices/departments/colleges as the case may be of the same institution.
- 8.2 The institution may be any private or public school, college or university operating in the Philippines or any government agency whether operating locally, regionally, nationwide, non government organization or private office or business establishment with extension agenda or interested to support the objectives of the association. The said institution shall submit to the President a letter of intent or an approval of intent to organized as institutional member signed by its immediate head or duly authorized official.
- 8.3 In addition to the above, the following documents duly certified by the elected secretary and attested by the President shall be submitted to the national secretary:
  - 8.3.1 Copy of the minutes of proceedings of the organizational meeting;
  - 8.3.2 Official list of members categorized according to units/offices/department; and
  - 8.3.3 Annual action plan of the chapter
- 8.4 In addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the Association.

**Section 9.** The Municipal/City Chapters. A municipal/city chapter shall be organized and recognized if it meets the following requirements/conditions:

- 9.1 Its minimum membership shall be twenty (20) members representing at least two institutions/agencies/schools/non-government organizations operating within the municipality or city. At least one of these institutions should have bonafide members in good standing of the Association or is a recognized institutional chapter of the Association.
- 9.2 The convenor shall be any recognized institutional member of the Association provided that in its absence, Section 1 of this Article shall govern.
- 9.3 The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
  - 9.3.1 Copy of the minutes of proceedings of the organizational meeting;
  - 9.3.2 Official list of members categorized according to units/offices/department; and
  - 9.3.3 Annual action plan of the chapter.
- 9.4 In addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the national treasurer in accordance with a duly signed form of the Association.

**Section 10.** The Provincial Chapters. A provincial chapter shall be organized and recognized if it meets the following requirements/conditions:

- 10.1 Its minimum members shall twenty five (25) members representing at least three institutions/agencies/ schools/non-government organizations operating within the municipality or city. At least one of these institutions should have bonafide members in good standing of the Association or is a recognized institutional chapter.
- 10.2 The convenor shall be recognized institutional/municipal/city chapter member of the Association provided that in its absence, Section 1 of this Article shall govern.
- 10.3 The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
  - 10.3.1 Copy of the minutes of proceedings of the organizational meeting;
  - 10.3.2 Official list of members categorized according to units/offices/department; and
  - 10.3.3 Annual action plan of the chapter.
- 10.4 In addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the national treasurer in accordance with a duly signed form of the Association.

**Section 11.** The Regional Chapter. A regional chapter shall be organized and recognized if it meets the following requirements/conditions:

Its minimum membership shall be thirty-five (35) members representing at least three institutions/municipal/city/provincial chapters operating within the region.

The convenor shall be any recognized institutional/municipal/city/provincial chapter member of the Association. Said convenor shall seek the approval of the president of the national association in accordance with the provision of Section 1 in this Article.

The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:

Copy of the minutes of proceedings of the organizational meeting;

Official list of members categorized according to units/offices/department; and

Annual Action Plan of the chapter.

11.4 In Addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the national treasurer in accordance with a duly signed form of the Association.

**Section 12.** In order not to disenfranchise earlier chapters in any level organized before the approval of these amendments particularly affecting chapters of the Association, the following shall govern the eventual qualifications and harmonization of the organized chapters in accordance with the provisions of this Article:

12.1 The concerned chapter through a majority of its officers shall in cooperation's and consultation with the President of the Association strive to meet the requirements for organizing the chapter under this Article within a period of one year consisting of 12 months from date of communication of the approval of these proposed amendments/new articles of the by-laws pertaining to chapter organizing.

12.2 The President, Vice-President, Secretary and Treasurer of the chapter shall be duly informed by the President of the Association of the provisions of the Constitution and By-Laws of the Association affecting the status of the chapter within one month from the approval of the amendment hereof.

12.3 After the lapse of the period within which the chapter is expected to comply with requirements under this article on chapter organizing and no compliance was obtained, the said chapter shall be dissolved. In case a similar chapter shall organized, convenor shall comply with the requirements set forth under this article.

**Section 13.** Status Membership. The chapter member is a member of the Association; hence, no separate membership fee shall be charged from him/her. As to membership, each membership is national but as to operations, each chapter membership is in accordance with the level of his/her chapter. Members who do not belong to any chapter shall apply for membership to the Association provided that in the event that a chapter is organized in the place where he/she stays/work, said member can continue membership through the recognized chapter. Nothing in this article shall restrain any qualified individual to seek membership in any of the categories of chapters recognized in this Article provided that he/she pays the annual dues required of membership to the chapter.

### ARTICLE III

#### MEMBERSHIP FEES AND DUES

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

1.1 Institutional member: P 1,500

1.2 Chapter members:

a. Institutional: 250

b. City/Municipal: 350

c. Provincial: 450

d. Regional: 550

1.3 Individual members:

a. Regular: 200

b. Associate: 150

c. Sustaining: 1,000

d. Lifetime: 1,500

The Board of Directors shall be authorized to increase the membership under each category but no to exceed twenty percent of the recent fee. Said increases should be scheduled only once every two years and shall be duly disseminated to the entire membership not later than one month after its approval. The increase shall be deliberated and approved by a simple majority during a special meeting held for the purpose called for by the chairman of the Board of Directors and attended by a majority of the Board Members, chapter presidents and representatives of each category of the members chosen from at least ten percent of the population of said category provided that a notice shall have been sent to these members not later than one month before the said meeting and provided further that the quorum shall be based on the actual attendance in the meeting and that in case of non attendance of those who were sent the notice, the meeting shall be included as an item of the agenda during the annual meeting of the General Assembly.

**Section 2.** Change of Membership. Membership fees are changed only unless the kind of membership is changed by the member in which case, said member shall be charged the membership fee for the kind of membership applied for.

**Section 3.** Membership Dues. Annual membership dues shall be charged by the Association according to categories of membership as follows:

- 1. Institutional Member: P 500
- 2. Chapter Members:
  - 2.1 Institutional: P 100
  - 2.2 City/Municipal: P 150
  - 2.3 Provincial: P 200
  - 2.4 Regional: P 250
- 3. Individual members:
  - 3.1 Regular: P 100
  - 3.2 Associate: P 50
  - 3.3 Sustaining: P 500

**Section 4.** Sharing Membership Fees 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 payment, 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 Regional 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/Municipality Chapter share
- 4.4 15% of the total membership fees paid for the Institutional chapter share

**Section 5.** Special assessments may be levied at any time by a two-thirds vote of the Board of Directors or by a simple majority vote of the general membership at any regular or special meeting of the General Assembly.

**Section 6.** Failure to Pay Membership Fee or Annual Dues. The Association shall maintain the principle "once a member, always a member" in matters affecting membership status for failure of payment of membership fees annual dues subject to the provisions of this section. Any members whether institutional, chapter or individual who fails to pay the membership fee even if other requirements shall have been complied with shall not until such membership fee shall have been paid, be issue the Association's identification card/certificate of membership and shall not be listed in the Roster of membership during the calendar year of application as such nor shall there be entitlement to any of the privileged provided to members under the Articles of Incorporation or By-laws of the Association.

Failure to pay the annual dues shall earn for the member the category of being a member in bad standing. Said category shall only be erased if the said member pays fully its areas annual dues. The said member can also opt to re-apply as a new member instead of paying its areas. In this latter case, said members shall be charged the current rate for membership fee and annual dues and shall be treated as a new member of the Association with loss of seniority based on the number of years of membership of the Association.



## ARTICLE IV

### ELECTIONS AND TURN OVER OF RESPONSIBILITIES

**Section 1.** Period of Election. The members of the Board of Directors shall be elected every two years during the General Assembly meeting.

**Section 2.** Committees for Election. There shall be nominating committee whose main task is to accept and attest to the list of nominees for Board of Directors. Its membership shall be composed of at least five members recommended by the President and approved by the Governing Board. Its membership may be composed of Board members who are not interested to run for the position in the current election to be held. There shall be Committee on Election comprising of five members with a chair and secretary elected by the members of the committee. The committee shall be created under the pertinent provisions of this article and in its absence through the recommendation by the President duly approved by a simple majority of the Board of Directors prior to the election date. The COMELEC's main task is manage the election and proclaim the election Board of Directors to the General Assembly.

**Section 3.** Nominations. Nominations shall be made through the Nominating Committee prior to or during the election by a member in good standing (whether individual, chapter or institutional) of the Association. A form to be filled up by said member and duly agreed upon by the member being nominated shall be secured and submitted to the nominating committee. Outgoing Board members are automatically nominated by filling out the form for nomination without need of a nominator provided however, that said Board member is still interested to be considered during the elections.

**Section 4.** Regional Representation of Nominees. Taking into consideration the procedures laid down in section 2 above, those nominated should be members of good standing only. Their nomination shall indicate the region, which the nominee will represent. A nominee shall be duly listed by the Nominating Committee under the region of his choice or when he belongs. The Nominee shall be present during the elections. No proxy shall be allowed for the nominee.

**Section 5.** Conduct Elections. The following shall be govern the conduct elections:

1. Acceptance and Announcement of Nominees. At the first hour of the date of the General Assembly Meeting nominees shall accepted and qualified by the Nominating Committee. A list shall be officially prepared with attestation by the thereof and submitted to the chair of the Committee on Elections. The said Committee shall post the list of attested nominees in conspicuous places at the venue of elections and present the candidates by region to the General Assembly prior to the casting of ballots. No protest as to the nominee shall be entertained after the 1<sup>st</sup> has been attested and submitted to the COMELEC. There shall be as many nominees there are who are qualified per region.
2. Only one candidate shall be written per region in the ballot by the voter. All bonafide voters shall be entitled to cast their votes for once candidate per region.
3. Casting of Votes. Election shall be held through the casting of ballots by the members. Only members in good standing shall be allowed to cast their ballots. Each individual member whether regular, associate or lifetime shall be entitled to one vote. Each or institutional member shall be entitled to one vote which shall be cast by its President or Head respectively, or by its duty authorized representative who must be listed as a member in good standing. Proxy in voting shall be allowed provided a letter authorizing the proxy shall be submitted to the COMELEC who shall rule on the acceptance of the proxy. Votes shall be cast and appreciated in the following manner.
  - 3.1 If a ballot contains two or more candidates listed under one region, the first listed candidates shall be credited the vote foe the region.
  - 3.2 If a candidates name is erroneously written under the wrong region, the names of candidates correctly written under the correct region shall remain valid. Only the erroneously written shall be valid.
  - 3.3 The nickname, surname of full name of the candidate may be considered as a vote cast for said candidate provided that any of these names are found in the nominating form.

3.4 In case of doubt as to appreciation of votes, a simple majority of the COMELEC members shall pass judgment on its appreciation.

**Section 6.** Proclamation of New Board Directors. After the last ballot has been conducted and duly appreciated and the tally accomplished, the COMELEC shall proclaim the new list of Board members of the Association, which shall consist of the candidate obtaining the highest vote per region. The ex-officio members of the Board shall likewise be proclaimed through an official list prepared and signed by all members of the COMELEC.

**Section 7.** Election of Officers of the Board and of the Association. On the same date after proclamation of the new board, the outgoing President as ex-officio members of the Board or in his/her absence, the new Board member getting the highest number of votes shall convene the Board. Said Board shall its chair, vice-chair and secretary of the Board. It shall also elect the new Officers of the Association as provided for under the pertinent Article of the Constitution of the Association. Any member of the Board including the ex-officio members shall be entitled to be elected to any position in the Board or to pay of the position as Officer of the Association if they so agree.

**Section 8.** After the election of the Officers of the Board and officer of the Association, they shall qualified to office by oath administered by any of the outgoing presidents sitting as ex-officio member of the Board.

**Section 9.** The new Officers of the Board and of the Association shall hold a joint business to tackle issues over to the new Officers by the outgoing officers and other immediate concerns of the Association.

**Section 10.** Assumption to Official Duties. The new Board, its officers and officers of the Association shall officially assume office on the first day of January of the following year after the elections.

**Section 11.** After the elections and until December 31 of the current year or until the new Board, its officers and officers of the Association shall assume office, the outgoing officers of the Board and the Association shall conduct activities that will result in the smooth transition of duties and accountabilities including the winding up of activities that need to be finished on or before aforesaid date, preparation of reports and organizing of assets and liabilities for the attention and action of the new Board and officers when they assume office. A smooth turn over shall be conducted when the new Board and Officers assume their functions.

## ARTICLE V

### BOARD OF DIRECTORS, OFFICERS of the BOARD,

### OFFICERS of the ASSOCIATION, COUNCIL OF

### CHAPTER PRESIDENTS, CONSULTANT,

### EXECUTIVE COMMITTEE and SECRETARIAT

**Section 1.** As a policy making body, the Board of Directors is tasked to establish rules, procedures and systems that will enable the Association in its entirety to conduct its affairs with efficiency and effectiveness thereby resulting into improved organizational performance. It is authorized to receive endowments, subsidies and other forms of donation, create and generate resources, incur financial obligations and authorize expenditures for the Association funds. It shall be empowered to assume functions as provided for the under the Corporation Code of the Philippines applicable to non-stock, non-profit professional association to which this Association is classified. In running the business affairs of the Associations, the board shall review and approve the plans, programs, and projects including a budget based on organizational resources submitted for implementation by the President of the Association. It shall monitor the implementation of this plan, programs, and projects and exercise the diligence of the good father of the family in doing such to assure that nothing of the said plan, programs or projects shall not injure to the benefit of the Association. It shall also evaluate the performance of the Officers of the Association based on the accomplishment report/s of the officers. The Board shall also provide assistance to the officers of the Association in generating resources for the Association through fund raising activities, project proposal submitted to funding agencies and other forms of solicitations.

**Section 2.** The officers of the Board shall lead in the activities of the Board in undertaking its functions under the Constitution and By-Laws of the Association.

**Section 3.** The Officers of the Association shall be mainly responsible in the planning and implementation of the programs, projects and activities of the Association. Within fifteen days upon assumption to duty, the President shall call a meeting of the offices and said officers shall prepared a biennial plan which shall cover the organizational programs, projects and activities during the two years of their term. A corresponding budget based on the organization's current resources and projected income/revenue and the biennial plan shall be prepared. The officers shall likewise actively source out additional funds of the Association and expand its membership through continuing membership expansion mainly done though chapter organizing activities.

**Section 4.** Council of Chapter Presidents. A Council of chapter presidents shall be organized through appropriate convening by the Executive Committee led by the President who acts as chair of said committee. This council shall meet at least once a year and shall undertake the following functions:

1. Advise the President on matters of organizational concern affecting chapter members of the Association.
2. Submit a report of chapter accomplishments collated from all chapter members as record of the Association;
3. Recommend policies that will improve the operations of chapters of the Association; and
4. Assist in the resource-generation efforts of the Association.

The council shall elect its officers consisting of the Chair, Vice-Chair, Secretary, Treasurer, Auditor, Business Manager and PRO. The Council chair may be invited by the Chair of the Board or of the President of the Association in any of its meetings as may be deemed necessary.

**Section 5.** Presidents of the Institutional Members as Consultants. Considering the expertise that the presidents of the Institutional Members of the Association may contribute to the overall organizational performance of the Association, all Presidents or head of institutional members shall be invited as consultants of the Association by the Chair of the Board and President of the Association. From time to time, in such capacity if accepted, any of the Presidents may be invited to attend Board or Officers meeting or consulted by the Board or Officers on matters of organizational concern.

**Section 6.** Board meeting shall be held at least twice a year. Officers meeting shall be held quarterly or as often as maybe deemed needed. Special meetings of the Board or officers shall be held at the call of the Chair or the Presidents as the case maybe or upon the written request of a simple majority of its members.

**Section 7.** Board of Directors and the Officer of the Association shall render an annual written report of its activities to the association during the General Assembly of the Association.

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**Section 8.** The main function of the Executive Committee is to carry out the decision of the Board of Directors and conduct the day-to-day administrative affairs of the Association. All acts and transactions of the Executive Committee shall be reported to the Board at any of its regular or special meetings. The Executive Committee shall meet at least every two months.

**Section 9.** The secretariat shall assist the Executive Committee in undertaking its of managing the administrative affairs. It shall manage the activities of the annual and international or national convention directly undertaken by the Association. It shall provide assistance to regional chapters in undertaking regional conventions to assure accepted standards. It shall provide assistance to the of the Association and other similar activities Officers of the Association and to responsible standing committees of the Association in managing the programs and projects of the Association.

**Section 10.** During the planning session/meeting of the officers of the Association, the secretariat and chairmen of standing committees shall be present so that they can lend full assistance of the Officers in the preparation of the annual plan.

**Section 11.** The President of the Association shall be the CEO of the Association. He/she shall preside the meetings of the Officer of the Association, the Executive Committee and General Assembly Meeting, sign all official correspondence and disbursement, sign all applications and contracts for funding of projects submitted to any funding agency provided and represent the Association in any meeting, conference and the like as maybe called upon provided, however, that in the last duly, the President may designate his/her representative from among the Officers and Secretariat of the Association.

**Section 12.** The first Vice-president shall succeed the President upon the Latter's death, resignation, removal from office, or permanent incapacity. He shall perform the duties of the President during the temporary absence of the incumbent.

**Section 13.** The Secretary shall keep full and correct minutes of all proceedings of the Association and the Board of Directors, preserve all records (except financial records) and communications thereof, and conduct all official correspondence of said bodies. He is tasked to write the annual report of the Association to be submitted to the President, who in turn reports to the Association.

**Section 14.** The Treasurer shall collect and receive all dues from the members as well as all other payments, receipts and donations accruable to the Association; pay out of the funds in his charge all property approved accounts; and shall act as custodian of all properties and funds of the Association. Together with the Auditor, he shall render a financial report to the Association at least once a year. The Treasurer shall be assisted by an Assistant Treasurer who must come from the institution nearest to the Main Office of the Association and shall work directly with the President. There shall be a strong coordination between the Treasurer and the assistant Treasurer in the conduct of the financial affairs of the Association.

**Section 15.** The Auditor shall see to it that all disbursements made by the Treasurer are in order and, in general to see to it that all funds and properties under the custody of the treasurer are properly kept at all times.

**Section 16.** The PRO shall take charged of all matters regarding publicity or publication of all official papers necessary in the pursuant of the goals and objectives of the Association. He shall prepare communications and promote mutual understanding and goodwill between the association and the public. He defines the different groups of clientele of a training program who are to be addressed so that appropriate media may be used for its purpose.

**Section 17.** The Business Manager shall take charge of all business transactions that may be assigned to him in the interest of the Association.

**Section 18.** The Executive Director of the Secretariat shall lead in the planning and management of the annual and regular, international and national convention, seminars and similar activities conducted by the association. He/she shall be duly assisted by a Co-Director. The Executive Director and Co-Director shall be appointed by the Board upon recommendation of the President. Both officers should come from the nearest institution to where the Main office of the Association is.

## **ARTICLE VI**

### **COMMITTEES**

**Section 1.** There shall be standing Committees with specific functions whose task is to assist the president in his task as Chief Executive Officer of the Association. The chairs and members of these committees shall be appointed by the president who shall appoint them and submit the list of the appointees to the Board through its Secretary not later than one month after assumption to office. The membership of these Committees may be revised as may be deemed necessary by the President. These Committees are as follows:

1. Committee on Legal Affairs composed of a Chair and four members who should preferably have experiences in legal and policy formulation or with law degree or background. This Committee shall have jurisdiction over all matters relating to the Articles and By-Laws of the Association including policies that cover all aspects of operations and life of the Association.
2. Committee on Membership and Chapter organizing composed of a Chair and four members who should preferably represent three major islands of the country, Luzon, Visayas and Mindanao. It shall take charge of all matters pertaining to membership and chapter organizing. It shall submit to the President its plan of membership expansion for the year and implement said plan with approval of the President.
3. Committee on Resource Generation composed of a Chair and four members. This committee's main task is to find ways and means to finance the programs and projects of the Association by establishing strong networking and linkages with funding agencies/sources, undertaking resource-generation activities, conduct project proposal development and writing activities and submit outputs there to identified funding agencies.

4. Committee on Education and Training composed of a chair and four members. This Committee takes charge of all educational and training projects and activities of the Association. It coordinated closely with Committee on Membership and Chapter organizing for the continuing education and training of the members in the different chapters of the Association. It sources out scholarships and training opportunities outside the Association to deserving members of the Association for their continuous professional growth and development. It designs training projects for capability building of extension program implementers. It also take charge of development and instructional activities of degree and non-degree courses of the Association.
5. Committee on Publications composed of a chair and four members. This Committee takes charge of the production and marketing of publications of the Association such as the souvenir programs, pamphlets, handbooks and the like. It recommends policies pertaining to publications and preservation of the rights to intellectual properties of the member authors to the Board through the President.
6. Committee on Special Projects and Research composed of a Chair and four members. This committee shall supervise, monitor and evaluate the implementation of the Special projects and Research of their Association included in the PAEPI National Extension Agenda undertaken by the members or chapters of the Association through funding secured by the Association.  
All Committees are under the general supervision of the President to whom they shall submit at least an annual report of their activities one month before holding the General Assembly of the Association. They shall also provide inputs on policy suggestions, systems and procedures that the Association can implement to improve efficiency and effectiveness of operations. All of these shall be coursed through the President of the Association.

**Section 2.** Special or adhoc committees and tasks force groups may be created by the Board as needs of the Association may warrant.

### **RESIGNATION, TERMINATION AND EXPULSION**

**Section 1.** Resignation from membership shall be made in writing to the president of the Association. Upon approval by the Committee on Membership and chapter organizing to whom the resignation shall be referred by the President, the resigning members shall be dropped from the Roll of membership and the date of such dropping noted in the Book of Membership. Henceforth all privileges and duties of membership shall cease.

**Section 2.** A member may be dropped from the Roll of Membership for other valid reasons apart from resignation such as failure to remit membership dues for three consecutive years following the payment of membership fee. The Committee on Membership and chapter organizing shall take action on this matter provided however that a member may be reinstated by applying in accordance with policies on membership or if the reason is due to failure to pay annual dues, by remitting payments of arrears thereof.

**Section 3.** Any member of the Board or officer or secretariat or committee who fails to assume his/her post within one month from the date of election in case of elected officers and board and one quarter from date of appointments shall be automatically dropped from the president duly approved by the Chairman of the Board provided that the affected officer or board or secretariat may justify in writing why he/she should not be dropped. Failure to fulfill duties of the position such as attendance to meetings, participation in activities for which the position is required and failure to accomplish any task assigned in accordance with duties of the position shall be the main valid ground for removal from office provided that s simple majority of the Board shall vote in favor thereof.

### **FUNDS AND DISBURSEMENT**

**Section 1.** Funds of the Association shall be deposited in reputable banks as may be decided upon by the greater majority of the Board provided that a portion of the fund be deposited in a reputable bank accessible and located in the place where the Main Office of the Association is located to be decided by a simple majority of the Board.

**Section 2.** Signatories to the bank/s shall be the Treasurer and the President. Withdrawal shall be signed by both in any transaction made by the Association provided that a certain amount of petty cash shall be allowed to be provided for disbursement, replacements and liquidation by the President of the Association.

## QUORUM

**Section 1.** A simple majority of the Board, or of the officers or the Committee members, council members or similar bodies shall constitute a quorum for the transaction of business within the said bodies provided that alternative modes of securing approval by the absent members or of the entire body may be allowed on issues, transactions or other concerns that will necessitate decisions of these bodies.

**Section 2.** One-third of the chapter and regular members in good standing present during the General Assembly shall constitute a quorum for the transaction of business during this and other special meetings.

## VOTES AND VOTING

**Section 1.** unless otherwise provided, all decisions of the Association at general meeting and meetings of the Board, Officers, committees, councils and the like shall be carried by a simple majority vote.

**Section 2.** The manner of voting at General meetings and in the Board and other bodies shall be decided by each body except in voting of the Board in which case the only voting allowed shall be through secret balloting under the supervision of COMELEC as provided for under these by-laws.

## ARTICLE XI

### AMENDMENTS

Section 1. These by-laws may be amended at any regular or special meeting of the Association by two-third of votes of the chapter and regular members in good standing personally present or represented by their proxies during the meeting, provided that notice of the proposed amendments has been given at the meeting previous to the one at which said amendment are to be voted upon or as per written notice. Written notice is satisfied when an invitation is sent to the member to attend the General Assembly meeting/Annual Convention which include as an activity the General Assembly Meeting as indicated in the program of activities and when one of the items in the said General Assembly is the ratification of proposed amendments to these Constitution and By-Laws.

## ARTICLE XII

### PARLIAMENTARY AUTHORITY

**Section 1.** Except as are, or may be, provided in the Constitution and By-Laws of this Association, all its meetings shall be conducted according to acceptable parliamentary rules.

## ARTICLE XIII

### TRANSITORY PROVISIONS

**Section 1.** The Board of Directors elected during the organizational meeting of the Association on November 24, 1989 at the Technological University of the Philippines, Ayala Boulevard, Manila shall hold office until such time as the regular members thereof shall be duly elected and qualified.

**Section 2.** Election for the chapter regular members of the Board of Director shall be held during the Annual General Conference of the Association in November 1992, at such time and place as the Interim Board of Directors shall designated by resolution.

**Section 3.** This Constitution and By-Laws shall take effect upon ratification by a majority of the Incorporators and upon approval of the Securities and Exchange Commission.

**Section 4.** Upon approval of the proposed amendments of the Constitution and By-Laws conducted on October 24, 2001 at the Annual Convention and General Assembly of the Association held in Cebu Normal University, Cebu City, the proposed amendments as deliberated, modified and approved by the General Assembly shall take effect immediately upon by the required voted as provided for under Article XI on Amendments.