

**PHILIPPINE SOCIETY OF MECHANICAL ENGINEER  
CENTRAL REGION-SAUDI ARABIA  
RIYADH CHAPTER  
KINGDOM OF SAUDI ARABIA  
[AFFILIATED TO PSME-NATIONAL]  
CHARTERED 2002**

**Constitution and By-Laws**

**ARTICLE 1**

**NAME AND OBJECTIVE**

Section 1. **NAME:** The name of the association shall be:

**PHILIPPINE SOCIETY OF MECHANICAL ENGINEER  
CENTRAL REGION-SAUDI ARABIA  
RIYADH CHAPTER  
KINGDOM OF SAUDI ARABIA**

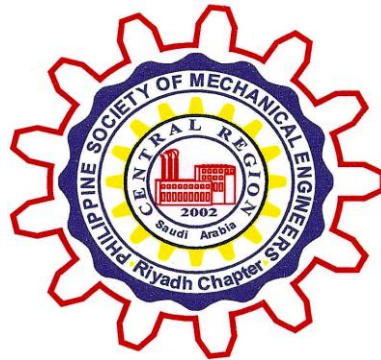
Section 2. **OBJECTIVES.** The objective for which such association is organized are:

1. To enable the Mechanical Engineering profession to discharge its public responsibilities effectively;
2. To promote and maintain high professional standards in the Mechanical Engineering profession;
3. To develop among the members high ideals of competence, ethical conduct, integrity and civic consciousness;
4. To foster cordial, harmonious and fruitful relations among its members,
5. To protect and enhance the integrity of certificates of registration, i.e. PME, RME and CPM.

## ARTICLE II

### SEAL

**SEAL.** The seal of the chapter shall be the same as the official seal prescribed by the organization of the Philippine Society of Mechanical Engineers. Likewise, a local seal shall be adopted as agreed by the Board of Directors



## ARTICLE III

### OFFICE

Section 1. **OFFICE.** The principal office of the chapter shall be located in **Riyadh**, Central Region, Kingdom of Saudi Arabia and the venue May be determined by the chapter Board of Directors.

## **ARTICLE IV**

### **ORGANIZATION**

Section 1. **ORGANIZATION STRUCTURE.** The chapter organization shall be composed of four (4) areas covering the **central region**, Kingdom of Saudi Arabia.

Section 2. **REGIONAL UNITS.** Each of the four areas shall be represented by an area Coordinator who shall report directly to the Chapter president.

The areas included under each region are as follows:

Area 1- Riyadh Region

Area 2- Al-Kharj Area

Area 3- Qassim Area

Area 4- Hail Province

Section 3. **CHANGE IN NUMBERS & COVERAGE OF AREAS,** By the board of resolution, subject to final approval of the general membership, the number of areas and coverage of each area may be changed in response to changing conditions of the chapter.

## **ARTICLE V**

### **MEMBERSHIP**

Section 1. **GRADES OF MEMBERSHIP.** The member of the society shall be designated as follows: (A) Honorary Member, (B) Fellow, (C) Life Member, (D) Regular Member, (E) Associate Member, and (F) Institutional Member.

Section 2. **HONORARY MEMBER.** Any notable person of pre-eminent professional distinction or any person who has rendered unqualified services and/or supports to the society shall be conferred Honorary Membership by unanimous decision of the Board of Directors.

Section 3. **FELLOW.** The highest National Award, may be conferred by the National Board of Directors to an active regular member of acknowledge eminence in Mechanical Engineering profession and has rendered outstanding or eminent service to the profession society, community and country. A regular member who has attained a distinction in the arts relating to teaching of major courses in said arts and sciences, who or by reason of invention, research, teaching, design, original work, has made substantial contribution of said arts and sciences may be eligible for election to the grade of Fellow by the National Board of Directors.

Section 4. **LIFE MEMBER.** A Life Member shall be a regular member, Who has paid required fees or such amount as may be prescribed By the Chapter's Board of Directors. However, it can be extended to an associate Member, provided they cannot hold elective office.

4.1 Life Member shall be made available to Regular Members for a fee of Ten Thousand Pesos [P10,000.00], future adjustments may be prescribed by the Board of Directors, provided that no adjustment may be made more than once a year.

4.2 Custody and Management of life membership trust fund shall be entrusted to the Board of Trustees. They shall be composed of (5) members. The Immediate Past President who shall seat as Chairman the Past President preceding the Immediate Past president and the Incumbent President as members. The two (2) member shall come from the Life Members who shall be appointed by the President subject to the approval of the Board of Directors.

For the first year of the reconstituted Board of Trustees, the Immediate Past President shall serve as Chairman, and then as member of the following year. The Incumbent President shall serve as member for the first year as Immediate Past President and Chairman for the second year and as Past President for the third year.

For the two (2) Life Members one will be appointed for one year term; and the other for a two years term. After which replacement life members shall serve for two years term as alternate basis. The succession shall be followed thereafter. However, in case the Incumbent President is re-elected for another term, the composition of the past president members shall be retained so as to break the succession. Investments shall be retained by the fund and the balance shall be apportioned equally between the Society and the Chapter annually, not later than the first quarter of the following year.

Section 5. **REGULAR MEMBER.** The Regular Member shall be at least a Registered Mechanical Engineer or a Certified Plant Mechanic with BSME Degree.

Section 6. **ASSOCIATE MEMBER.** An Associate Member shall be a graduate in Mechanical Engineering or a Certified Plant Mechanic without BSME Degree for a fee of One Hundreds Riyals [SR100] and renewal of every one year at the same amount.

Section 7. **INSTITUTIONAL MEMBER.** An Institution Member shall be an institution such as school supplier, manufacturer, engineering firm, consulting firm, contractor, whether it be a proprietorship, partnership or a corporation, which in the opinion of the Board of Directors, the Society could help in the attainment of the Society's objectives.

Section 8. **FELLOW & HONORARY MEMBER.** Upon the recommendation of the awards and recognition committee and upon the unanimous decision of the Board of Directors, the society may confer Fellow Award and/or Honorary Membership to eligible persons mentioned in section 2 and 3 of these By-Laws.

Section 9. **ADMISSION OF MEMBERSHIP.** Applicants for the admission of the Society or for advancement in grade in memberships, except such as are conferred as an honor, shall make application in such form and with such information as shall be required by the Board of Directors. Admission of membership shall take effect upon payment required fees.

Section 10. **RIGHTS AND PRIVILEGES.** All classes of membership shall enjoy the rights and privileges of a regular member and shall be personal except that of an institutional member, which shall have a regular official representative or designated alternate. Members may hold elective offices, whereas Associate Members may only participate to vote.

Section 11. **VOTING MEMBERSHIP.** This shall consist of Fellow, Life Members, Regular Members and Associate members in good standing.

Section 12. **PROHIBITION.** No members shall misrepresent himself/herself in any manner in connection with the Society in advertisement, letterhead or printed matters.

Section 13. **MEMBER OF MEMBERSHIP.** This shall be worn by members in good standing.

Section 14. **MEMBERS IN GOOD STANDING.** Every member who is up to date in the payment of all fees, dues, and an authorized special assessment shall be considered “member in good standing,” provided that such member is not under suspension from the practice of the Mechanical Engineering by the PRC or from membership privileges in the Society under Sections 1, 2, and 3 of the Article VI of these By-Laws.

## **ARTICLE VI**

### **TERMINATION AND REINSTATEMENT OF MEMBERSHIP**

Section 1. **LOSS OR SUSPENSION OF MEMBERSHIP.** Since membership in PSME may be a condition to the continuing validity of the Certificate of Registration in PME, RME, and CPM, loss of Membership in PSME may be a sufficient cause for revocation of the Certificate of Registration such as a PME, RME and CPM by the PSME National Board of Directors concerning the suspension

or loss of membership, and for the reinstatement of membership.

The Membership of Society shall be terminated or forfeited for any Of the following causes:

- A) Death automatically terminates membership
- B) Any member may resign from membership in the Chapter by Notice in writing submitted to the Chapter Secretary provided that, such resignation shall be effective as of the date fixed in said notice, subject to the acceptance by the Board of Directors which shall be given within thirty (30) calendar days fro the receipt of said notice. The voluntary termination of membership set forth above shall not be understood as termination of membership with the PSME. This type of membership termination shall be communicated directly to the National office of the PSME.

**Section 3. FAILURE TO PAY DUES OR OTHER ACCOUNTS.**

Any member whose dues or other accounts remain unpaid after the prescribed last day of payment as provided in this By-Laws shall be suspended upon the expiration of sixty (60) calendar days from the date that notice to that effect is sent via messenger or registered mail or telephone call. Provided further that said suspended member may be eventually dropped from the roster of member in good standing, if he failed to make good his unsettled accounts within a suspension period of twelve (12) months, or until reinstated in Section 4 thereof

**Section 4. REINSTATEMENT OF MEMBERSHIP.** Reinstatement of Membership may be made through a written notice by the member addressed to the chapter Secretary and upon approval by the Chapter Board of Directors. Such approval shall be made within thirty (30) calendar days from receipt of the said notice. A re-instated member shall pay all back dues & assessments including those for the current year together with the required re-instatement fee in laws.

## ARTICLE VII

### THE CHAPTER BOARD OF DIRECTORS

Section 1. **COMPOSITION OF CHAPTER BOARD OF DIRECTORS.**

Each area shall be represented in the Board of Directors elected in proportion of member in each area.

The Board of Directors from each area shall be elected by all Chapter members in good standing as of a particular date to be set by the incumbent Board.

The Past President of the Society shall set as Ex-Officio Members of the Board of Directors in an advisory capacity. They may participate in the deliberation of the Board without the right to vote.

Section 2. **CHAPTER BOARD OF DIRECTORS.** The Chapter shall be govern by the Board of Directors, composed of fifteen (15) members who shall be elected during the annual election in accordance with the provision of the omnibus election code representing the four (4) areas of the Chapter, plus the immediate Past President.

Section 3. **TERMS OF OFFICE OF BOARD MEMBERS.** Except for the Ex-Officio members, the Board Members shall have a term of one (1) Gregorian Calendar year. No Officers or Director shall be re-elected for a three (3) consecutive terms in the same office as provided in Section 3 of Article VIII of these By-Laws. Any officers and Board of Directors not attended for three (3) consecutive months in any activities and meeting of the chapters will be automatically replace by Chapter Board Members.

Section 4. **VACANCIES.** In case of any vacancy or vacancies in the Chapter Board of whatsoever reason, the remaining Board of Member, If still constituting of the total number of the Board of Members shall appoint a Board of member or Members to fill such annual election, provided that the replacement Board Member shall come from the same area as the Board Member being replaced, and provided further that he shall serve as Board Member for the remaining unexpired term for the Board Member being replaced.



Section 5. **DUTIES AND POWER.** It shall be the duty of the Chapter Board to conduct the business and affairs of the Chapter and to perform such acts as shall protect and poster the PME, RME, and CPM certifications granted by the Republic of the Philippines.

In the performance of each duties and in the exercise of its power, the Chapter Board shall adhere to the policies, rules and guide-lines prescribed by the National Board of Directors.

Section 6. **BOARD MEETING.** Regular Meeting of the Chapter Board shall be at least once a month. The member of the Board shall agree on the fixed time, date, and venue of the meeting. During the meeting, Chapter activities shall be discussed, and the Chapter Treasurer shall rendered a report on the financial affairs of the Chapter. No prior notices shall be required for a monthly meeting unless, (1) it is held at a time, date or place different from the previously agreed upon or fixed by the Board: or (2) a subject matter requiring approval by at least a majority of the Members of the Board shall be taken up during the meeting. The notice, if required, shall be either in writing or telephone call and shall be served to the Board Members at least three (3) calendar days prior to the date of the meeting. Failure to give such notice or irregularity therein shall not affect the validity of the regular meeting or any proceeding thereat if all the Board Members are present at such meeting.

Section 7. **QUORUM.** A majority, which consists of eight (8) members of the Board shall constitute a quorum for the transaction of business and in the presence of a quorum, a majority of the Board Members present those matters specifically requiring a different majority vote as herein provided.

Section 8. **ABSENCE OR DISABILITY OF THE BOARD MEMBERS.** Unless otherwise provided for in these By-Laws, the Board may delegate or entrust, temporarily or permanently the powers, duties and functions of the absent, sick, or disabled officers to any another Member of the Board whenever such action s found necessary to carry out the normal business of the Society.

## ARTICLE VIII

### EXECUTIVE OFFICERS

Section 1. **ELECTIVE OFFICERS.** The Chapter shall have a President, Executive Vice –President , VP- Internal Affairs, VP- External Affairs President, Secretary, Treasurer, Auditor, Press Relation Officer, and seven(7) Directors as Committee Chairman.

The President shall be the presiding officer of the Chapter Board.

Section 2. **PRESIDENT.** The Chapter President shall be the Chairman of the Chapter Board and the Chief Executive Officer of the Chapter and exercise general supervision over the affairs thereof. He shall see to it that the By-Laws as well as resolutions, directives and policies issued in pursuance thereof by the PSME National Board of Directors, Officers and committees acting within their respective legal authorities are complied with. He shall represent the Chapter on all occasions and in all matters where should be represented.

No person shall be President for more than one (1) term except for The purpose of filling up the vacancy as provided for in Section 3 hereof. An immediate or Past President can be elected to the office or Board after two (2) years of laying off repatriation to home country.

Section 3. **EXECUTIVE VICE PRESIDENT** - The second highest ranking Officer of the Society and, as such, performs the following functions:

- a. Exercise and discharge all powers and duties of the President in case of absence or disability of the latter;
- b. Assist the President in the supervision of the Secretariat;
- c. Assist the President in the coordination of Society affairs with Vice-Presidents; and
- d. Supervision of the External Affairs Committee and such other special committees as may be assigned.

Section 3.1 **VICE PRESIDENT INTERNAL AFFAIRS-** The VP- Internal Affairs shall monitor all internal activities such as meetings, events

& conference, social, annual general membership meeting, public and information, SPLBE, News letter, yearbooks, website, rules & by laws, election & etc. He shall perform such other duties as may be assigned to him by the Chapter President.

Section 3.2 **VICE PRESIDENT EXTERNAL AFFAIRS-** The VP- External Affairs shall monitor all external activities such as Sports, Ind. Research & Technical Development, Plant Tours, Technical Seminars & PDC, Members Interest and development, ways & means, financial & etc. He shall perform such other duties as may be assigned to him by the Chapter President.

Section 4. **SECRETARY.** The Chapter Secretary shall prepared and keep the minutes of all meetings of the Chapter and the offices and thereof he shall be responsible for giving all the notices required to be given for meetings as well as for all other matters concerning the Chapter. He shall prepare and submit monthly to the PSME National Office, the minutes of all meetings and such other reports as may be required by the PSME National Office from time to time preparing certificates of seminars, keeping all the attendance of officers. He shall perform such other duties as may be assigned to him by the Chapter President.

Section 5. **TREASURER.** The Chapter Treasurer shall collect all fees, dues or contributions from the Chapter Members as required by this By-Laws and may be authorized by the PSME National Treasurer in receiving any all accounts receivable and dues to PSME National Office from whatever source that may be received through the Chapter.

He shall remit to the PSME National Treasurer, the share of the National Office and the **Sectoral Board in Membership dues as well as ----and** properties belonging to the PSME National Office, Regional and Sectoral Boards. He shall take charge of the funds, Properties and accounts of the Chapter. He shall keep all unmerited funds of the National Office separately from the funds pertaining to the Chapter and shall has no authority to disburse PSME National Office and/or Regional/Sectoral Board funds, except to remit them to the PSME National Treasurer. He shall render monthly reports

to Chapter Members and to the PSME National Treasurer regarding the receipt and disbursement of fund and other amount under his responsibility. He shall perform such other duties as may be assigned to him by the Chapter President.

Section 6. **AUDITOR.** The Chapter Auditor shall examine the accounts and records kept by the Chapter treasurer at least once a year. He shall report to the Board the result of his examination. He shall perform such duties as may be assigned to him by the Chapter President.

Section 7. **PRESS RELATION OFFICER.** The Chapter Press Relation Officer shall be responsible in fund raising campaign and in the Promotion of the Chapter's growth and development in Saudi Arabia so that the spirit of the Mechanical Engineering Profession could be enhanced and exchanges of acquired technical knowledge can constantly manifested. Other activities in line in public relations shall be part of his assignments whether inside or outside the organization.

Section 8. **DIRECTORS.** The Seven (7) Directors shall be the Chairman of Different Committees as enumerated in section 1 and section 7 of Article XI of this By-Laws.

A) **DIRECTOR FOR MEMBERSHIP.** The Chapter Director for Membership shall be responsible for the Membership growth. He shall coordinate with the Treasurer concerning the Membership renewal, issuance of membership IDs and certificates. He shall update the membership status from time to time and render report during the Chapter monthly meeting. He shall perform such other duties as may be assigned to him by the Chapter President.

B) **DIRECTOR FOR INFORMATION TECHNOLOGY.** The Chapter Director for Information Technology shall function as Editor-In-Chief. He shall be responsible to gather data and articles for publications, advertisements, and preparation of journals, tabloids, newsletters or news bulletin that may be issued during seminars or convention time in coordination with

all Chapter Board of Directors. He shall other duties as may be assigned by the Chapter President.

- C) DIRECTOR FOR TECHNICAL AFFAIRS.** The Chapter Director for Technical Affairs shall be in-charge in preparation and maintaining for Continuing Professional Enhancement (CPE) seminars, technical programs, conventions, conferences, etc. in order refresh and update members with the current and advance trends in Mechanical Engineering. He shall coordinate with the Directors for Internal & External Affairs. He shall perform such other duties as may be assigned to him by the Chapter President.
- D) BUSINESS MANAGER.** In charged of getting sponsors. He shall perform such other duties as may be assigned to him by the Chapter President.
- E) DIRECTOR FOR PROFESSIONAL ENHANCEMENT.** The Chapter Director for Professional Enhancement shall conduct an intensive program in relative to the Mechanical Engineering Review and Board Examination. He shall coordinate with the PSME National Office and other PSME Chapters in Saudi Arabia concerning the guidelines, policies, board examination schedules and other related matters. He shall perform such other duties as may be assigned to him by the Chapter President.
- F) DIRECTOR FOR PLANT TOURS.** The Chapter Director for Plant Tours shall be responsible for the preparation / arrangement of plant visitation schedules and programs to selected contracting and maintenance companies, manufacturing companies and factories as well as means of transportations in coordination with the Director for External Affairs. He shall perform such other duties as may be assigned to him by the Chapter President.
- G) DIRECTOR FOR SPORTS.** The Chapter Director for Sports shall be responsible for sport activities, programs, schedules and solicitations for possible sponsors, in coordination with the

Director for External Affairs. He shall perform such other duties as may be assigned to him by the Chapter President.

**H) COORDINATORS.** The Coordinators in each regional unit shall be recommended yearly during the Convention or General Membership Meeting by the Chapter President and those names shall be submitted for selection and appointment by the Chapter Board of Directors. The appointed coordinators shall serve as Ex-Officio Directors and may participate in the deliberations of the Board but without the power to vote.

## **ARTICLE IX**

### **MEETINGS**

Section 1. **MEMBERSHIP MEETINGS.** The Chapter Members shall hold meetings in such frequency as the membership may decide provided that there must be at least one (1) Chapter Member's meeting every month.

Section 2. **CHAPTER BOARD MEETINGS.** The Chapter Board of Directors shall hold a monthly meeting.

Section 3. **ANNUAL MEETING OF CHAPTER MEMBERS.** There shall be an Annual General Meeting of all members of all the chapter during which the Chapter President shall render his annual report and the Chapter Treasurer, his financial report to the members. The Annual General Membership Meeting shall be held during the last Quarter of the Gregorian Year at such date, time place may be Indicated in the notice of the meeting and as agreed upon by the Board of Directors.

Section 4. **SPECIAL MEETINGS.** Special Meeting of the Members of the Chapter may be held at any time (a) upon call by the Chapter President, (b) pursuant to the resolution of the Chapter Board, or (c) upon written request of not less than fifteen (15) Members in Good Standing. On such special meeting, no other business than those for which the meeting has been called for may be taken up and acted upon.

Section 5. **NOTICE.** Not later than fifteen (15) days prior to the meeting, written notice shall be sent via messages or mail to all members of the Chapter.

Section 6. **QUORUM.** Eight (8) Members present shall constitute a quorum for the Chapter Board of Directors meeting. For Annual and Special General Membership Meetings, quorum shall be expressed in terms of the percentage of the total number of active members of the Chapter.

Section 7. **ORDER OF BUSINESS.** The order of business at the Annual General Membership Meeting of the Chapter Members, and, so as far as practicable at all meetings thereof shall be as follows:

- A) Call to order
- B) Proof of presence of quorum
- C) Reading and approval of minutes of previous meeting
- D) Report of the Treasurer
- E) Report of the President
- F) Election of Officers and Directors
- G) Report of the Commission on Election
- H) New Business
- I) Adjournment

## **ARTICLE X**

### **ELECTIONS**

Section 1. **COMMISSION ON ELECTION.** There shall be a Chapter Commission on Elections (COMELEC) to supervise the conduct of elections of Board Members. It shall be the duty of the Chapter COMELEC to conduct the elections in an efficient and effective manner.

Section 2. **MEMBERSHIP OF COMMISSION.** The Chapter COMELEC shall be composed of recommendation of the Chapter President, for a term of one year. The appointments shall be made at the beginning of each Gregorian Calendar Year. No member of the Chapter COMELEC shall be a candidate for any elective office in

in the Chapter during his terms of office.

Section 3. **ELECTION RULES.** The Chapter COMELEC shall adhere to the election rules prescribed by the PSME National Board of Directors concerning all PSME election, including but not limited to those for the Chapter Officers, Regional/Sectoral Board Officers and the PSME National Board of Directors.

Section 4. **ELECTION OF MEMBERS OF THE CHAPTER BOARD.**  
The members of the Chapter shall elect the Members of the Chapter Board during the period of Annual General Membership Meeting on the Month before the election of the National officers on each year. All questions and conflicts regarding the manner of holding Chapter Elections as well as the result thereof shall be decided by the National COMELEC.

Section 5. **CHAPTER BOARD MEMBERS.** The Chapter Board Members from each area shall be elected by all Members of the Chapter regardless of the area where they belong.

Section 6. **CHAPTER NOMINATING COMMITTEE.** For the purposes of selecting the candidates for the Chapter Board, Chapter Nominating Committee shall be created with three (3) members composed of the Incumbent President and two (2) Past Presidents provided they are not running for Chapter elections. Provided further that if any of them is not available the Chapter Board shall appoint replacements from among other Past Presidents or any Chapter member giving due consideration to the committee's area representation.

Section 7. **NOMINATING PROCEEDURE.** Each Member shall be entitled to send nominees from each area. From among the nominees submitted by the Members the Chapter Nominating Committee shall choose candidates for each equivalent to at least twice the number of seats allocated for each area in the Chapter Board. Nomination forms prescribed by the Chapter Nominating Committee Shall be made available to the Members not later than **September 1** of each year and shall be returned to the Chapter Nominating Committee not later than **Sept. 30** of the same year. Candidates chosen by the Nominating Committee shall be made to confirm



their candidacy in writing.

Section 8. **QUALIFICATIONS.** In choosing the nominees, the nominating member should see to it that the person he is nominating must be a full member in good standing, e.g. Certified Professional Mechanical Engineer or Registered Mechanical Engineer in accordance with Article V Section I.

Any member in good standing for at least six (6) months prior to the of election may be nominated. Any member who is not paying his dues at least one (1) month before the election shall not be eligible for any office and to voting. Furthermore, Chapter Members of the Board whose records of attendance both in regular and special Meeting and major regular activities, **50% lower**, shall not be qualified to run for any Directorship for the succeeding years' election only.

Section 9. **LIST OF NOMINEES.** The list of nominees finally selected as candidates for election to the Chapter Board shall be submitted by the Chapter Nominating Committee to the Chapter Commission on Elections not later than October 1 of each year on the following business day if this day falls on a Friday.

The list of nominees shall be circularized to the Members of the Chapter by the Chapter COMELEC not later than October 1. Any Member in Good Standing who is not included in the list of the mentioned nominees may be nominated in writing as candidate for election to be the Chapter Board by at least fifteen (15) members in Good Standing, provided that the nomination will be received by the Chapter COMELEC not later than September 23.

The final list of nominees including those submitted by at least fifteen (15) members mentioned in the preceding paragraph shall be circularized by the Chapter COMELEC to the members not later fifteen (15) days before the annual elections.

Section 10. **MANNER OF VOTING.** Voting for the election of Chapter Board shall always be by ballot, and conducted on the day of Annual meeting of members. Every member is entitled to vote, May vote in person, or if he can't be present on the day of

Elections, he shall, in an instrument in writing signed by him, identified the nominees of his choice and appoint a proxy to officially cast his vote.

The proxy form, which shall be designed and pre-numbered by the Chapter COMELEC, must be received by the commission at least five (5) calendar days prior to date of the meeting. Each Member is qualified to vote and shall be entitled to cast one (1) for each Chapter Board seat eligible to be voted upon.

The candidates receiving the highest number of Votes for the Number of seats allocated for each shall be declared Elected by the Chapter COMELEC. This will declared before the end of Annual General Membership Meeting. At the same day all declared elected candidates shall conduct voting for President, Executive Vice President, VP- Internal Affairs, VP- External Affairs, Secretary, Treasurer, Auditor, PRO and all Board Directors.

## **ARTICLE XI**

### **CHAPTER COMMITTEES**

Section 1. **STANDING COMMITTEES.** To assist and attain the objectives and activities of the society. The Board of Directors shall have the authority to create standing, special or AD-HOC Committees and to define their respective powers, prerogatives, functions, duties and responsibilities as defined Section 8 of Article VII of these By-Laws.

There shall be six (6) standing committees, namely:

1. Committee on Membership and Section formation
2. Committee on Finance, Ways & Means
3. Committee on Publication & Information
4. Committee on Projects
  - 4.1 Planning Organization & development
  - 4.2 Awards & Recognition
5. Committee on Programs
  - 5.1 Meetings, Conferences and Continuing Education
  - 5.2 Oath Taking & Pre-Board Examination

- 6. Committee on Constitution and By-Laws
  - 6.1 Elections
  - 6.2 Professional Practice, Codes and Standards

Section 2. **COMMITTEE COMPOSITION.** A Committee shall be composed of not less than three (3) nor more than five (5) Members in Good Standing according to each functions. It shall have Chairman, and two (2) Members. Committee Chairman shall be appointed by the Chapter President and confirmed by the Chapter Board.

Within fifteen (15) calendar days after he has been appointed, the Committee Chairman shall recommend to the Chapter President the Members to constitute his committee, and the Chapter President shall appoint such members as may have been recommend, unless, in his judgment there are valid reasons to overrule the Committee Chairman's recommendation.

Section 3. **APPOINTMENT OF COMMITTEE CHAIRMEN AND MEMBERS.** The Committee Chairman shall be appointed by the Chapter President and confirmed by the Chapter Board.

Within fifteen (15) calendar days after he has been appointed, the Committee Chairman shall recommend to the Chapter President the Members to constitute his committee, and the Chapter President shall appoint such members as may have been recommend, unless, in his judgment there are valid reasons to overrule the Committee Chairman's recommendation.

Section 4. **COMMITTEE MEETINGS.** The regular meetings of each Committee shall be held at least once a month. Special Meeting may also be held. Notices of meeting should be circulated to committee Members at least one week prior to the meeting date.

If the Chapter President deems it necessary, he may request the Committee Chairman to call a regular or a special meeting. The Chapter President and/or the Executive Vice President may attend any Committee meeting.

Section 5. **COORDINATION OF THE COMMITTEE ACTIVITIES.**

Committee activities shall be coordinated and reported to the Chapter Board by the respective Board Member responsible Therefore. The Board Members in charge of the coordination and liaison work over a particular Committee may attend the meetings of that Committee.

Section 6. **COMMITTEE REPORTS.** Minutes of all Regular and Special Meetings shall be furnished with the Chapter Secretary for the information of the members of the Chapter Board not later than ten (10) days after the holding of any activity.

The reports to be submitted shall include among, other a statement of cash receipts and disbursements which shall be prepared by the Committee Chairman, certified by the Chapter Treasurer and audited by the Chapter Auditor.

Section 7. **SPECIAL COMMITTEE.** The President shall have the power to Constitute and appoint Special Committee to attain the objectives of the PSME. Special Committee shall not be governed by the provision of these By-Laws on committee composition and appointment of the committee Chairmen and Members.

## **ARTICLE XII**

### **FINANCES**

Section 1. **FISCAL YEAR.** The fiscal year of the **PSME-CRSA, Riyadh Chapter** shall be begin with the first day of January and shall End with the last day of December of each calendar year.

Section 2. **ENTRANCE FEE.** New members who have never previously been members of any PSME Chapter shall pay an entrance fee at an amount equivalent to that prescribed by the PSME National Board of Directors. No application shall be considered unless it is accompanied by the required entrance fee.

Section 3. **DUES AND OTHER ACCOUNTS.** Members shall pay their Annual membership dues at an amount equivalent to that prescribed By the PSME National Board of Directors with the approval of Professional Regulation Commission. However, any duly approved change in the rate of annual membership dues shall not become effective until the next succeeding year and only after due notice shall have been given to the membership. Membership dues shall be apportioned as follows:

- Seventy five percent (75%) for the Chapter.
- Twenty Five percent (25%) for the National Office

Section 4. **REINSTATEMENT FEE.** A Reinstatement Fee at an amount equivalent to that prescribed by the PSME National Board of Directors, shall be collected from every person whose membership is sought to be reinstated.

Section 5. **SPECIAL ASSESSMENTS.** Special assessments as occasions demand may by requiring all members on declaration and approval by the PSME National Board of National Directors, suggest to the affirmative vote of a majority of all members present at any regular meeting of the members or special called for that purpose.

Section 6. **DONATION.** The Chapter Board of Directors may accept donations from private, public, or government sources subject to the requirements of pertinent or appropriate laws. Such donations shall be audited at the end of each year.

## **ARTICLE XIII**

### **SPECIAL PROVISION**

Section 1. **NON-POLITICAL ASSOCIATION.** The Chapter shall strictly be Non-Political, and any member indulging in any activity which tends to impair this basic feature is strictly prohibited and shall be

penalized in the discharge of his function.

Section 2. **PSME FOUNDATION SUPPORT.** The Chapter supports the Philippine Society of Mechanical Engineers.

Section 3. **POSITIONS HONORARY.** The leadership of PSME-CRSA, Riyadh Chapter shall serve primarily the interest of the Mechanical Engineering Profession and its Members and the attainment of the Objectives of the National Organization.

Section 4. **GRIEVANCE PROCEDURES.** The Chapter shall provide in the By-Laws for the Grievance procedures for the enforcement and maintenance of discipline among all members, but no action involving the suspension or loss of membership or the removal of his name from **the registry of Certified Mechanical Engineers shall be effective without the approval of the PSME National Board of Directors with concurring approval of the Professional Regulation Commission.**

## **ARTICLE XIV**

### **RULES OF ORDER**

Section 1. **RULE OF ORDER.** The Rule of Parliamentary Procedures contained in “Robert’s Rule of Order” shall govern all meetings of Chapter members, Chapter Board or Committees.

## **ARTICLE XV**

### **RULES OF PROFESSIONAL CONDUCT**

Section 1. **PROFESSIONAL ETHICS.** To strengthen the foundation of the Mechanical Engineering Profession in the Kingdom, there must be unity of purpose and clear concept of obligations of Mechanical Engineers to their Profession, to their Clients or Employees, to their Colleagues in the Profession, and to the public. These obligations include the maintenance of high standards of technical competence,

morality and integrity. For this purpose the Code of Professional Ethics for PME, RME and CPM as promulgated by the Board of Mechanical Engineering is hereby made part of these By-Laws to which all Members of this Chapter Must adhere.

Section 2. **VIOLATION OF THE CODE OF PROFESSIONAL ETHICS.**

Any violations of the provisions of the Code of Professional Ethics committed by a Member of the Chapter shall be referred to the Board of National Organization who shall have the jurisdiction to hear and decide the case and forward to the Board of Mechanical Engineering. The Board after the hearing may reprimand the Member, recommend the suspension of his membership from the PSME for a period of not exceeding five (5) years; or recommend the revocation of his Membership from the PSME if adjudged guilty of the offenses complained of. The suspension or revocation of membership shall not come final until approval by the Professional Regulation Commission.

## **ARTICLE XVI**

### **AMMENDMENTS**

Section 1. **AMMENDMENTS PROPOSALS.** These By-Laws may be amended or repealed in or in part by the affirmative vote of the majority of the members in Good Standing or upon the recommendation of the Committee created by the Board of Directors at any regular meeting or any special meeting duly called for the purpose. The power to repeal or amend these By-Laws may be delegated to the Chapter Board in the manner provided by the Philippine Corporate Law. A majority of the Chapter Board of Director is required for approval of such amendments prior Presentation for ratification as provided in Section 2 thereof.

Section 2. **RATIFICATION OF AMENDMENTS.** The proposed amendments of these By-Laws shall be submitted to All Voting Members of the Chapter at least thirty (30) days before a meeting is called to ratify the proposed By-Laws or Amendments. The By-Laws or Amendments, as adopted by the Chapter shall

be forwarded to the PSME National Office within thirty (30) days for verification and approval.

## **ARTICLE XVII**

### **TRANSITORY PROVISIONS**

Section 1. **EFFECTIVITY DATE OF NEWLY AMENDED BY-LAWS.**

The provision of the newly amended By-Laws shall take effect immediately upon approval by the **PSME-CRSA Riyadh Chapter Board of Directors.**

## **ARTICLE XVIII**

### **POLICY MANUAL**

Section 1. There shall be **A POLICY MANUAL** of the organization, the purpose of which is to Institute rules governing the organization and the conduct of its business. The Board of directors may make necessary amendments, provided that it should not be effective during their term.

Section 2. The **POLICY MANUAL** shall provide discipline measure for any violation of its Operation and By-Laws.

Section 3. The **POLICY MANUAL**, as supplement of the Society's By-Laws Shall govern in cases vague, non-provisions of the Society's By-Laws.