



**PHILIPPINE
INSTITUTE OF
CIVIL ENGINEERS
QATAR CHAPTER**
International Charter No. I-03

CONSTITUTION and BY-LAWS



Amended and Ratified by the PICE Qatar
General Membership on 26 November 2021

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**CONSTITUTION and BY-LAWS
of the
PHILIPPINE INSTITUTE OF CIVIL ENGINEERS
Qatar Chapter
International Charter No. I-03**

ARTICLE 1

PREAMBLE

We, the Board of Directors (BOD or Board) and Members of the PHILIPPINE INSTITUTE OF CIVIL ENGINEERS QATAR CHAPTER, with the guidance of the Almighty God, in order to establish and maintain an organization that shall embody our common ideals and aspirations, do hereby promulgate and ordain this Constitution and By-Laws.

ARTICLE 2

GENERAL PROVISIONS

2.1 NAME AND ADDRESS

This entity herein referred to as "**PICE QATAR CHAPTER**" or "**PICE QATAR**", shall be called **PHILIPPINE INSTITUTE OF CIVIL ENGINEERS QATAR CHAPTER** and shall maintain a headquarters in Doha, State of Qatar with e-mail addresses at info@piceqatar.com and/or piceqatar@gmail.com, postal address at P.O. Box 30628, Doha, State of Qatar and website at www.piceqatar.com.

2.2 SEAL AND BANNER

The seal and logo of PICE QATAR CHAPTER shall bear its full name and shall have the acronym PICE Qatar. It shall appear on every official document of PICE QATAR CHAPTER together with the seal of the Philippine Institute of Civil Engineers, acronym PICE, hereinafter also referred to as the Institute.





The Banner of PICE QATAR CHAPTER shall bear the seal of PICE QATAR CHAPTER and shall be in white color background. It shall also bear the seal of the Institute.

2.3 NEWSLETTER

The official title of PICE Qatar Chapter newsletter shall be "PICE Qatar Newsletter".

ARTICLE 3

OBJECTIVES AND JURISDICTION

3.1 OBJECTIVES

The Primary objectives of PICE QATAR CHAPTER are:

- 3.1.1 To facilitate the continuing professional development of its members by showcasing the latest Civil Engineering technology through education and training with newly established engineering information and advancements through but not limited to lectures, seminars/workshops, research, online forum and other means of educational information available.
- 3.1.2 To establish and maintain a support system within the general membership by:
 - a. Pooling resources and extending a helping hand to laid-off/denied re-employment colleagues in the Civil Engineering profession with a No Objection Certificate (NOC) to find new employment in Qatar and where possible within the Gulf region.
 - b. Extending assistance to concerned members in time of need and to charitable Institution(s) for distribution to calamity affected recipients in the Philippines.
 - c. Facilitating programs for the reintegration of the PICE QATAR CHAPTER members into the Philippine community.



- 3.1.3 To facilitate an information network among the PICE QATAR CHAPTER members by means of media, internet, or other means of communication.
- 3.1.4 To foster a spirit of pride, responsibility, and camaraderie in the Civil Engineering profession.
- 3.1.5 To present a visible symbol identifying the Civil Engineers in Qatar by affiliating and reintegrating our Organization with other international organizations who have similar, if not the same, common goals as professionals in the field of engineering.
- 3.1.6 To assist concerned members in their advance engineering pursuits and other concerns relating to the Institute and with any Registry of Engineers.
- 3.1.7 To encourage and to assist interested Associate Members by organizing and conducting Civil Engineering review classes prior to the examinations to prepare themselves in taking the Special Professional Licensure Examinations (SPLE) in Qatar which is sanctioned by the Professional Regulation Commission (PRC).

3.2 JURISDICTION

The jurisdiction of PICE QATAR CHAPTER will cover the territorial boundaries of the State of Qatar.

ARTICLE 4

THE GENERAL MEMBERSHIP

4.1 CLASSIFICATION OF MEMBERSHIP

Membership of PICE QATAR shall consist of the classifications listed below, which are defined in Article II of the By-Laws of the Institute. Associate Members are eligible for reclassification as Regular Members pursuant to Section 9, Article II of the By-Laws of the Institute (in accordance with the latest By-Laws approved by the Philippines Securities and Exchange Commission [SEC]).

- 4.1.1 **Regular Member** – shall be a Filipino citizen who is duly registered in the rolls of the Professional Regulation Commission (PRC) to practice Civil Engineering in the Philippines and who fulfills all other requirements for membership in these By-Laws.
- 4.1.2 **Associate Member** – shall be a Filipino citizen who has acquired the degree of Bachelor of Science in Civil Engineering (BSCE) or its equivalent from any



recognized engineering institution in the Philippines or abroad but who has not yet been admitted to the practice of Civil Engineering by the PRC, and who otherwise fulfills all other requirements for such membership as provided in these By-Laws.

- 4.1.3 **Life Member** – shall be a Filipino citizen who has fulfilled all the requirements of the Institute for such membership. Life members shall continue to possess and enjoy all the rights and privileges of a Regular Member in good standing but shall be exempted from the payment of annual dues.
- 4.1.4 **Honorary Member** – shall be a person who is not a Civil Engineer but who has performed notable and outstanding achievement and made significant contributions in the interest of the Civil Engineering profession. Nomination to this classification shall be submitted to the Chapter's Board of Directors through the Committee on Honors (COHOPLE), who shall investigate and evaluate the achievements of the nominee prior to recommending the nomination to the Chapter's Board. Conferment of Honorary Membership requires a majority vote of the entire Board of Directors. The nominee shall be notified of the approval of his/her nomination. Such conferment shall be recognized within the State of Qatar. In addition, the BOD may submit the credentials of the nominee to PICE National's Office for the recommendation of recognition.
- 4.1.5 **Fellows of the Institute** – A Fellow must be a Regular Member in good standing and who has made significant contribution to PICE and achieved eminence in any field of Civil Engineering in consonance with the objectives of the association and:
- a. must be a Regular Member of the Institute continuously for the last twenty (20) years immediately preceding his/her nomination as Fellow; or
 - b. had been at least a National Director or Officer of the Institute for two (2) terms not necessarily continuous, and had paid all his dues as Associate or Regular Member of PICE continuously for the last fifteen (15) years immediately preceding his/her nomination as Fellow; or
 - c. had been a National President of the Institute or either of its predecessors for at least one (1) term and had paid all dues continuously for the last ten (10) years immediately preceding his/her nomination as Fellow; or
 - d. had been a Chapter President for at least two (2) terms and had paid all dues continuously for at least ten (10) years immediately preceding his/her nomination as Fellow.

All Fellows of the Institute shall retain the rights, privileges and obligations appertaining to the ordinary membership status, particularly the right to vote and be voted upon. He shall also continue to pay all fees, dues and special assessments required by the Institute.



4.2 RIGHTS OF EACH MEMBER

Each active member of PICE QATAR in good standing shall have the rights as described below. A member in good standing is as defined in Section 10.4, Article 10 of these By-Laws.

- 4.2.1 To participate in debates or discussions in the affairs of the Chapter and join the committees for which they are permitted to.
- 4.2.2 To be notified in a timely manner and to attend any meetings, gatherings, conventions or conferences of PICE QATAR.
- 4.2.3 To vote for and to be voted to any elective office of PICE QATAR. Associate members cannot hold an elective office.

4.3 PRIVILEGES OF EACH MEMBER

Each active member of PICE QATAR shall be entitled to the following privileges:

- 4.3.1 To receive a copy of Newsletters issued by PICE QATAR and the Institute.
- 4.3.2 To receive employment assistance or any other forms of assistance that may be available from PICE QATAR.
- 4.3.3 To attend trainings, workshops or seminars, SPLE, and other review classes organized by PICE QATAR.
- 4.3.4 To promote or publish his/her works or achievements through the official documents or the Newsletter of PICE QATAR.
- 4.3.5 To choose a committee for which he/she shall be a part of. The objective of which is to encourage full participation among the general membership in the welfare and governance of the Chapter.

4.4 RESPONSIBILITIES OF EACH MEMBER

In addition to the member's responsibilities stipulated in Section 10, Article II of the By-Laws of the Institute, each member of PICE QATAR shall have the following obligations and responsibilities:

- 4.4.1 To respect and protect the best interest and integrity of PICE QATAR.
- 4.4.2 To uphold and respect the official position of the BOD in all matters affecting the interest of PICE QATAR as well as its members.



- 4.4.3 To fully cooperate and help in pursuing and achieving the objectives of PICE QATAR.
- 4.4.4 To actively participate in the affairs of PICE QATAR.
- 4.4.5 To pay all fees, dues, and other assessments as they become due.
- 4.4.6 To notify the Secretary, in a timely manner, of any changes in his/her address, sponsorship, employment status or any other personal information.
- 4.4.7 To uphold the interest of PICE QATAR and to work for the success in the attainment of its objectives as provided in this Constitution and By-Laws.

4.5 DISCIPLINARY ACTION ON MEMBERS

The Board of Directors may, in its discretion, place a member on inactive status after duly appraising the member's offense, temporarily divesting membership privileges, and/or relieving normal dues obligations.

The Board of Directors may likewise consider proceedings leading towards the disciplinary action of any member upon information coming to its notice or upon the written complaint of any two (2) members. If the complaint appears to warrant further action, the Board shall formally advise the member concerned, in writing, of the complaint against him and of the date on which the charges will be considered.

The respondent may, if he desires, present his defense, either in person or through a representative, on the date set forth in the notification letter. The final decision of the Board shall be taken after evaluation of evidence adduced in the case. At least two-thirds (2/3) vote of the entire Board shall be required for expulsion of any member while all other disciplinary action can be taken by the majority vote thereof, unless otherwise provided in these By-Laws.

The Board of Directors shall notify the general membership through the Chapter President of any action resulting in expulsion and, in its discretion, may notify the membership of any disciplinary action. In an expulsion case, the respondent may elect to appeal.

Appeals shall be submitted to the general membership in a form to be prescribed by the Board of Directors, which shall include a statement of the charges, the action of the Board thereon, and the statement of the person making the appeal.

The vote of the majority of the ballots cast in the General Meeting, provided that there is a quorum, shall be required to affirm or reverse the action of the Board.

Disciplinary action on a member involving his/her relationship with the PRC shall be forwarded to the PRC through the Board of Civil Engineering, for appropriate action.



4.6 TERMINATION AND REINSTATEMENT OF MEMBERSHIP

- 4.6.1 Death of a member automatically terminates his/her membership.
- 4.6.2 Violation of the Code of Ethics for Civil Engineers (as adopted in September 2001 as part of the Manual of Professional Practice for Civil Engineers published by the Institute) or judicial conviction of an offense involving moral turpitude is subject to disciplinary action. After verification of such violation or conviction by the Board of Directors, termination or forfeiture of membership shall be effective upon affirmative vote of two-thirds (2/3) of the entire Board.
- 4.6.3 Voluntary resignation submitted in writing to the Chapter Secretary – who shall forward such resignation to the Board for approval.
- 4.6.4 Non-payment of fees and dues immediately places a member into inactive status and will be subject to termination of membership. Any person whose membership is forfeited, terminated or placed under inactive status shall be divested of all rights and privileges available to members in good standing.
- 4.6.5 Inactive members may reinstate their membership by paying all his back dues/arrears and including the dues from the Institute. Moreover, reinstatement of membership shall be subject to the member's attendance to at least one (1) major activity of the Chapter within a year from the date of reinstatement. An inactive member shall be given a grace period of one (1) quarter or until the 31st of March of the succeeding year to settle all his dues.
- 4.6.6 Members who have "Resigned in Good Standing" as defined in Clause 4.6.3, Article 4 of these By-laws and members dropped for non-payment of his dues as defined in Clause 4.6.4 thereof may be required to pay a re-instatement fee in addition to paying all delinquent annual dues and other special assessments, if any. The decision to impose a re-instatement fee shall rest upon the majority of the Board of Directors, including the amount to be collected which shall not be more than the amount equivalent to the Registration fee as indicated in Clause 10.1.1, Article 10 of these By-Laws.

ARTICLE 5

THE BOARD OF DIRECTORS AND COUNCIL OF ADVISERS

5.1 THE BOARD OF DIRECTORS (BOD)

- 5.1.1 PICE QATAR shall be administered by the BOD, which shall be composed of fifteen (15) members elected annually by the General Membership in accordance with Article 8.



- 5.1.2 The nine (9) officers of the PICE QATAR CHAPTER shall be the President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, an Auditor, a Business Manager, a Press Relations Officer (PRO), and a Sergeant-at-Arms. The duties of the officers are defined in Article 6.
- 5.1.3 In addition to the officers provided in this Constitution and By-Laws, the PICE QATAR CHAPTER will have six (6) Chairmen for each Constitutional Committees as defined in Article 7.

5.2 THE EXECUTIVE COMMITTEE (EXECOMM)

- 5.2.1 There shall be an Executive Committee (EXECOMM) composed of the Board of Directors, Immediate Past President, and a representative from the Council of Advisers.
- 5.2.2 The seventeen (17) individuals shall collectively be known as the EXECOMM. The Immediate Past President shall automatically be a member of the Executive Committee (EXECOMM) and shall have the right to participate in deliberations and shall have a voting right.
- 5.2.3 The Council of Advisers (Council), which shall be composed of all the Past Presidents (except the IPP) of the Chapter, shall sit as Ex-Officio members of the Boards of Directors in an advisory capacity and shall have only one (1) voting right. The voting right of the Council shall be exercised by the appointed member of the Council. The designated Council Member, who shall exercise the right to vote on behalf of the Council in any transaction of business during an EXECOMM meeting, shall rise and cause to be identified before the start of the meeting.
- 5.2.4 In addition to the BOD, PICE QATAR CHAPTER may have such other officers as may eventually be required upon a motion from the General Membership. Such officer(s) may or may not be a member of the Board of the Directors as in the case of ad hoc committees or other standing committees. They may participate in the deliberations but shall have no voting rights.
- 5.2.5 Area Coordinators – If required, the Board, by a majority vote, may appoint Area Coordinators from among a list of nominees submitted and screened by the EXECOMM, who shall also sit as ex-officio directors of the board, with all the rights and privileges accorded inherent thereto. They will be reporting directly to the Chairman of the Committee on Membership. The areas may initially include Dukhan, Al Khor, Al Wakrah, and Messaied. The nominees must be either working or residing in the area they will be appointed to. The Board may include any other areas when necessary by a simple majority vote.
- 5.2.6 The Area Coordinators and Presidents/Chairmen of affiliate societies may also sit as ex-officio members, except in the case of affiliate societies where approval of the board shall be required. They may participate in discussions and deliberations of the board upon invitation but shall have no voting rights.



5.3 TENURE OF THE BOD

- 5.3.1 The BOD shall serve for a term of one (1) year. The term of the BOD serving one (1) year term shall commence at 12:00.01 a.m. of January 1 and end on December 31 at midnight of the same year.
- 5.3.2 The term of office of each Director shall be one (1) year unless terminated sooner for whatever reason but shall remain in office until the successor has been elected.
- 5.3.3 Except for the President any Director may be elected up to three (3) consecutive full terms only irrespective of the position held. A Director who has provided a minimum of not less than four (4) months of service shall be considered to have provided a full term of service.
- 5.3.4 Any member of the Board of Directors of PICE QATAR CHAPTER may resign, provided that such resignation must be made in writing and addressed to the President. If, however, the President resigns, it shall be addressed to the General Membership. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to such PICE QATAR CHAPTER Officer, and no acceptance by the PICE QATAR CHAPTER shall be required to make it effective. If with a cause as brought into a motion from the General Membership and finally adjudicated by the Board of Directors, any officer of PICE QATAR CHAPTER maybe removed from office at any time, by majority vote of members in good standing as defined in Section 10.4, Article 10 of these By-Laws present and voting at a business meeting of PICE QATAR CHAPTER.
- a. If any member of the Board of Directors has been absent without any valid reason(s) for a total of three (3) monthly Board meetings, the Board, thru the Secretary or whomever the Board appoints, will notify in writing the Director concerned requiring him/her to attend the next monthly Board meeting and face any possible sanction(s) and/or disciplinary action(s) that may be imposed by the Board in accordance with Section 4.5, Article 4 of these By-Laws.

Further, if the Board, through due process or proper inquiry, determines any member of the Board of Directors had for any reason become permanently unable to perform his duties, the Board may declare his seat vacant by a two-thirds (2/3) majority vote. The Secretary, through writing, will thereafter immediately inform the concerned Director of the Board's decision, who will be given seven (7) working days upon receipt of the letter to file a written appeal to the Board. The Board then shall act accordingly within three (3) working days upon receipt of the appeal and whatever decision made by the Board shall be final. Failure of the Director to file an appeal within seven (7) days from receipt of the letter shall be deemed as waving his right to appeal.

- 5.3.5 Any vacancy in an office, except for the Immediate Past President, President, and First Vice President, shall be filled thru a special election held at the next business meeting following the announcement of the vacancy by the BOD.



- 5.3.6 Vacancy in the position of President and First Vice President shall be filled automatically by the succeeding position in accordance to Clauses 6.2.3 and 6.3.3, Article 6 of these By-Laws.

5.4 POWERS AND FUNCTIONS OF THE BOD

- 5.4.1 The BOD shall exercise full control and supervision over the business and affairs of PICE QATAR, have exclusive control and management of all funds of PICE QATAR and to perform such acts that shall protect the best interest and integrity of PICE QATAR, the Institute as well as the Civil Engineering profession, including but not limited to suspension or expulsion of BOD members who fail to perform their duties and responsibilities. Provided, however, that any suspension or expulsion requires two thirds (2/3) majority vote of the BOD and subject to the provisions of Article II Section 11 of the By-Laws of the Institute.

- 5.4.2 Specifically, the BOD shall have the following functions:

- a. Formulate policies, rules, and regulations that are consistent with this Constitution and By-Laws and the policies of the Institute.
- b. Plan, organize, direct, and control the affairs and activities of PICE QATAR.
- c. Approve expenditures of PICE QATAR.
- d. Appoint Directors pursuant to Section 5.5.
- e. Reprimand erring members of the Chapter whose actions are inconsistent with the Chapter's objectives.
- f. Accredite fraternal organizations for the purpose of providing professional support and guidance in the conduct of the fraternal organizations' activities related to the practice and advancement of the civil engineering profession.

5.5 WAIVER OF COMPENSATION FOR ANY BOD

- 5.5.1 Services rendered by any Director or any other officer of PICE QATAR shall be on a voluntary service and therefore are not entitled for any compensation. However, the Board of Directors may reimburse or provide funds for approved incidental expenses incurred, necessary in the performance of their duties.

5.6 VACANCY IN THE BOD

- 5.6.1 Any such time that a vacancy exists in the BOD due to any reason, the remaining Directors, provided they constitute a quorum, shall within fifteen (15) days from the announcement of the vacancy, automatically declares, as the successor, the



candidate who garnered the next highest votes after the 15th BOD-elect based on the results of the previous BOD election. In the event that no such candidate is available, the remaining Directors, provided they constitute a quorum, on a majority vote, shall have the power to appoint a successor from any PICE QATAR member recommended by the Committee on Membership and qualified by the NOMELEC in accordance with Clause 8.1.6, Article 8 of these By-Laws.

- 5.6.2 If the remaining Directors do not constitute a quorum, they shall call a General Assembly to elect the new members of the Board.
- 5.6.3 The term of office of the newly appointed Director shall not exceed the unexpired term of the Director he/she replaced.
- 5.6.4 Immediately after the vacancy has been filled in, the Chapter Secretary shall immediately forward the new list of Officers and Directors of the Chapter to the National Administrative Office in Quezon City, Philippines.

ARTICLE 6

DUTIES OF OFFICERS

6.1 DUTIES OF THE PRESIDENT

The President shall be the Chief Executive Officer (CEO) of PICE QATAR and shall have the following duties and responsibilities:

- 6.1.1 Fulfill the mission of PICE QATAR.
- 6.1.2 Preside over the meetings of PICE QATAR and the Executive Committees, appoints all committees and has general supervision of the operations of PICE QATAR.
- 6.1.3 Shall be an ex-officio member of all committees except the Nomination and Election Committee (NOMELEC).
- 6.1.4 Transmit to the PICE QATAR CHAPTER for its approval or disapproval, ideas and plans proposed to corresponding governmental entities or professional organizations which may affect the PICE QATAR CHAPTER or its individual members and shall take no action binding upon PICE QATAR CHAPTER without either specific prior authorization or subsequent ratification by the General Membership.
- 6.1.5 Exercise general supervision of the affairs of PICE QATAR.
- 6.1.6 Ensure that this Constitution and By-Laws, the rules, guidelines and policies formulated in pursuance thereof by the BOD and standing committees of PICE QATAR are fully implemented.



- 6.1.7 Preside over all BOD Meetings and General Membership Meetings.
- 6.1.8 Represent PICE QATAR in any occasion(s), forum(s), and in all matters where PICE QATAR is to be represented except if he/she is not elected as delegate to the Electoral College of the Institute.
- 6.1.9 Sign all documents emanating from the BOD; however, the BOD shall endorse any press releases about PICE QATAR prior to release.
- 6.1.10 Sign all check vouchers of PICE QATAR.
- 6.1.11 Submit an annual report of the operations and activities of PICE QATAR to the General Membership at the annual General Assembly.
- 6.1.12 The President will chair the Committee on External Affairs such as Philippine Professional Organization – Qatar (PPO-Q) and other external affairs not covered under Article 7, Section 7.9.
- 6.1.13 Perform such other related duties and functions as may be determined and authorized by the Board of Directors.

6.2 DUTIES OF THE FIRST VICE PRESIDENT

The First Vice President is the second ranking Officer and shall be responsible for the following:

- 6.2.1 Plan, organize, and direct programs that ensure individual member retention and growth in individual membership.
- 6.2.2 Serve as one of the representatives for external affairs and shall take no action binding upon PICE QATAR CHAPTER without either specific prior authorization or subsequent ratification by the General Membership.
- 6.2.3 In the event of permanent absence of the President due to any reason, shall automatically become the President. In case of a temporary absence of the President, shall be the President on acting capacity.
- 6.2.4 Supervise the following constitutional committees of PICE QATAR which are described in Article 7:
 - a. Committee on Membership (COME)
 - b. Committee on PICE QATAR Affairs (COPA)
 - c. Committee on Ways and Means (COWME)



6.3 DUTIES OF THE SECOND VICE PRESIDENT

The Second Vice President is the third ranking Officer and shall be responsible for the following:

- 6.3.1 Plan, organize, and direct programs that meet the educational needs of the individual members.
- 6.3.2 Serve as one of the representatives for external affairs and shall take no action binding upon PICE QATAR CHAPTER without either specific prior authorization or subsequent ratification by the General Membership.
- 6.3.3 In the event of permanent absence of the First Vice President due to any reason, shall automatically become the First Vice President. In case of a temporary absence of the First Vice President, shall be the First Vice President on acting capacity.
- 6.3.4 Supervise the following constitutional committees of PICE QATAR which are described in Article 7:
 - a. Committee on Honors and Special Professional Licensure Examinations (COHOPLE)
 - b. Committee on Continuing Professional Advancement (COCPA)
 - c. Committee on Publications and Information (COPI)

6.4 DUTIES OF THE SECRETARY

The Secretary shall be responsible for the following:

- 6.4.1 Custody of the Constitution and By-Laws and all other records and documents of PICE QATAR.
- 6.4.2 Keep an accurate record of the meetings and activities of PICE QATAR CHAPTER and of the Executive Committee.
- 6.4.3 Maintain an accurate and complete roster of members including the address and status of each individual member and transmit the same to the successor in office.
- 6.4.4 Attest all Membership Certificates of PICE QATAR.
- 6.4.5 Provide notices of meetings, including a draft of the minutes of the previous meeting, at least seven (7) days before the next scheduled meeting as required by these By-Laws.
- 6.4.6 PICE QATAR CHAPTER correspondence.



- 6.4.7 Business meeting agenda distribution, recording and issuance of minutes of the meetings and activities of PICE QATAR CHAPTER and the Executive Committee.
- 6.4.8 Certification of the amendments of these By-Laws and quorum for a meeting to legally transact business.
- 6.4.9 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

6.5 DUTIES OF THE TREASURER

The Treasurer shall be responsible for the following:

- 6.5.1 Collect all fees, contributions and such other funds or amounts from any member or from other sources allowed under this Constitution and By-Laws and those that are duly authorized by the BOD.
- 6.5.2 Take charge of all funds, accounts, and supplies of PICE QATAR.
- 6.5.3 Remit to the Institute its allocation of the entrance fees, National Membership dues and other fees as stipulated in the By-Laws of the Institute.
- 6.5.4 Keep and maintain proper and accurate accounting of all funds of PICE QATAR and shall prepare financial reports to the BOD on a monthly basis and upon request; and to the General Membership during the annual General Assembly, regarding cash receipts and disbursements.
- 6.5.5 Countersign all vouchers issued by PICE QATAR.
- 6.5.6 Deposit all proceeds of PICE QATAR to a Qatari Bank, designated by the BOD.
- 6.5.7 Co-Chair the Committee on Relief and Assistance.
- 6.5.8 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

6.6 DUTIES OF THE AUDITOR

The Auditor shall be responsible for the following:

- 6.6.1 PICE QATAR CHAPTER auditing policies, controls, and monitoring the financial status and all assets of the organization.
- 6.6.2 Co-certify the monthly financial report to be submitted by the Treasurer.



- 6.6.3 Examine the accounts and records kept by the Treasurer on a quarterly basis and shall report the result to the BOD.
- 6.6.4 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

6.7 DUTIES OF THE BUSINESS MANAGER

The Business Manager shall be responsible for the following:

- 6.7.1 Spearhead the Relief and Assistance Team.
- 6.7.2 Attend to all business transactions and/or dealings, which the Chapter may engage with.
- 6.7.3 Prepare the financial background relative to social activities, programs, and seminars
- 6.7.4 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

6.8 DUTIES OF THE PUBLIC RELATIONS OFFICER

The Public Relations Officer (PRO) shall be responsible for the following:

- 6.8.1 Develop and direct publicity programs that inform individual members and the general public about PICE QATAR CHAPTER. The PRO together with the Chairman of the Committee on Publications and Information and Business Manager are jointly responsible for maintaining and updating the chapter's website, all three of which shall comprise the permanent members of the Committee on Public Relations.
- 6.8.2 Promote good and harmonious relationship of PICE QATAR with other Filipino Professional Organizations, the Filipino Community in the State of Qatar, the general public as well as among the members of PICE QATAR.
- 6.8.3 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

6.9 DUTIES OF THE SERGEANT-AT-ARMS

The Sergeant-At-Arms shall be responsible for the following:

- 6.9.1 PICE QATAR CHAPTER property management, meeting room preparation and hospitality.



- 6.9.2 Chair the Committee on Sports, Leisure and Receptions.
- 6.9.3 Chair the Committee on Socials and Reception.
- 6.9.4 Perform such other related duties and functions as may be assigned from time to time by the President or the BOD.

In the event the President and/or First Vice President and/or Second Vice President are unable to attend a meeting or represent the PICE QATAR CHAPTER external affairs, they shall certify the proxy credentials of the official representatives attending such meeting or external affair event. Such representative(s) shall be active individual member(s) of PICE QATAR.

In addition to the duties stated in this Constitution and By-Laws, each of the Officers shall have such duties and responsibilities as may be assigned by the PICE QATAR BOD.

ARTICLE 7

CONSTITUTIONAL COMMITTEES AND OTHER STANDING COMMITTEES

7.1 COMMITTEES OF PICE QATAR

- 7.1.1 Committee on Membership (COME)
- 7.1.2 Committee on PICE QATAR Affairs (COPA)
- 7.1.3 Committee on Ways and Means (COWME)
- 7.1.4 Committee on Honors and Special Professional Licensure Examinations (COHOPLE)
- 7.1.5 Committee on Continuing Professional Advancement (COCPA)
- 7.1.6 Committee on Publications and Information (COPI)
- 7.1.7 Standing Committees
 - a. Committee on Treasury
 - b. Committee on Public Relations
 - c. Committee on Sports, Leisure and Receptions and Committee on Socials and Receptions
 - d. Committee on Life Membership, Specialist and Advanced Applications
 - e. Committee on Constitutional Amendments and Oversight



- f. Committee on Major Events
- g. Support Programs and Events Committee for Students
- h. Committee on Philippine Professional Organization – Qatar (PPO-Q)

7.2 COMPOSITION OF EACH CONSTITUTIONAL COMMITTEE

- 7.2.1 The six (6) Constitutional Chairmen shall be appointed by the President and shall be confirmed by the BOD on the first BOD meeting.
- 7.2.2 Each Committee shall be composed of at least five (5) members, which shall come from the general membership regardless of their membership category.
- 7.2.3 The appointed Chairman shall select its members from among the members of PICE QATAR and shall, within one (1) week from the date of his appointment, submit to the President the composition of his Committee for confirmation. The Chairman shall also select from amongst its members a Vice-Chairman if none has been appointed hereunder as mandated by these By-Laws.
- 7.2.4 Each Committee may form ad hoc committees as the need arises to support its functions and activities.

7.3 COMMITTEE REPORTS

- 7.3.1 Each Constitutional, Standing and formed Ad Hoc Committee as the need arises shall, on a monthly basis, report its activities to the BOD.

7.4 COMMITTEE ON MEMBERSHIP (COME)

- 7.4.1 COME shall be primarily responsible for recruiting members of PICE QATAR and shall formulate strategies and guidelines to encourage and maximize the enlistment of members and shall perform activities inherent to its function and shall be in charge of all records pertaining thereto.
- 7.4.2 Pursuant to the Institute's By-Laws, COME shall act on problems referred to PICE QATAR by the National Board of Directors or the National Administrative Officer regarding the relationship of members with PICE QATAR itself or with the Institute in general.
- 7.4.3 This committee shall be responsible for accepting applications for Life Membership and upgrading to Specialist Category who shall likewise forward the same to the PICE National Office in the Philippines.
- 7.4.4 COME shall be responsible for immediately notifying the Executive Committee of any change in the roster of individual members during the regular monthly Board meeting.



7.4.5 This committee shall be open to all members.

7.5 COMMITTEE ON PICE QATAR AFFAIRS (COPA)

7.5.1 COPA shall be responsible for coordinating the affairs and activities of PICE QATAR with other organizations, concerned government agencies and authorities as well as the PICE National Chapter in Quezon City.

7.5.2 COPA shall be responsible for arranging and/or obtaining the necessary permits, if one is so required, from the concerned Qatari Government Authorities for any affair or activity of PICE QATAR.

7.5.3 COPA shall take the lead in the pursuit of the organization's objective stated in Sub section 3.1.2

7.5.4 This committee shall be open to all members.

7.6 COMMITTEE ON WAYS AND MEANS (COWME)

7.6.1 COWME shall be responsible for generating funds for the operation and affairs of PICE QATAR, including conducting fund-raising activities approved by the BOD.

7.6.2 This committee shall be open to all members.

7.7 COMMITTEE ON HONORS AND SPECIAL PROFESSIONAL LICENSURE EXAMINATIONS (COHOPLE)

7.7.1 COHOPLE shall be responsible for determining and recommending to the Board of Directors (BOD) for confirmation, candidates for the Honorary Members and other honors and awards that may be conferred to any member in recognition of his/her exemplary and outstanding contribution to the Chapter and the Civil Engineering profession as a whole.

7.7.2 This Committee shall be responsible for facilitating the conduct of review courses and supplemental group studies deemed necessary to Associate Members who are attending the review class and other Filipino Civil Engineering Graduates working in the State of Qatar who wish to take up the sanctioned Special Professional Licensure Examination for Civil Engineering.

7.7.3 The Chairman shall act as the Review Director. However, he has the option to appoint the Review Director from among the committee members.

7.7.4 This committee shall be open to all members.



7.8 COMMITTEE ON CONTINUING PROFESSIONAL ADVANCEMENT (COCPA)

- 7.8.1 COCPA shall be responsible for preparing and maintaining a program for continuing technical and professional education to refresh and update PICE Qatar members with the current and latest trends and technologies in Civil Engineering.
- 7.8.2 This committee shall be open to all members.

7.9 COMMITTEE ON PUBLICATIONS AND INFORMATION (COPI)

- 7.9.1 COPI shall act as the Editorial Board of any PICE QATAR publication and shall scrutinize and control any information about PICE QATAR before they are disseminated.
- 7.9.2 COPI shall formulate rules and regulations relevant to its functions.
- 7.9.3 This committee shall be open to all members.

7.10 STANDING COMMITTEES

7.10.1 Committee on Treasury

- a. To be chaired by the Treasurer and co-chaired by the Auditor, this committee shall be in charge with disbursements, financial records, and safe keeping of the organization's monetary accounts.
- b. It shall publish a financial statement of the organization's assets and liabilities on a monthly basis.
- c. Membership to this committee is thru invitation only by the Chairman as approved by the Board of Directors.

7.10.2 Committee on Public Relations

- a. The main task of this committee is to oversee the maintenance and updating of the Chapter's website. The committee shall be chaired by the Public Relations Officer (PRO). The Chairman of the Committee on Publications and Information and the Business Manager shall be permanent members.
- b. This committee shall be open to all members.



7.10.3 Committee on Constitutional Amendments and Oversight (COCAO)

- a. This committee shall be headed by a Chairman who shall be appointed by the President.
- b. This committee prepares proposed amendments to the Constitution and By-Laws, administers the ratification, and transmits the ratified Constitution and By-Laws to the PICE National Office in accordance with Section 15.1, Article 15 of these By-Laws.
- c. This committee shall be open to all regular members.

7.10.4 Committee on Life Membership, Specialist and Advanced Applications (COLSAA)

- a. This committee shall be headed by a Chairman who shall be appointed by the President.
- b. This committee shall be empowered to accept, evaluate, and endorse applications for Fellow, Life Membership, Specialists Category including applications for accreditation with any Registry of Engineers as sanctioned by the Institute.
- c. This committee shall regulate and standardize the qualification criteria of applicant for endorsement to the National Board of Directors, as follows:
 - i. Applicants shall have at least one (1) year of continuous active membership with PICE Qatar Chapter.
 - ii. Applicants should have physically or virtually attended or participated in at least one (1) major activity, e.g. General Assembly, ITC, Foundation Day, Technical Conferences or Conventions, Induction of Officers, Oath Taking Ceremonies and other major events, as determined by the Board of Directors.
 - iii. Applicants should have physically or virtually attended at least one (1) regular activity, e.g., seminars, trainings, workshops, and physically attended regular activity, e.g., blood donation, outreach program, beach clean-up, tree planting, sports fest, community promotional health walk, rescue and relief operation, and other community activities involving PICE Qatar Chapter.
 - iv. Applicants applying for accreditation with any Registry of Engineers shall comply with the latest requirements of the institution that governs the concerned Registry of Engineers.
- d. This committee shall be open to Life Members only.



7.10.5 Committee on Sports, Leisure and Receptions and Committee on Socials and Receptions

- a. To be chaired by the Sergeant-At-Arms, this committee shall be in-charge with securing the venue for all activities of the organization. The co-chairman shall be selected from among the members of this committee.
- b. This committee shall be open to all members.

7.10.6 Committee on Major Events

- a. This committee shall be headed by a Chairman who shall be appointed by the President.
- b. This committee shall handle all the preparations related to the major events such as Induction of Board of Directors, Technical Conferences and Conventions, Oath Taking Ceremonies, and General Assembly (whether physical or virtual).
- c. This committee shall be open to all members.

7.10.7 Support Programs and Events Committee for Students (SPECS)

- a. This committee shall be headed by a Chairman who shall be appointed by the President.
- b. The Committee shall be responsible for the educational activities sponsored by PICE Qatar such as Scholarship Program, Math Wizard Contest; and other activities and programs as may be identified by the BOD primarily aimed at supporting students.
- c. Membership to this committee is thru invitation only by the Chairman as approved by the Board of Directors.

7.10.8 Committee on Philippine Professional Organization – Qatar (PPO-Q)

- a. This committee shall be headed by the President in conjunction with Article 6, Clause 6.1.12.
- b. The First Vice President and the Second Vice President shall be the permanent members of this committee.
- c. The President, at his/her prerogative, may delegate the Immediate Past President or from any one from the Past President to be his/ her adviser and shall become a member of this committee.



d. The President may appoint from the general membership to become a member of this committee.

7.10.9 Any member of the Execomm can propose the creation of an Ad-Hoc Committee for a limited period of time to address a specific need of the organization, the creation of which will be subject to approval by majority of the Execom members.

ARTICLE 8

NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS

8.1 NOMINATION AND ELECTION COMMITTEE (NOMELEC)

8.1.1 The NOMELEC shall conduct and supervise nomination and election of PICE QATAR Board of Directors and to ensure that such election is fair, efficient, and effective. The Past Presidents shall automatically be the members of this Committee and will be chaired by the Immediate Past President (IPP). If for any reason, the IPP is not physically present to chair the Committee, his predecessor shall take over and so forth. If by chance that all Past Presidents are not physically present in any election, the BOD shall appoint members and Chairman of this Committee from the General Membership sixty (60) days prior to the election of the succeeding Board of Directors.

8.1.2 The NOMELEC shall formulate rules, guidelines, and forms for the nomination and election process and present them to the BOD for information and reference at least thirty (30) days prior to the election.

8.1.3 The NOMELEC shall be empowered to handle any questions or conflicts that may arise during the election and its decision shall be final and binding to all parties concerned.

8.1.4 Members of the NOMELEC are not eligible to run for any elective office of PICE QATAR during their tenure and they shall be prohibited from engaging in any form of campaigning for or against any candidate.

8.1.5 The NOMELEC shall be fully responsible in reviewing and determining whether a nominee is qualified or not qualified to be a candidate for the Board of Directors and whose decision in this regard is final and binding.

8.1.6 Nomination Procedures for the Election of the Board of Directors

a. Any Regular/Life Member of the Chapter who holds a permanent and valid working visa, has been a member of the Chapter for at least one (1) year prior to the election, and is a member in good standing in accordance with Section 10.4, Article 10 of these By-Laws is eligible to be nominated as a candidate



for the Board of Directors. Provided, however, that the proposed Nominee has not served as a full-time member of the Board of Directors for three (3) consecutive years prior to election, in which case, he/she will not be eligible to be nominated as a candidate for the Board of Directors, at least for the current election.

- b. A Regular Member may nominate himself/herself or any other member as a candidate for the Board of Directors by filling out the prescribed nomination form.
 - c. An Associate Member may only nominate a Regular Member for candidacy.
 - d. All nominations shall be submitted to the NOMELEC at least thirty (30) calendar days prior to the date of the election.
- 8.1.7 The NOMELEC shall finalize the list of the qualified candidates at least (21) days prior to the date of the election and shall post the same together with the brief details of their resumes to all members eligible to vote, at least ten (10) days prior to the date of the election.
- 8.1.8 In the case of no quorum, refer to the NOMELEC Implementing Rules and Guidelines as stipulated in Clause 11.4.1.

8.2 ELECTION OF THE BOARD OF DIRECTORS

- 8.2.1 The fifteen (15) members of the BOD shall be elected during the Annual General Assembly by the members of PICE QATAR who are eligible to vote as described in Sub-clause 8.1.6a of Clause 8.1.6. Upon proclamation of the fifteen (15) elected members of the Board, this Board of Directors shall immediately convene a meeting in a separate venue to elect amongst themselves the nine (9) officers.

8.3 MANNER OF VOTING

- 8.3.1 Voting for any elective office of PICE QATAR shall be by secret ballot. Completed ballots shall be dropped to a designated ballot box witnessed by a member of the NOMELEC.
- 8.3.2 Any active member, Regular and Associate, who has paid his/her annual dues and other fees for the election year is eligible to vote.
- 8.3.3 Members who are eligible to vote shall cast only one (1) vote per candidate. Any ballot shall be filled-in to a minimum of ten (10) candidates and a maximum of fifteen (15) candidates, otherwise the ballot will be declared by the NOMELEC as null and void.
- 8.3.4 Absentee or Proxy voting shall not be allowed.



8.4 ELECTION OF DELEGATES TO THE ELECTORAL COLLEGE OF THE INSTITUTE

8.4.1 In addition to all Life Members who are permanent delegates to the Electoral College, the Board of Directors is empowered to appoint the delegates of PICE QATAR to the Electoral College of the Institute, if and when possible to do so.

8.5 ELECTION OF THE OFFICERS OF PICE QATAR

8.5.1 Immediately after and/or not more than one (1) week after the NOMELEC proclaims the result of the election, the elected Board of Directors shall convene to elect from amongst themselves the nine (9) officers of PICE QATAR, under the supervision of the NOMELEC. They also may or may not confirm the appointment of the six (6) Chairmen of the Constitutional Committees during this meeting.

ARTICLE 9

FOUNDING MEMBERS

Founding Members are those who formed part of the General Membership during the submission of the Roster to the Cultural Attaché for registration of PICE QATAR CHAPTER Constitution and By-Laws with the Philippine Embassy in Doha, State of Qatar.

ARTICLE 10

DUES AND FEES

10.1 The Executive Committee, upon recommendation by the Treasury Committee and the Committee on Membership, shall probe, update, and deliberate on dues for approval of the majority upon voting.

10.1.1 Entrance Fee (Registration Fee) QR 100

10.1.2 Annual Membership Fee QR 100

10.2 Sub-clause 10.1.2 shall be reviewed yearly and shall be approved by the EXECOMM. Any upward adjustment to be decided by the EXECOMM shall not be more than the equivalent amount being assessed by the Institute. The revised annual membership fee shall have an immediate effect thirty (30) days after giving due notice to the general membership, notwithstanding the amendment of Sub-clause 10.1.2 still having to be formally made in accordance with Article 14 of these By-Laws.



- 10.3** Members belonging to other Chapters applying for membership with PICE Qatar Chapter will be advised to settle all their back dues (if there be any) as advised by the National Office before they are recognized and classified officially as “active” members of the Chapter. Failing which, they will be advised that the PICE National will not recognize them as a member. Further, they will not be entitled to qualify to apply for Life Membership and/or elevation to Specialist category. Upon submission, review, and acceptance of membership requirements by the Membership Committee, then and only then will they be recognized as a PICE Qatar Chapter Member. However, failing to settle succeeding annual due/s with PICE Qatar for one (1) year from the date of registration, membership with the Chapter will be suspended temporarily until settlement of such due(s).
- 10.4** Every member who is up-to-date in the payment of all fees, dues and all authorized special assessments as provided in these By-laws, as well as those that may be payable to the Institute shall be considered "Member in Good Standing", provided that such member is not under suspension from the practice of Civil Engineering by the PRC or from membership privileges in the Institute under Sections 11 and 12 of Article II of the Institute By-laws (in accordance with the latest By-Laws approved by the Philippines Securities and Exchange Commission [SEC]).

ARTICLE 11

GENERAL ASSEMBLY AND MEETINGS

11.1 REGULAR ANNUAL GENERAL ASSEMBLY

11.1.1 The Regular Annual General Assembly shall be conducted every last Friday of November. The Agenda of the General Assembly shall include, but not limited to the following:

- a. Report of the Treasurer
- b. Report of the President
- c. Election of Board of Directors

11.1.2 The time and place of the Regular Annual General Assembly shall be indicated in the Notice of Meeting to be issued by the Secretary at least one (1) month in advance of the meeting.

11.2 SPECIAL GENERAL ASSEMBLY

11.2.1 Special General Assembly may be held:

- a. Upon call by the EXECOMM or upon call by the President in writing.



- b. Through an EXECOMM Resolution.
 - c. Upon request by at least one hundred (100) members in good standing.
- 11.2.2 During Special General Assembly, only the purpose of the meeting shall be discussed and acted upon; no other business shall be taken or discussed.
- 11.2.3 The General Membership may also conduct dinner or luncheon meetings whenever there are lectures, seminars, programs, or technical reports arranged or to be presented to the members.

11.3 MEETINGS OF THE EXECUTIVE COMMITTEE (EXECOMM)

11.3.1 Regular Meetings

The EXECOMM shall have regular meetings every first Friday of the month at such place and time the EXECOMM may designate.

11.3.2 Special Meetings

- a. The EXECOMM may conduct special meetings at any time, under any of the following circumstances:
 - i. Upon call by the President in writing or through telephone call to all other BOD's.
 - ii. Upon written request by at least five (5) BOD's sent to all the other members.
- b. Each notice or request for special meeting of the EXECOMM shall be sent to all BOD's at least two (2) days in advance and shall specify the date, time, place, and agenda of the meeting.

11.4 QUORUM

11.4.1 Annual General Assembly

The physical presence of at least one hundred (100) members in good standing or at least two-thirds (2/3) of the active regular members on record, whichever is lesser, shall constitute a quorum for the transaction of business. However, under special circumstances where physical presence is not possible, virtual presence of the above numbers shall alternatively constitute a quorum.

11.4.2 EXECOMM Meetings

The physical and/or virtual presence of the majority of the Board of Directors shall constitute a quorum for the transaction of business.



11.4.3 Majority Vote

With the presence of a quorum, a majority vote of the Board of Directors/ Members present during the meeting shall be sufficient to take any appropriate action and resolve issues which shall be binding on PICE QATAR CHAPTER.

11.5 ORDER OF BUSINESS

The order of business of any PICE QATAR CHAPTER meetings shall be as follows:

- a. Call to order by the Sergeant-at-Arms
- b. Opening Prayer/Exhortations
- c. Proof of Notice of Meeting
- d. Determination of a Quorum by the Secretary
- e. Approval of Minutes of Meeting
- f. Discussion of Agenda Items by the President
- g. Adjournment

11.6 MEETING RULES OF ORDER

The generally accepted rules of parliamentary procedures contained in the latest edition of "Robert's Rules of Order" shall be applied in all PICE QATAR CHAPTER meetings.

11.7 NOTICE OF MEETINGS

The Secretary shall, except for special meetings, send to each member the Notice of Meeting together with the Agenda of the meeting at least seven (7) calendar days prior to the date of the meeting, through telephone, mail, or other means of communication.

11.8 MINUTES OF MEETING

Minutes of meeting of the EXECOMM and any General Assembly shall be kept and carefully preserved as a record of the business transacted at such meetings.

Previous monthly Minutes of Meeting shall be issued at least seven (7) calendar days prior to the date of the next monthly Board meeting.



11.9 VOTING

- 11.9.1 Each active member shall be entitled to one (1) vote on any matter presented to the PICE QATAR CHAPTER membership for a vote.
- 11.9.2 No voting by proxy or absentee ballots shall be permitted on any matter presented to the PICE QATAR CHAPTER membership for a vote.
- 11.9.3 Unless a greater vote is required by this Constitution and By-Laws of PICE QATAR CHAPTER in a particular matter, the affirmative vote of at least a majority of those active members who are present and voting at a duly held business at which a quorum is present shall be the act of PICE QATAR CHAPTER.

ARTICLE 12

PICE QATAR AFFILIATION

- 12.1 Having acquired recognition as an International Chapter of PICE, the PICE National Constitution and By-Laws shall govern over this Constitution and By-Laws. Where there exist inconsistencies, the Board shall promulgate a resolution to address such.
- 12.2 PICE QATAR CHAPTER shall collect membership dues and other payments from all Members as defined and regulated by the Membership Committee and so provided for by the PICE Charter or the Leadership of the PICE National.
- 12.3 In the interest of the PICE QATAR CHAPTER members, otherwise precluded by the PICE Charter for membership, the PICE QATAR CHAPTER Associate members shall be so encouraged to advance their lot to the regular membership. They shall not, nonetheless, be discriminated upon by the Executive Committee on matters concerning them other than on membership categorization and/or Association defined by the Constitution and By-Laws of the Institute.

ARTICLE 13

LEGAL STATUS AND DISSOLUTION

- 13.1 PICE QATAR CHAPTER is an unincorporated association and is not legally affiliated with any company, agency, or special interest group from which PICE QATAR CHAPTER may draw its individual members. The use of funds of PICE QATAR CHAPTER shall be limited to educational and community services purposes. They shall not be used for social and/or political purposes, or for the benefit of any individual.



- 13.2** PICE QATAR CHAPTER is an independent legal entity, separate from every other organization or club, subject only to the express terms and conditions of affiliation stated in Article 12. As such, PICE QATAR CHAPTER is fully responsible for its own debts, liabilities, and other obligations. Any creditor of PICE QATAR CHAPTER shall look only to the assets of PICE QATAR CHAPTER for payment and not to any individual member of PICE QATAR.
- 13.3** In the event of dissolution of PICE QATAR CHAPTER, distribution of any funds, after payment of any indebtedness, shall be made either by contribution to any educational research or scholarship fund maintained by Philippine Institute of Civil Engineers, Inc. (National Chapter).
- 13.4** This Constitution and By-Laws of PICE QATAR CHAPTER shall be governed by and interpreted in accordance with the laws of the Republic of the Philippines and the State of Qatar.

ARTICLE 14

AMENDMENTS

- 14.1** Amendments to this Constitution and By-Laws shall only be effected every three (3) years. Proposed amendments or revisions to this CBL may be submitted by any member in good standing (as defined under Articles 10.3 and 10.4, respectively, of this CBL) to the Committee on Constitutional Amendments and Oversight (COCAO) which is tasked and responsible for consolidating all proposed amendments for the consideration of the general membership.
- 14.2** Any proposed amendment shall become valid when ratified by a quorum (as defined under Article 11.4.1 of this CBL) of the general membership and shall take effect at 12:00:01 of January in the year immediately following the ratification of this CBL.

ARTICLE 15

TRANSITORY PROVISION

15.1 EFFECTIVITY

This Constitution and By-Laws shall be presented to the General Membership for ratification as per Article 11 above and, upon ratification, shall be subsequently forwarded to the Institute for verification, duly attested by the Chapter Secretary and co-



signed by the Chairman of the Committee on Constitutional Amendments and Oversight and its members.

15.2 TRANSITORY PROVISION

Any provision(s) of the Institute's By-Laws that are referred to in this Constitution and By-Laws shall become an integral part of this Constitution and By-Laws. In case of any conflict between any provisions of this Constitution and By-Laws and the provisions of the By-Laws of the Institute, the By-Laws of the Institute shall prevail. Consequently, if any provision(s) of these By-Laws shall be deemed unconstitutional or unlawful with respect to the laws of the Republic of the Philippines and/or the State of Qatar, such provision(s) shall be considered null and void. All other provisions of these By-Laws shall remain in effect.



Prepared by: **COMMITTEE ON CONSTITUTIONAL AMENDMENTS AND OVERSIGHT**

Chairman: **ENGR. ARMAN A. TOLENTINO**



Members:

ENGR. ROY L. BAQUIRAN



ENGR. GERALDO T. MANAGUELOD



ENGR. DELFINO C. DE LEON

ENGR. ARNEL P. PUNSALAN

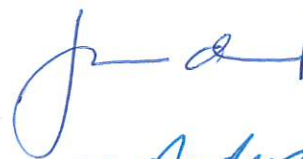
ENGR. NOEL T. JUMAWAN



ENGR. ALLEN L. NACARIO



ENGR. SHIELA L. MEDEL



ENGR. MARK ANTHONY P. ABENDAN



ENGR. BELINDA E. DELA CRUZ



ENGR. RICO C. DELA ROSA



ENGR. MICHAEL G. MAGLALANG



We hereby certify that the herein amendments to the Constitution and By-Laws were reviewed by the undersigned members of the 2021 Executive Committee (EXECOMM) prior to its ratification by the General Membership on 26 November 2021.

ENGR. MARK ANTHONY P. ABENDAN

President



ENGR. ARMAN A. TOLENTINO

1st Vice President



ENGR. ROGEL B. BANAL

2nd Vice President



ENGR. DAVE G. SANCHEZ

Secretary




ENGR. MARIAN M. OCAMPO

Treasurer



ENGR. BELINDA E. DELA CRUZ

Auditor



ENGR. MIKAELA L. ESPIRITU

Business Manager



ENGR. MARIE JOY E. REYES

Public Relations Officer



ENGR. EDUARDO V. FRANCISCO

Sergeant-At-Arms



ENGR. DANICA ROSE M. ALCANTARA

Chairman – COME



ENGR. EMILIO M. MANALO

Chairman - COPA



ENGR. MELIZA M. ORTIGUERRA

Chairman – COWME



ENGR. EDGAR F. DOMINGCIL

Chairman – COHOPLE



ENGR. AUSHFORD O. ACERA

Chairman – COCPA



ENGR. ALDEN P. CAYAGA

Chairman – COPI



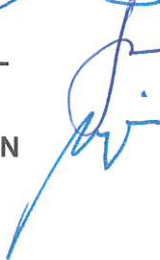
ENGR. SHEILA L. MEDEL

Immediate Past President



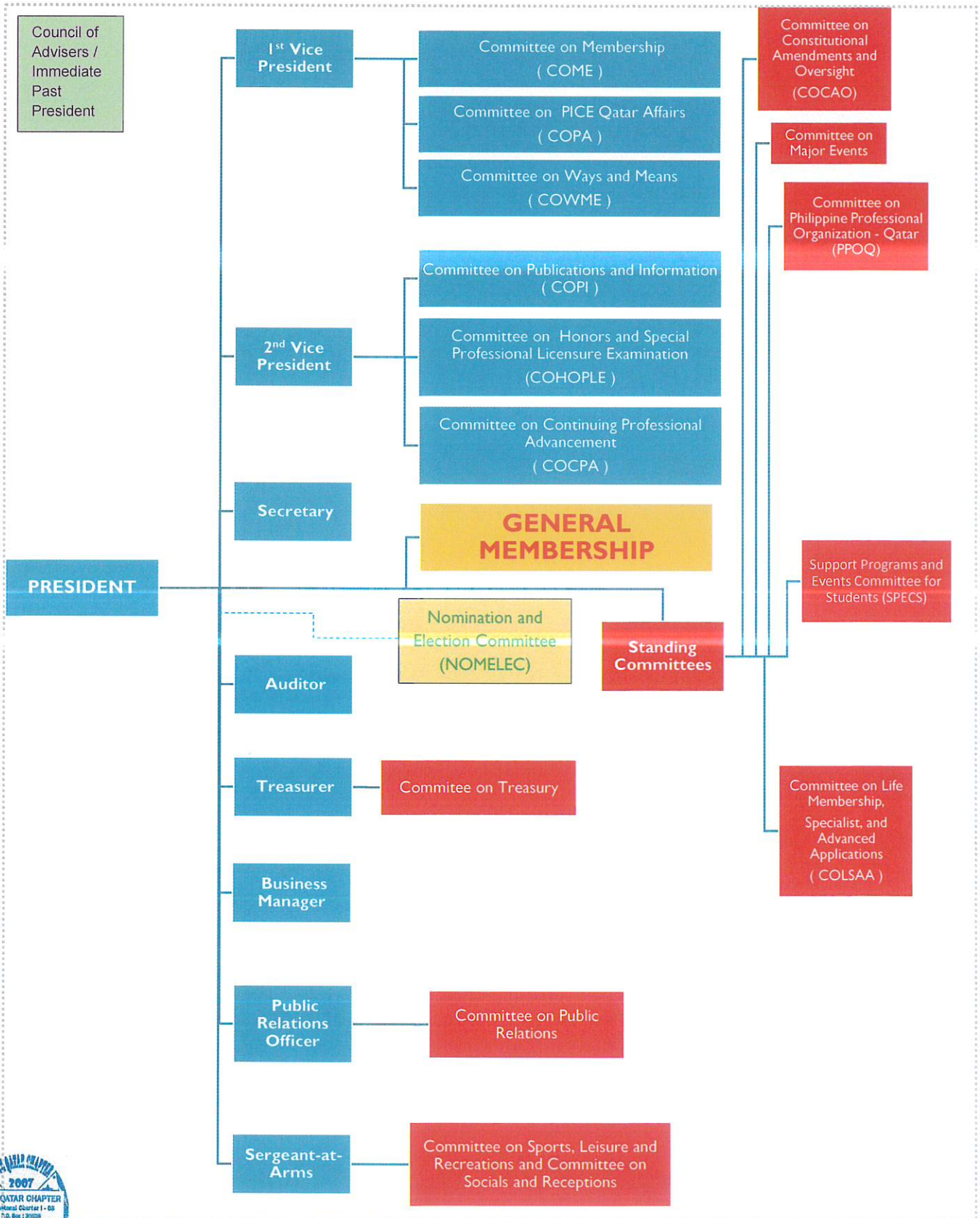
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