

MANUAL

OF

OPERATIONS

AND

PROCEDURES

PLM ALUMNI ASSOCIATION, INC.
Pamantasan ng Lungsod ng Maynila Campus
Gen. A. Luna corner Muralla Streets
Intramuros, Manila

2010

Reference to this Manual

This Manual may be referred to and cited as MOP 3.09, meaning Chapter Three, Section 9, on the Subject of Right of Members.

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CHAPTER ONE NAME, ADDRESS AND PURPOSES

1.01. **Name** --- The name of the association as registered with the Securities and Exchange Commission (SEC), the government regulatory body, is PAMANTASAN NG LUNGSOD NG MAYNILA ALUMNI ASSOCIATION, INC., or PLMAAI for short.

1.02. **Address** --- The principal office of the Association is located at the Pamantasan ng Lungsod ng Maynila (PLM) Campus located at Gen. Luna Street corner Muralla Street., Intramuros, Manila.

1.03. **Purposes** --- The purposes of the Association, as stated in its Articles of Incorporation, are:

- a) To develop, promote, foster and encourage cooperation, closer ties and mutual friendship among alumni of the Pamantasan ng Lungsod ng Maynila (herein referred to as PLM for brevity) with the end in view of promoting the general welfare of the members.
- b) To formulate and implement policies, programs and strategies for the benefit and general welfare of the PLM alumni.
- c) To promote strong ties between PLM alumni and their alma mater, the PLM.
- d) To promote the interests of PLM as an institution of higher learning.
- e) To recognize and honor PLM alumni who have achieved distinction in their respective fields.

CHAPTER TWO VISION AND MISSION STATEMENTS

2.01 Vision Statement

An organization that is dynamic, adaptable to changing times, and responsive to the needs of, and continually active in search of better opportunities for, its members, managed professionally and competently by individuals with no self-interest, but only the paramount interest and welfare of the entire membership in mind.

2.02. **Mission Statement**

- To reach out to as many members as possible, provide a medium through which members can communicate with one another, exchange information and know-how, and thus, develop in them the spirit of camaraderie in the process.
- To design and implement programs and activities that will enhance interaction, coordination and cooperation among the members.
- To encourage and facilitate mutual help and support among the members in the spirit of oneness.
- To scout and look for business opportunities beneficial to the Association and its members.
- To seek ways and means to extend assistance of whatever nature or kind to the members especially to the less fortunate ones.

CHAPTER THREE MEMBERSHIP

3.01. **Membership in General** --- Graduates of the Pamantasan ng Lungsod ng Maynila (PLM) are eligible for membership in the Association subject to the provision hereof.

3.02. **Categories of Members** --- Members of the Association are categorized as follows:

- a) Regular and Life Members;
- b) Associate Members; and
- c) Honorary Members; and Friends and Benefactors

3.03. **Regular Members** --- Unless otherwise provided by three fourth votes of the Board of Trustees and approved by two-third votes of the entire membership, a regular member is a graduate of at least a baccalaureate degree with no less than four (4) years residency in the PLM, who has paid the one-time admission fee as prescribed herein. Only regular members in good standing shall have the right to vote and be voted upon in any position in the Association.

3.04. **Life Members** --- A Life Member is a special class of regular member who has opted to pay instead the one-time life membership fee as prescribed herein, without having to pay anymore the annual Association dues and special assessment, if any: Provided, That foreign –based members, like those in the United States of America (USA), Canada, etc. shall be admitted to the Association only as Life members. A Life member shall be considered as regular member in good standing.

3.05. **Associate members** --- An associate member is a graduate of the PLM short of a baccalaureate degree, or those with less than four (4) years residency, who has opted to join the Association, and agreeing likewise to pay the one-time admission, as well as the annual Association dues and such other special assessments that may be levied from time to time. An associate member cannot vote and be voted upon in any position in the association.

3.06. **Members in Good Standing** --- To be considered a member in good standing, a member must not only pay the one-time admission fee, but also the annual Association dues and such special assessments that may be levied from time to time.

3.07. **Honorary Members** --- An honorary membership may be conferred to any person who has shown an exemplary and distinguished professional standing and whose membership will undoubtedly bring honor and prestige to the Association, or one who has contributed to the attainment of the objectives of the Association: Provided, That an honorary member shall not be entitled to vote and be voted upon to any position in the Association, and shall be subject to such other terms and conditions that the Board of Trustees may prescribe.

3.08. **Friends and Benefactors** --- Friends and benefactors are special class of honorary members who believe in the purposes and objectives of the Association, and are supportive to all its projects and undertakings.

3.09. **Rights of Members** --- All members of the Association in good standing shall be entitled to all the rights and privileges under the Articles of Incorporation and By-Laws, such as:

- a) To exercise the right to vote on all matters relating to the affairs of the Association;
- b) To be eligible to any elective or appointive office of the Association;
- c) To participate in all deliberations/meetings of the Association;
- d) To avail of all the facilities and services of the Association; and
- e) To examine all the records and books of the Association during business hours;

Provided, That the right to be voted upon to any position in the Association shall be reserved only to regular members who are not foreign-based for practical reasons.

3.10. **Duties and Responsibilities of Members** --- A member of the Association shall have the following duties and responsibilities, among others:

- a) To obey and comply with the By-Laws as well as the rules and regulations that may be promulgated by the Association from time to time;
- b) To pay the annual Association dues and other such other special assessments; and
- c) To attend all the meetings, annual or special, of the Association.

3.11. **Annual Meetings** --- The annual meetings of the members shall be held at the principal office of the Association on the last Saturday of February of each year. The President shall render his annual report on the finances and activities of the Association. The election of Board of Trustees shall also be held during this annual meeting.

3.12. **Special Meetings** --- Special meetings of the members shall be called as the need therefore arises, by the Board of Trustees, or by the President, or upon petition of 1/3 of the general membership.

3.13. **Notices** --- Notices of the time and place of annual and special meetings of the members shall be given either personally or by special delivery mail at least two (2) weeks before the date set for such meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting.

3.14. **Quorum** --- A quorum for any meeting of the members shall consist of a majority of the members on record, and a majority of such quorum may decide any question at the meeting, except in those matters where the Corporation Code, the Articles of Incorporation or By-Laws, or this Manual requires the affirmative vote of a greater proportion.

3.15. **Order of Business** --- The order of business at the annual meeting of the members shall be as follows;

- a) Call to Order
- b) Proof of service of the required notice, and determination of a quorum.
- c) Reading and approval of the minutes of the previous annual meeting.
- d) Unfinished business.
- e) President's Report.
- f) Approval of the audited financial statements for the fiscal year about to end.
- g) Approval and ratification of the corporate acts of the Board of Trustees for the fiscal year about to end.
- h) Election of trustees for the ensuing year.
- i) Other matters.

3.16. **Proxy Voting** --- Each member shall be entitled to one vote, and he may vote either in person or by proxy which shall be in writing and filed with the Secretary of the Association at least three (3) days before the scheduled meeting.

3.17. **Attendance of Associate/Honorary Members** --- Although they are not entitled to vote and be voted upon to any elective positioning the Association, associate and honorary members are welcome and may attend and participate in the deliberation at the annual meeting.

3.18. **Admission Procedure for Members** --- Any person eligible for membership under any category may be nominated in writing by any member of the Board of Trustees. The nomination shall be referred to the Membership Committee for study and appropriate recommendation. The approval of a majority of the Board of Trustees shall be necessary to pass upon any membership application. Immediately upon such approval, the Secretary shall inform in writing the party concerned, and shall seek his acceptance of the membership.

3.19. **Suspension of Membership** --- No member of the Association shall be suspended except for cause. Any member of the Association may file charges against another member by filing a sworn written complaint with the Secretary who shall forthwith forward the same to the President. The complaint shall be referred to the Membership Committee for investigation and appropriate recommendation. The affirmative vote of a majority of the Board of Trustees shall be necessary to suspend a member.

3.20. **Expulsion or Termination of Membership** --- In the case of expulsion or termination of membership for any act inimical to the interest of the Association, two-third votes of the Board of Trustees shall be required. The expulsion or termination of a member shall stand unless reversed by a majority vote of the members of the Association at the annual meeting, or special meeting called for the purpose, as the case may be.

3.21. **Effects of Expulsion or Termination** --- Upon the expulsion or termination of membership, the member's interests and participation in whatever assets of the Association shall be deemed forfeited. Such expulsion or termination of membership shall be entered in the records of the Association.

CHAPTER FOUR ELECTORAL COLLEGE

4.01. **Creation of an Electoral College** --- For purposes of electing the trustees of the Association every two (2) years as provided for in the Articles of Incorporation and By-Laws, there is hereby created an Electoral College to be composed of three (3) representatives from each college or alumni association therein, if one is existing, whether formally or informally organized, and three (3) representatives also from each

legally-incorporated organizations now or may hereafter be existing in the PLM. Foreign-based alumni associations, like those in the United States of America (USA), Canada, etc. shall likewise each be entitled to three (3) representatives to the Electoral College.

4.02. Role of the Association's Secretary --- At least one (1) month before the annual meeting of members set on the last Saturday of February of each year where the trustees of the Association shall be elected, the Secretary shall send nomination forms to the different colleges or alumni associations, as the case may be, and legally-incorporated organizations in the PLM. Nomination forms shall also be sent to foreign-based alumni associations. Once accomplished, the Secretary shall collect all these nomination forms.

4.03. Qualifications of Nominees to the Electoral College --- Nominees to the Electoral College must be regular members in good standing as this term is defined elsewhere in this Manual.

4.04. Submission of Nomination Forms --- All nomination forms must be submitted to the Association Secretary at least ten (10) days before the annual meetings of members. Nomination forms submitted after the said period shall no longer be entertained and considered.

4.05. Posting of Nominees to the Electoral College --- At least five (5) days before the annual meetings of members, the Association Secretary shall, after having collated the nomination forms and verified that the nominees are regular members in good standing, post the names of the persons to compose the Electoral College.

4.06. Members of the Electoral College are all Candidates --- Except the nominees of foreign-based alumni associations, all the members of the Electoral College shall automatically be candidates for the position of trustees of the Association.

4.07. Meeting of the Electoral College --- At the annual meeting of members where the trustees of the Association shall be elected, the Association's Secretary shall call to a meeting the constituted Electoral College for the purpose of choosing and electing from among themselves the 15-member Board of Trustees of the Association to serve for the next two (2) years. The Association Secretary shall preside at the meeting.

4.08. Manner of Choosing the Board of Trustees --- Each member of the Electoral College shall briefly introduce themselves, and thereafter, in a ballot to be provided by the Association Secretary, each one shall vote their choice for the 15-member Board of Trustees. The nominees of foreign-based alumni association shall cast their votes by proxy voting in the form prescribed under this Manual.

4.09. **Secretary to Appoint Tabulators** --- For purposes of tabulating the results, the Secretary shall appoint tabulators. After tabulating the results, the top 15 choices shall be declared as the duly elected trustees for the next 2-year term.

4.10. **Announcement of Results** --- The secretary shall announce to all the members in attendance at the annual meeting the results of the election for their information and guidance.

CHAPTER FIVE BOARD OF TRUSTEES

5.01. **Board of Trustees** --- The corporate powers of the Association shall be exercised, its business conducted and its property controlled and managed by the Board of Trustees.

5.02. **Qualifications** --- The trustees to be elected must be of legal age and regular members in good standing of the Association: Provided, that foreign-based life members who are considered regular members in good standing also, are not eligible to becoming trustees or officer of the Association for practical reasons.

5.03. **Disqualification of Trustees and Officers** --- No member convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of the Corporation Code of the Philippines committed within five (5) years prior to the date of his election or appointment, shall qualify as a trustee or officer.

5.04. **Term of Office** --- The trustees shall hold office for two (2) year commencing on March 01 of the year following their election until their successors are elected and shall have qualified: Provided, That the first set of trustees elected at the time of the Association's incorporation may serve for more than two (2) years, but not exceeding two (2) terms, until the policy guidelines on membership and other vital matters, as well as the procedure for the smooth operation of the Association shall have been adopted.

5.05. **No Proxy Voting** --- The trustees must discharge their duties and functions in person, and they cannot be represented by another at any meeting of the Board of Trustees. No proxy voting for the trustees.

5.06. **Vacancies** --- Any vacancy in the Board may be filled up by a vote of at least a majority of the remaining trustees, if still constituting a quorum. A trustee so elected to fill up a vacancy shall serve only for the unexpired term of his predecessor in office.

5.07. **Regular Meetings** --- The regular monthly meetings of the Board of Trustees shall be held on the 4th Saturday of each month at 2:00 p.m. at the principal office of the Association or at such other place that the Board may have previously determine.

5.08. **Special Meetings** --- Special meetings may be called by the President, or by the Secretary on petition of a majority of the trustees, at such date, time and place specified in the notice of meeting. Other than the agenda clearly stated in the notice of special meeting, no other matters shall be taken up and discussed.

5.09. **Notice** --- The regular monthly meetings of the Board, as well as the time and place thereof being preset, no notice shall be necessary, the trustees agreeing to waive such notice.

Notice of the special meeting of the Board shall be communicated by the Secretary to each trustee personally, or by telephone, telegram, or by written message. The notice shall state the date, time and place of the meeting, and the purpose or purposes for which the special meeting is called.

5.10. **Quorum** --- A majority of the trustees as fixed in the Articles of Incorporation shall constitute a quorum for the transaction of corporate business, and every decision of at least a majority of the trustees present at a meeting at which there is a quorum, shall be valid as a corporate act, except as otherwise provided in the Articles of Incorporation, By-Laws or in this Manual.

5.11. **Conduct of Meetings** --- Meetings of the Board of Trustees shall be presided by the President who shall act as Chairman of the Board, or in his absence, by the Vice President or any other trustees chosen by the Board. The Secretary shall act as Secretary of every meeting and, if not present, and there is no Assistant Secretary, the Chairman of the meeting shall appoint an acting secretary of the meeting.

5.12. **Order of Business** --- As much as possible, the order of business at every meeting of the Board shall be as follows:

- a) Determination of a quorum.
- b) Reading and Approval of the minutes of the previous meeting.
- c) Unfinished business, if any, during the previous meeting.
- d) Report of the different Committee Chairs.
- e) Current Business.
- f) Other matters, if any.

5.13 **Executive Committee** --- When the Board is unable to act in view of the absence of a quorum, the President may move that an Executive Committee clothed with the same powers and authority as the Board of Trustees, be constituted with the trustees present as members thereof: Provided, That the number of trustees present should not be less than seven (7), to include the President, Vice President, Secretary and Treasurer: Provided, Further, That the decision of at least a majority of the trustees present and constituting an Executive Committee shall be valid as a

corporate act unless countermanded by three-fourths (3/4) votes of the Board of Trustees.

5.14. **Numbering of Resolutions** --- All resolutions adopted and approved by the Board of Trustees shall be numbered consecutively starting with 01, 02, and so on, and preceded by the years at which said resolution was adopted/approved. Example 20 10-01, 20 10-02, etc. The numbering of resolutions, as well as the custody of the originals thereof, shall be the responsibility of the Secretary who is the one tasked to issue certified true copies, when required.

CHAPTER SIX EXECUTIVE OFFICERS

6.01. **Executive Officers of the Association** --- The Executive Officers of the Association shall be the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor and PRO/Liaison Officer who shall be elected by the Board of Trustees from among themselves.

6.02. **Term of Office** --- All officers of the Association shall hold office for two (2) years and until their successors are elected and shall have qualified: Provided, That the first set of officers elected at the time of the Association's incorporation may hold office for more than two (2) years, but not exceeding two (2) terms, consistent with Chapter V, Section 04, of this Manual.

6.03. **President** --- The President shall be the Chief Executive Officer of the Association. He shall preside in all the meetings of the Board of Trustees, as well as the meetings of members of the Association.

The President shall execute all resolutions and policy pronouncements of the Board of Trustees. He shall be charged with directing and overseeing the activities of the Association. At the close of the fiscal year, he shall submit to the Board and the members at the annual meeting a complete report of the activities and operations, including the financial condition of the Association for the fiscal year just ended.

6.04. **Vice President** --- The Vice President, if qualified, shall exercise all powers and perform all duties and functions of the President during the absence or temporary incapacity of the latter, and shall perform such other duties that may be assigned by the Board of Trustees.

6.05. **Secretary** --- The Secretary shall give all notices required by the By-Laws, this Manual and existing regulations, and keep the minutes of all meetings of the members and of the Board of Trustees in a book kept for the purpose. He shall keep the seal of the Association and affix such seal to any paper or instrument requiring the same. He shall have custody of the members' register and the correspondence files of the Association. He shall perform such other duties and work that the President or the Board of Trustees may assign from time to time.

6.06. **Assistant Secretary** --- The Assistant Secretary shall, in coordination with the Secretary, send notices of meetings to the Board of Trustees and the members. He shall also take the minutes of meeting of the Board of Trustees, as well as the annual meeting of members. He shall likewise prepare and finalize the minutes of the meeting taken, and shall perform such other duties that may be assigned from time to time by the Secretary or the President.

6.07. **Treasurer** --- The Treasurer shall have charge of the funds, receipts and disbursement of the Association, He shall keep all moneys and other valuables of the Association in such bank or banks as the Board of Trustees may designate. He shall keep and have charge of the book of accounts. He shall also perform such other duties as may be assigned from time to time by the President or the Board of Trustees.

6.08. **Assistant Treasurer** --- The Assistant Treasurer shall assist the treasurer in the performance of his duties and functions, and in the absence of the latter, shall perform such duties and functions. He shall perform such other duties and functions that may be assigned from time to time by the Board of Trustees, the President or the Treasurer, as the case may be.

6.09. **Auditor** --- The Auditor shall examine and verify periodically the books of accounts, receipts, vouchers and other accounting records of the Association to determine compliance with existing regulations, and shall see to it that the properties and other assets of the Association are properly accounted for. He shall undertake special audit of all collections and disbursement of funds, and render a report thereon. He shall also audit the annual financial report submitted by the Treasurer, and shall perform such other duties that may be assigned from time to time by the President or the Board of Trustees.

6.10. **PRO/Liaison Officer** --- The PRO/Liaison Officer shall be responsible for all the errands requirements of the Association with concerned government offices, including non-government organizations (NGO). It shall be responsible for the delivery of all letters and communications by the Association to concerned parties, and shall perform such other duties and responsibilities that may be assigned from time to time by the President or the Board of Trustees.

CHAPTER SEVEN WORKING COMMITTEES

7.01. **Working Committees** --- To help achieve the purposes and general objectives of the Association, the following working committees are hereby created and constituted, namely:

- a) Membership Committee;
- b) Ways & Means Committee;
- c) Benefits Committee;
- d) Promotions & Publicity Committee;
- e) Committee on Socials & Recreation;
- f) Food & Beverages Committee;
- g) Alumni Homecoming Coordinating Committee; and
- h) Committee on Special Projects & Events

The Board of Trustees may create such other committees as the need therefore arises.

7.02. **Composition of the Working Committees** --- Each committee shall be composed of no less than three (3), but not more than five (5) members, including the designated Chair. A Vice Chair, if needed, may also be designated.

The Committee Chairs shall be designated by the President. The designated Committee Chairs shall choose their respective members who may come from the other Association members. The names of the members chosen shall be submitted for information and notation to the President who shall transmit the same to the Secretary for record and file.

7.03. **Membership Committee** --- The Membership Committee shall be responsible in the recruitment of prospective members of the Association, and in the formulation and adoption, including revision or amendment of rules on membership, qualifications of applicants for membership, admission fees, annual dues, etc. It shall prepare a roster or listing of members, one for local and another for foreign-based, like the USA and Canada, and shall develop, establish and maintain coordinators and assistant coordinators in every college as much as practicable. All applications for membership shall be evaluated and processed by the Committee which shall submit appropriate recommendation to the President who shall recommend approval or disapproval thereof by the Board of Trustees. A complaint against any member shall likewise be investigated by the Committee which shall, based on its findings, make appropriate recommendation to the

President who shall recommend approval or disapproval thereof by the Board of Trustees. It shall perform such other duties and functions that may be assigned from time to time by the President or the Board of Trustees.

7.04. Ways & Means Committee --- The Ways & Means Committee shall be responsible for finding ways and means to raise funds for the Association to finance projects and activities beneficial to its members, The Committee shall make a study and evaluation for all proposed fund-raising activities, and a detailed report thereon shall be submitted to the President who shall recommend approval or disapproval thereof by the Board of Trustees.

7.05. Benefits Committee --- To make membership in the Association attractive, it is imperative that the Association must design and adopt such benefits, and implement such projects beneficial to the members, subject to availability of funds, and this shall be the responsibility of the Benefits Committee. All claims for benefits under existing rules and regulations shall be processed and evaluated by the Committee which shall submit appropriate recommendation to the President who shall recommend approval or disapproval thereof by the Board of Trustees. It shall perform such other duties and functions that may be assigned from time to time by the President or the Board of Trustees.

7.06. Promotions & Publicity Committee --- The Promotions & Publicity Committee shall take charge of all the Association's requirements for promotion and publicity in print and broadcast media. Duly approved fund-raising activities shall be given the widest publicity as much as possible to generate the participation of as many people as possible. Likewise, the purposes and general objectives of the Association shall be trumpeted to the greatest number of people to attract the needed membership. The Committee Chair shall be the spokesperson of the Association. It shall perform such other duties and functions that may assigned from time to time by the President or the Board of Trustees.

7.07. Committee on Social & Recreation --- The Committee on Social and Recreation shall take charge of, and direct, supervise and oversee the social and recreational activities of the Association and its members, and shall perform such other duties and functions that may be assigned from time to time by the President or the Board of Trustees.

7.08. Committee on Food & Beverages --- The Committee on Food and Beverages shall be responsible for taking care of the food and beverages requirements of the Association and its members, including those to be served during the annual meeting of members, as well as regular monthly meeting of the Board of Trustees. In the determination of what type of food and beverages shall be served, the most modest and least expensive shall be the paramount consideration. It shall perform such other duties and functions that may be assigned from time to time by the President or the Board of Trustees.

7.09. **Alumni Homecoming Coordinating Committee** --- The Alumni Homecoming Coordinating Committee shall establish and maintain continuous cooperation and coordination with the alumni associations of the different colleges, if any, and other alumni organizations, local as well as foreign-based. It shall be the one responsible for the conduct of the annual general alumni homecoming. The Chair as well as the Vice Chair shall represent the Association in the alumni associations of the different colleges. It shall perform such other duties and functions as may be assigned from time to time by the President or the Board of Trustees.

7.10. **Committee on Special Projects & Events** --- The Committee on Special Projects and Events shall be responsible for all special projects and events that may be undertaken by the Association, such as but not limited to outreach programs and other social/civic actions, like the medical and dental mission. It shall perform such other duties and functions that may be assigned from time to time by the President or the Board of Trustees.

7.11. **Supervision and Control** --- For proper coordination, and to ensure smooth functioning, all the foregoing Working Committees shall be under the direct administrative supervision and control of the President who shall automatically be the *Ex-Officio* Chair.

CHAPTER EIGHT FEES, DUES AND SPECIAL ASSESSMENTS

8.01. **Fees, Dues and Special Assessments** --- The fees, dues and special assessments that may be collected by the Association from its members shall be as follows, among others:

- a) Admission Fee;
- b) Annual Association Dues;
- c) Life Membership Fees; and
- d) Special Assessments.

8.02. **Admission Fees** --- An admission fee is a one-time fee to be paid and collected from all those seeking membership in the Association as regular or associate member, as the case may be, upon the filing of the Application for Membership in the form prescribed in this Manual. Until otherwise provided, the admission fee shall be FIVE HUNDRED PESOS (Php500.00).

8.03. **Annual Association Dues** --- The annual Association dues are the maintenance fee to be paid by all members of the Association whether regular or associate. Until otherwise provided, the annual Association dues shall be TWO HUNDRED PESOS (Php200.00) to be collected anytime in

February of each year, but not later than the annual meeting of the members set on the last Saturday of February of each year.

8.04. Life Membership Fees --- The Life Membership Fee is a one-time fee payable by a regular member who has opted to be a member for life of the Association, without having anymore to pay the annual Association dues and such special assessments that may be levied from time to time. Until otherwise provided, the life membership fee shall be TWO THOUSAND PESOS (Php2,000.00): Provided, That the foreign-based members, the life membership fee shall be FIFTY US DOLLARS (US\$50.00), or its equivalent.

The original incorporators/members of the Association as listed in the Articles of Incorporation are hereby considered and deemed Life Members of the Association, without having to pay any annual Association dues and such special assessments that may be levied from time to time.

8.05. Special Assessments --- Special Assessments are such other dues or fees that may be imposed by the Association for a specific purpose as the need therefore arises, and in such amounts as the Board of Trustees may determine. No special assessments shall take effect and be implemented unless approved by two-third (2/3) votes of the Board of Trustees.

CHAPTER NINE FINANCES

9.01. Purpose Clause --- The guidelines contained in this chapter are intended to ensure the proper handling of the funds of the Association, thereby prevent any irregular, unnecessary, excessive or extravagant expenditure or use of such funds which are held in trust and as such to be disbursed solely and exclusively for purposes consistent with the general objectives of the Association as embodied in it Articles of Incorporation and By-Laws.

9.02. Classification of Funds --- The funds of the Association are categorized into two (2), namely: a) General Funds; and b) Special Funds as defined and explained in the succeeding paragraphs.

9.03. General Funds --- The annual Association dues paid by members shall comprise the General Funds of the Association. Of the annual Association dues, not more than forty percent (40%) shall be utilized for the operational expenses, and that a minimum of sixty percent (60%) shall be appropriated and disposed of in relevant and meaningful projects and activities of the Association for the benefit of the members as determined and approved by the Board of Trustees.

9.04. **Special Funds** --- The Special Funds of the Association shall consist of the following:

- a) Trust Fund:
- b) Building Fund; and
- c) Mutual Aid Fund.

Until the Board of Trustees shall provide otherwise, these Funds shall be deposited under one account separate from the General Funds, clearly specifying, however, the amounts pertaining to each Fund.

9.05. **Trust Fund** --- The admission fees as well as the life membership fee shall constitute the Association's Trust Fund which shall be kept intact, and no withdrawal therefrom for any purpose shall be made: Provided, That the interest earnings thereof, when needed, may be withdrawn by two-thirds (2/3) votes of the Board of Trustees.

9.06. **Building Fund** --- Special assessments as well as contributions and donations, including fund-raising activities specifically intended for the purchase of a lot and building, or a lot only and the construction thereon of a building which shall house the Association, shall comprise the Building Fund. Except only for the purpose for which this Fund is established, no withdrawal therefrom of any amount shall be allowed.

9.07. **Mutual Aid Fund** --- The Mutual Aid Fund is the amount set aside by the Association for its Mutual Aid Program. Withdrawal therefrom is allowed, but only in accordance with the guidelines prescribed under the Mutual Aid Program.

9.08. **Special Assessment Funds** --- these Funds cover any and all special assessments to members, contributions and donations from whatever sources, and amounts raised in fund-raising activities. These funds shall be used and disposed of in accordance with the specific purposes/projects/activities for which they are intended, and not for the operational expenses of the Association.

9.09. **Special Assessments** --- The purpose of the special assessment must be specifically stated, and no such special assessment shall take effect and be implemented unless approved by a two-thirds (2/3) votes of the Board of Trustees.

9.10. **Contributions and Donations** --- The duty and obligation to receive and accept contributions and donations from whomsoever and from whatever source, is hereby vested in the President, or in his absence, the Vice President. All such contributions and donations must be duly

received, and this shall be the responsibility of the Treasurer, or in his absence, the Assistant Treasurer, if any. The purpose or purposes of the contributions and donations must be respected and given effect.

9.11. **Fund-raising Activities** --- The conduct of legitimate fund-raising activities to generate funds from the public to finance specific and duly approved projects and activities of the Association shall, as much as practicable, be in accordance with the procedure prescribed in the following paragraphs.

9.12. **Steering Committee** --- Whenever the conduct of a fund-raising activity is approved by the Board of Trustees, a Steering Committee composed of the President, the Vice President, the Secretary, the Treasurer and the Auditor shall be constituted to oversee not only the successful implementation of the activity but also the proper collection of expected revenues or incomes.

9.13. **Specific Duties of Committee Members** --- The President, assisted by the Ways and Means Committee, shall take charge of all the necessary preparations, and for this purpose, may enlist the assistance of other officers and members.

If there are prizes at stake, the duty to solicit and/or purchase such prizes shall devolve upon the Vice President. An abstract of canvass shall be submitted. On the other hand, the Treasurer, assisted by the Assistant Treasurer, shall have the responsibility of causing the printing and distribution of tickets to all parties concerned. All tickets released must be duly acknowledged by the party or parties receiving the same, and all remittances/collections must be duly receipted and accounted for. The Treasurer may enlist the assistance of other officers and members.

Copies of the abstract of canvass and all receipts mentioned in this section shall be submitted to the Auditor who is tasked with the functions of examining and verifying all fund disbursements and auditing all collections due to the Association.

All other officers and trustees of the Association are duty-bound to render the assistance that may be required of them.

9.14. **Roles of the Secretary and the Publicity and Promotions Committee** --- The Secretary together with the Assistant Secretary shall provide the secretarial requirements of the Steering Committee, while the Promotions and Publicity Committee shall take care of the information dissemination campaign.

9.15. **Enabling Resolution** --- Any fund-raising activity to be conducted shall be covered by an enabling Resolution, specifying the purpose of the fund-raising, the budgetary requirement as well as the net

revenue or income expected after deducting all expenses. The duty to prepare and present the proposal to the Board of Trustees is hereby vested in the Ways and Means Committee. A copy of the proposal shall be submitted to the President who shall endorse the same to the Board of Trustees for approval.

9.16. Reportorial Requirements --- Within a period of thirty (30) days after the conduct of any fund-raising activity, a report thereon shall be submitted to the Board of Trustees indicating specifically the gross revenue or income derived therefrom, the expenses incurred, and the net income, if any. This report shall be prepared by the Treasurer, audited by the Auditor, and noted by the President. The Board of Trustees may, in its discretion, order the circularization of the said report to the members.

9.17. Petty Cash Fund --- A petty Cash Fund in the amount of not more than two thousand pesos (Php2,000.00) under the care and responsibility of the Secretary is hereby established. This Petty Cash Fund shall be used to finance routine and day-to-day activities of the Association, and shall be automatically replenishable upon submission of a liquidation statement by the Secretary, duly approved by the President, to the Board of Trustees. All disbursements therefrom shall be duly receipted.

9.18. Deposit of Funds/Monies --- Except for the Petty Cash Fund established under the preceding section, all funds and monies of the Association shall be deposited with such bank or banks as the Board of Trustees may have previously determined. No officer, trustee, or member shall hold any fund or money of the Association for more than three (3) banking days.

9.19 Requirements for Fund Disbursement --- Except under the Petty Cash Fund provided in paragraph 17 hereof, all disbursement of funds, whether General or Special Funds, shall require the prior approval of the Board of Trustees, and all such disbursement, including payment of obligation, if any, of the Association shall be by check duly covered by vouchers. As much as possible, no cash payment shall be made and allowed.

9.20. President's Discretionary Authority --- The provisions of the preceding section to the contrary notwithstanding, whenever there is urgency in the disbursement of funds and the Board of Trustees is unable to meet for one reason or another, the President is hereby given discretionary authority to cause the disbursement of funds: Provided, however, That the amount that the President may authorize disbursement shall not exceed two thousand pesos (Php2,000.00): Provided, further, That such disbursement shall be by check also with the required voucher: Provided, lastly, That the President shall submit a report on such disbursement of funds to the Board of Trustees for confirmation at the Board's next regular meeting following the disbursement.

9.21. **Check Signatories** --- The signatories in checks and all other transactions with the designated depository bank or banks shall always be two (2), namely: The President or Vice President, and countersigned by the Treasurer or the Assistant Treasurer: Provided, That the Board of Trustees may appoint and designate additional signatories other than those mentioned when the exigency of the service so requires.

9.22. **Resolution required on Fund Disbursement** --- Except as allowed in this Chapter, no money from the General Fund or for that matter any other fund held in trust by the Association shall be disbursed unless covered by a resolution duly approved by the Board of Trustees.

9.23 **Annual Financial Report** --- At anytime before the close of the fiscal year, the President shall cause the preparation of a financial report covering the operations and activities of the Association to be submitted to the members. Such annual financial report shall be prepared by the Treasurer, audited by the Auditor, and noted by the President.

9.24. **Investment of Surplus Funds** --- During the last regular meeting of the Board of Trustees for the fiscal year, surplus funds shall be invested as directed by the Board of Trustees which shall consider first the safety of the funds, and next the yield or rate of return. Unless so invested, the funds shall be placed on time deposit with such bank or banks as the Board of Trustees may determine and fix.

9.25. **Definition of Surplus Funds** --- For purposes of this Chapter, surplus funds shall be understood to mean any portion of the General Fund unspent and unappropriated at the end of any fiscal year.

9.26. **Use of Surplus Funds** --- As much as practicable and except to finance relevant and meaningful projects and activities duly approved by the Board of Trustees, the surplus funds shall remain and be kept intact, and no withdrawal therefrom shall be made unless approved by three-fourths (3/4) votes of the Board of Trustees and only for the purposes herein specified.

9.27. **Payment of Obligations** --- In the payment of all obligations contracted by the Association, the supporting papers shall be attached to the vouchers, together with the corresponding Resolutions authorizing the incurrence of such obligation.

CHAPTER TEN BUILDING FUND

10.01. **Building Fund; Its purpose** --- There is hereby established a class of a special fund to be known as the Building Fund, the purpose of which is to generate, accumulate and set aside funds to finance the purchase of a lot and building, or of a lot and the construction thereon of a building which shall house the Association.

10.02. **Sources of Funds** --- Fund sources shall be through a special assessment to members, contributions and donations, and fund-raising activities.

10.03. **Special Assessment** --- There is hereby levied a special assessment to all members in the amount of ONE HUNDRED PESOS (Php100.00) per year, to be collected simultaneous with the annual Association dues at anytime in February of each year, but not later than the annual meeting of members set on the last Saturday of February of each year.

10.04. **Contributions and Donations** --- The President is hereby authorized to solicit and accept contributions and donations of whatever nature or kind from all sources available. All such contributions and donations shall be properly receipted by the Treasurer, and a report thereon shall be periodically submitted to the Board of Trustees.

10.05. **Fund-raising Activities** --- The Ways & Means Committee is likewise empowered to design, formulated and implement, subject to existing regulations, such fund-raising activities that will help generate the needed funds for purposes of the Building Fund.

10.06. **Withdrawal Prohibited** --- Except for the purpose for which this Fund is established, no withdrawal therefrom of any amount is allowed.

10.07. **Initial Funding** --- As start up for the Building Fund, the amount of FIFTEEN THOUSAND PESOS (Php15,000.00) is hereby set aside out of the available funds of the Association.

CHAPTER ELEVEN MUTUAL AID PROGRAM

11.01. **Declaration of Policy** --- In line with the purposes and objectives of the Association as stated in its Articles of Incorporation, the Association hereby adopts as a matter of policy the grant of a uniform

and standard financial assistance to its members in the event of death or when one becomes a victim of fire or any other natural disaster. While no amount can compensate for the loss of loved one, or a property losses occasioned by fire/natural disaster, the feeling that someone care certainly helps alleviate the sufferings of the victim of such eventuality.

11.02. **Establishment of the Mutual Aid Program** --- A Mutual Aid Program (Program for short) is hereby established to be managed and administered by a Committee on Mutual Aid to be constituted as provided in the next following paragraph.

11.03. **Committee on Mutual Aid** --- The Committee on Mutual aid shall be constituted every year, to be composed of a Program Coordinator to be designated by the President, plus two (2) members to be chosen by the Program Coordinator.

11.04. **Powers and Functions of the Committee** --- Any provision to the contrary notwithstanding, the Committee on Mutual Aid shall have the sole and exclusive power and authority to manage and administer the Mutual Aid Program in accordance with the provisions of this Chapter. Any question arising from the implementation of the program not specifically covered by any provisions hereof, shall be immediately elevated to the Program Coordinator to the President who shall submit the same to the Board of Trustees for appropriate action/disposition.

11.05. **Guidelines for Entitlement** --- Until the Board of Trustees shall provide otherwise, only members in good standing shall be entitled to receive the financial assistance under the Program, the maximum amount of which shall initially be ONE THOUSAND FIVE HUNDRED PESOS (Php1,500.00), in accordance with the following schedule

Death of Member	-	Php1,500.00
Member victim of Fire/ Natural Disaster	-	Php1,000.00

Provided, That these amounts shall be periodically reviewed and adjusted subject to availability of funds.

11.06. **No Proof Required** --- In view of the urgency of the granting of financial assistance, no proof or any documentary evidence shall be required, but the Committee shall in its own take steps to ascertain the veracity of the death, or fire/natural disaster affecting a member to ensure proper disposition of funds. A certification by the Program Coordinator shall be sufficient to effect payment of the benefit.

11.07. **Release of Financial Assistance** --- The release of financial assistance to any member entitled thereto shall be effected as much as possible within a period of three (3) days from and after the occurrence of death, or fire/natural disaster, as the case maybe. For this purpose, the Program Coordinator shall closely coordinate with the Treasurer for the needed fund disbursement.

11.08. **Report to the Board of Trustees** --- A report on all financial assistance under the Program granted to members entitled thereto as approved and authorized by the committee shall be immediately submitted by the Program Coordinator to the President who shall in turn transmit the same to the Board of Trustees for information and notation.

11.09. **Check Disbursement** --- For control purposes, all disbursement from the fund shall be by means of checks and covered by corresponding vouchers in accordance with existing regulations. In no case shall the financial assistance due any member be released in cash.

11.10. **Initial Funding of the Program** --- The amount of TEN THOUSAND PESOS (Php10,000.00) is hereby appropriated out of the available funds of the Association as initial operating fund of the Program. Upon exhaustion, and to ensure continuity of the Program, this amount shall be automatically replenishable with an equivalent amount.

CHAPTER TWELVE BENEFITS

12.01. **Other Benefits** --- This Chapter shall be devoted to other benefits for being an Association member in addition to the Mutual Aid Program as provided in the preceding chapter.

12.02. **Birthday Presents; Policy Statement** --- One's natal day is a very important event in the life of a person. To recognize this very memorable day, and to instill the feeling of belongingness, it is only but fitting that birthday presents be given to Association members on their natal day.

12.03. **Form of Birthday Presents** ---as much a possible, the birthday presents shall be regular-sized round cake of whatever flavor, preferably but not necessarily from Goldilocks Bake shop. If the cake is impracticable due to distance, then a social telegram or its equivalent shall be an alternative.

12.04. **Role of the Membership Committee** --- The Membership Committee shall be the one responsible for the purchase of the birthday presents and/or in the sending of the social telegram, as the case maybe.

12.05. **Role of the PRO/Liaison Officer** --- The Association's PRO/Liaison Officer shall be the one responsible in the delivery of the cake as birthday presents to the Association member concerned

CHAPTER THIRTEEN ADMINISTRATIVE MATTERS

13.01. **Fiscal Year** --- The fiscal year of the Association shall be from January 01 to December 31 of each year.

13.02. **Oath of Office** --- The oath of office that all elected officers of the Association shall take prior to discharging the duties of their respective offices, shall be as follows:

OATH OF OFFICE

“I _____, having been
(State your Name)

elected _____ of the **PLM Alumni**
(State your Position)

Association, Inc., do solemnly swear that I will faithfully and conscientiously discharge the duties, functions and responsibilities of the said position; that I will uphold its Articles of Incorporation and By-Laws, as well as the rules and regulations promulgated in accordance therewith; that I will serve the Association unselfishly, and dedicate myself

to the service of the entire membership.

‘SO HELP ME GOD’

(Printed Name and Signature)

ATTESTED:

(Administering Officer)

13.03. **Corporate Seal** --- The Corporate Seal of the Association shall consist of two concentric circles in which shall be inscribed the name of the Association and the year of incorporation, as follows: **PLM ALUMNI ASSOCIATION, INC. 2007**”, and at the center of the inner circle, the Association’s logo.

13.04. **Association’s Logo** --- The Association’s logo shall consist of

13.05. **Association’s Letterhead and Letter Envelop** --- The letterhead and the letterhead envelop of the Association shall be as shown in Appendix.

CHAPTER FOURTEEN SEPARABILITY CLAUSE

14.01. **Separability Clause** --- If for any reason any chapter or provision of this Manual, or any portion thereof, is declared invalid or illegal, the remainder of this Manual not affected by such declaration, shall remain in full force and effect.

CHAPTER FIFTEEN APPENDIX OF FORMS

15.01. **Suggested Forms** --- The forms prescribed hereunder which serve as mere illustrations may be used with the letterhead of the Association. Substantial compliance therewith shall be sufficient.

15.02. **Appointment Paper** --- The appointment paper shall be in the forms as prescribed hereunder.

(Date)

APPOINTMENT

Greetings:

You are hereby appointed/designated _____
with duties and functions as prescribed under existing rules and regulations
of the Association effective immediately.

For details/clarifications, you may confer with the Association
Secretary.

Kindly affix your signature in the space provided below to
signify your acceptance and concurrence.

Very truly yours,

(President)

ATTESTED:

(Secretary)

C O N F O R M E:

(Printed Name and Signature)

15.03. **Prospecting Applicants for Memberships** ---The letters prospecting applicant for membership shall be:

(For local members)

(Date)

Dear fellow Alumni:

May we have the honor of inviting you to be a Regular/Life member of the **PLM Alumni Association, Inc.** a non-profit, non stock corporation duly registered with the Securities and Exchange Commission (SEC).

It is the vision of the incorporators of the Association to provide a medium or vehicle for the continuous exchange of information/knowhow, interaction, coordination and cooperation, and likewise to encourage and provide mutual help and support among the members; hence, the Association to carry out these objectives, with the end in view of promoting and enhancing the general welfare and best interest of every member.

We enclosed herewith the Application for membership, together with the Membership Information which we request you to fill up, and return the same to us duly filled-up, with your one time admission fee in the amount of Php100.00 for regular members, or Php1,000.00 for Life membership. If you prefer Life membership, you will no longer have to pay the annual Association dues, as well as such special assessment that may be levied from time to time.

We look forward having you as a member of the Association.

Very truly yours,

(President)

Att:a/s

(For Foreign-based members)

(Date)

Dear fellow Alumni:

May we have the honor of inviting you to be a Regular/Life member of the **PLM Alumni Association, Inc.** a non-profit, non stock corporation duly registered with the Securities and Exchange Commission (SEC).

It is the vision of the incorporators of the Association to provide a medium or vehicle for the continuous exchange of information/knowhow, interaction, coordination and cooperation, and likewise to encourage and provide mutual help and support among the members, hence, the Association to carry out these objectives, with the end in view of promoting and enhancing the general welfare and best interest of every member.

We enclosed herewith the Application for membership, together with the Membership Information which we request you to fill up, and return the same to us duly filled-up, with your one time Life membership admission fee of \$50.00 or its equivalent. As a Life Member, you will no longer have to pay the annual Association dues, as well as such special assessment that may be levied from time to time.

We look forward having you as a member of the Association.

Very truly yours,

(President)

Att:a/s

15.04. **Membership Information** --- Applicants for membership shall be required to fill-up the following Membership Information to wit:

MEMBERSHIP INFORMATION

Name: _____
(First Name) (Middle Name) (Last name)

If a married woman: _____
(Maiden name)

Name of Spouse: _____

Date and Place of Birth: _____

Home Address; _____

Home Phone: _____
(landline) (cellphone)

Fax No.: _____ Email No.: _____

Office, Address and Phone no.: _____

If self-employed, nature of business: _____

(Printed Name and Signature)
Date: _____
TIN _____

15.05. **Application for Membership** --- The application for membership shall be substantially in the following form.

APPLICATION FOR MEMBERSHIP

(Attach 2x2 Recent Photograph)

(Date)

The Board of Trustees
PLM Alumni Association, Inc.

Thru: The President:

Gentlemen/Ladies;

I hereby apply for membership in the Association as regular/Associate Member. For reference, attached hereto is my duly filled-up Membership Information.

Enclose herewith is the requisite one-time admission fee in the amount of _____.

I look forward to a favorable action on my herein application.

Thank you.

Very truly yours,

(Printed name & Signature)

Att:a/s

15.06. **Membership Admission** --- an applicant for membership whose application is approved by the Board of Trustees shall be issued the following.

MEMBERSHIP ADMISSION

(Date)

Greetings:

We are happy to inform you that you have been admitted as Regular/Associate/Honorary/Friend and Benefactor of the Association, and as such entitled to all the rights and privileges under, and subject to the limitations imposed by the Association's Articles of Incorporation and By-Laws, and existing rules and regulations.

Kindly affix your signature in the space provided below to signify your acceptance and concurrence.

WELCOME TO THE ASSOCIATION.

Very truly yours,

(President)

ATTESTED:

(Secretary)

CONFORME:

(Printed Name & Signature)

15.07. **Proxy To Vote in Members' Meeting** --- To proxy form shall be as follows.

PROXY

TO: The Corporate Secretary
PLM Alumni Association, Inc.

That I, the undersigned, a regular member of the PLM Alumni Association, Inc., do hereby name, appoint and constitute _____, as my Proxy to represent and act for me at the annual meeting set on _____, or at any adjournment thereof, as fully to all intents and purposes as I might or could lawfully do if present and acting in person.

In case of non-attendance of my said Proxy at the meeting, I authorize the Chairman of the meeting to exercise all rights as my Proxy at such meeting.

This cancels and supersedes any and all Proxies previously executed by me.

_____, _____
(Place) (Date)

(Printed name & Signature)

WITNESSES:

CHAPTER SIXTEEN AMENDMENT AND EFFECTIVITY

16.01. **Amendment** --- Except as otherwise provided elsewhere in this Manual, any amendment to or revision of this Manual, or any Chapter, or portion or provision thereof maybe proposed by a majority vote of the Board of Trustees. Such amendment or revision shall be valid and become effective upon approval by a majority vote of all the members at the annual meeting, or special meeting called for the purpose.

16.02. **Effectivity** --- This Manual shall take effect immediately upon approval.

Adopted this _____ in the City of Manila by the original members and the incorporators of the Association at a regular meeting duly called for the purpose.

CESAR M. APOSTOL

JESUS B. TRINOS

BERNARD S. GREGORIO

JOSEFINA A. VELASCO

LORNA M. ORBE

FELIX F. ASPIRAS

ERNESTO L. MENDOZA

ERIC JOHN M. CABRERA

CAROLINA Z. MANGAWANG

REMEDIOS N. GADIA

GRACIANO D. BAUTISTA, JR.

YOLANDA M. LEGASPI

MILAGROS R. CABANGON

JOVEN J. JADER

ROBERTO D. DEL ROSARIO

APPENDIX

(Additional)

ASSOCIATION'S SEAL & LOGO

ASSOCIATION'S LETTERHEAD

**ASSOCIATION'S LETTER
ENVELOP**