



## Philippine Association of Chemistry Students, Inc.

### Rules of Procedure

*By virtue of Section 2, Clause 3, of Article 8 of the Constitution and By-Laws of PACS, Inc., and subsuming all other implied provisions thereof, the following are approved by the Executive Committee of PACS, Inc. on the 2nd of July 2007 and shall be known as the Rules of Procedure of PACS, Inc. If there are no rules applicable to specific cases, the interpretation of the rules as given by the Rules Minister or the President in his stead, shall take precedence.*

#### **Rule 1. Requirements for Continuing Member Societies**

- (1) The following shall be the requirements for continuing membership into PACS, Inc.:
  - a. certified true copy of the society's paper(s) of recognition granted by their college, institution, or department
  - b. a draft of the society's calendar of activities
  - c. list of current Society Officers and Faculty Adviser(s), including the contact details of all the officers;
  - d. list of current active, resident members (hard and soft copies);
  - e. accomplished Society and Individual Membership Forms;
  - f. payment of the Society Fee (PhP 750.00 for societies within Metro Manila and nearby areas (Rizal, Laguna, Cavite, and Bulacan) or PhP 400.00 for societies outside Metro Manila); and
  - g. payment of total Individual Membership Fees (PhP 60.00 for each individual member of societies within Metro Manila and nearby areas or PhP 30.00 for each member of societies outside Metro Manila).
- (2) If and when a Society's Constitution is revised, a copy duly ratified under that society's Constitution must also be submitted.
- (3) The requirements as given above must be submitted to the Rules Minister ([a], [b], and [c]), the Membership Committee ([d] and [e]), and the Finance Committee ([f] and [g]), on a set date not later than the 5<sup>th</sup> of August of the Association Year.
- (4) All requirements must be validated by the Vice-President for Membership, the Vice-President for Finance, the Rules Minister, and the President.

#### **Rule 2. Requirements for Societies Applying for Membership**

- (1) Together with the previously mentioned requirements for continuing membership into PACS, Inc., societies applying for membership must **also** submit the following:
  - a. a copy of their society's constitution; and
  - b. a letter signed by all Society Officers and the Society's Faculty Adviser(s) stating the society's intent to apply for membership into PACS, Inc.
- (2) Societies applying for membership must have:
  - a. at least thirty (30) active, resident members composed of at least two (2) year-levels;
  - b. an established domicile within the institute or department; and
  - c. two (2) or more Chemistry-related major activities that cater to the population in general
- (3) All applications for membership are subject to the approval of the Executive Committee. The requirements (except the fees) must have been passed not later than thirty (30) days after application into PACS, Inc. is requested from the Vice-President for Membership.
- (4) If and when any society that applies for membership comes from the same college or institute as any of the continuing members of PACS, Inc., the Executive Committee approval must come with a concurrent approval from the continuing member society concerned (*see Rule 11*).
- (5) A new member society shall assume its membership on the first General Assembly meeting of the term immediately after the Executive Committee's approval. Societies assuming their membership on the first General Assembly meeting for November shall pay fifty percent (50%) of all common fees paid by member societies from June to October of that association year.
- (6) Any member society expelled from PACS, Inc. may re-apply for membership after one (1) year from the date of expulsion.

### **Rule 3. Individual Membership Forms**

- (1) These shall be submitted by each individual member at the beginning of every semester or term:
  - a. accomplished PACS, Inc. Individual Membership Forms released by the Vice-President for Membership;
  - b. recent 1x1 or 2x2 photo of the member; and
  - c. certified true copy of their current school registration form or validated identification cards. Registration forms or validated identification cards submitted in the second semester or term will be appended to their existing membership form.
- (2) The designated representatives shall be responsible for procuring such requirements especially when their society has new members at the beginning of each semester or term. These shall be submitted to the Vice-President for Membership, in the manner given by him.

- (3) The individual membership forms shall only be considered validated when the Vice-President for Membership has affixed his signature on it.

**Rule 4. General Assembly Meetings**

- (1) General Assembly meetings shall be at the university, school, college, or institute of the incumbent President unless otherwise given. The time and exact date of the meeting shall be announced in advance by the Secretary. Normally, PACS, Inc.'s General Assembly meetings are on every other Sunday from the first meeting of the semester or term, from 9:30 AM to 12:00 noon.
- (2) PACS, Inc. shall provide all member societies attending a General Assembly meeting a copy of:
  - a. the agenda for that meeting; and
  - b. the minutes of the last meeting.
- (3) Any unfinished business from the last meeting shall be taken up in the same status, unless there shall be a meeting specially reserved for such purpose. Each meeting shall begin with the reading of the minutes of the previous meeting.
- (4) Voting during a General Assembly meeting shall be nominal or by secret ballot as deemed necessary by the Executive Committee. In nominal voting, the societies shall be called in alphabetical order by the name of their university, college, or institute, and shall call out their vote. Societies from the same university or college shall be called by their society name.

**Rule 5. Executive Committee Meetings**

- (1) The Executive Committee shall meet once a month or as necessary upon the approval of the majority. It shall meet in preparation or in evaluation of the activities of PACS, Inc., and if any pending proposal from the General Assembly, Executive Board, or the Faculty Advisers requires its decision.
- (2) The Executive Committee may, on their discretion, report or not the proceedings of such meetings. Only the members of the Executive Board may, by request, compel the Executive Committee to report such proceedings.

**Rule 6. Committee Meetings and Proceedings**

- (1) Committee meetings can and may be called as necessary by the committee chairpersons.
- (2) The venue, date, and time of the meeting must be announced by the committee chairperson three (3) days in advance. A member may not attend, without penalty, any meeting whose details are not announced as required.
- (3) The proceedings of the meeting must be recorded and reported to the General Assembly or Executive Committee meeting immediately following it.

- (4) The committee chairperson shall submit a written report containing the details of all committee meetings and recommendations for disciplinary actions if any, to the President and the Rules Minister respectively, at the end of the semester or term.
- (5) The committee chairpersons may set reasonable fines if and when any of their members fail to submit a requirement on a set date. The fine shall not be more than one hundred pesos (PhP100.00), and shall follow from the terms set in Rule 10. Any fine so imposed must be approved by the Vice-President for Finance.
- (6) Apart from the duly-designated representatives, volunteer representatives from any member society may participate in the affairs of PACS, Inc. He must inform first the President, the Rules Minister, and the Secretary of his intention to join and work for any of the standing committees; or the committee chairperson shall do so in their behalf.

**Rule 7. Tardiness and Absence Fines**

- (1) The basis of time for tardiness shall be the Secretary or the President.
- (2) A grace period of ten minutes shall be given before any representative is marked late.
- (3) The inclusive time as stated herein shall be accounted by the minute. A fraction of a minute shall count as one full minute.
- (4) Anyone whose absence is **validly excused** shall not be forced to pay the penalty provided he accomplishes the requirements in Rule 8.
- (5) Those that shall incur an unexcused absence must pay the necessary penalty.
- (6) One major activity is equal to two General Assembly or Executive Committee meetings. PACS, Inc.'s major activities include PACSosyalan, OlymPACS, PACSiklaban, and the National Students' Chemistry Congress. Other projects of PACS, Inc. may also be considered as major activities as agreed upon and announced by the Executive Committee.
- (7) Tardiness and absence fines shall have been paid not later than the second General Assembly or Executive Committee meeting after incurring such tardiness or absence. The concerned shall pay 10% the amount he/she is originally liable for each General Assembly meeting that passes after the second in which he/she does not settle such.
- (8) Notices of payment shall be issued by the Vice-President for Finance at the next General Assembly meeting after such penalty was incurred. If no notice is issued, the fine is considered to have been paid in full.

Inclusive Time	General Assembly(per rep)	Executive Committee
1 to 30 minutes	PhP 20.00	PhP 40.00
31 to 59 minutes	PhP 40.00	PhP 80.00
60 minutes and above (absent)	PhP 250.00	-

Unexcused Absence	PhP 250.00	PhP 120.00 +
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**Rule 8. Excuses for Absences**

- (1) Absences are only considered excused if the protocol for absence has been followed:
  - a. the President, Rules Minister and Secretary have all been informed and have cleared the absence at least one day prior to the absence; emergency cases such as illness and other personal reasons, notice shall be given on the morning of the General Assembly, at most.
  - b. an excuse letter is submitted to the Secretary at the next General Assembly immediately after the date of absence.
- (2) Only academic-related activities and organization or society activities are valid excuses for absence in PACS, Inc.'s meetings, affairs, or activities.
  - a. For academic-related activities, the concerned must submit a letter signed by the professor and verified by the Society's Faculty Adviser(s). The letter must be given to the Secretary at the next General Assembly meeting after such absence. Academic-related activities include registration/enrollment, exams and reports on/due on the day of the meeting.
  - b. For organization or society activities, the concerned must submit a letter signed by the Society's Faculty Adviser(s) and the Department Head. The letter must be given to the Secretary at the next General Assembly meeting after such absence.
- (3) Personal reasons such as illness, family problems, and temporary incapacity can be excused by the President, Rules Minister and Secretary on their agreed consent.
- (4) Emergency meetings (i.e., any meeting out of schedule) by the General Assembly or Executive Committee shall not incur any tardiness or absence fines.
- (5) Unless otherwise agreed upon, any absence not within the categories mentioned above are unexcused.

**Rule 9. Fines from Late Payments**

- (1) PACS, Inc. shall collect fines from payments not made within the set date given by the Vice-President for Finance.
- (2) All late payments shall be fined a 10% addition for every Saturday that passes after the due date. The 10% fine shall apply for the total payment to be made.
- (3) If no payment is made after the last General Assembly meeting of the semester or term (October and March), the original total amount, together with the total fines, shall be doubled.
- (4) The Vice-President for Finance may recommend disciplinary actions against any member society if the payment is unreasonably delayed beyond one week after the set date in clause (3).

**Rule 10. Concurrence of Member Societies on Executive Decisions**

- (1) With respect to the rights and interests of the member societies of PACS, Inc., all executive decisions not expressly covered by the provisions of both the 2005 Constitution and By-Laws and the Rules of Procedure that may affect such rights and interests (except decisions on disciplinary actions) must be given concurrent approval by the member society concerned through the Society's President. Any objection(s) to, or rejection of such, must be endorsed by the society's Faculty Adviser(s) and submitted in writing to the President of PACS, Inc
- (2) All decisions and agreements discussed and resolved during the General Assembly meetings, verbal or written, shall hold. Any objections or conflicts shall be raised by the Society Representative(s) on the day of the meeting or on the next General Assembly meeting provided that the issue remains unresolved. Otherwise, the objection shall be overruled.

**Rule 11. Elections**

- (1) All candidates are required to submit the following on or before the date set by the Commission on Elections:
  - a. accomplished certificate of candidacy; and
  - b. a general plan of action containing their plans for the position and as a member of the Executive Committee, according to the duties stipulated in the Constitution.
- (2) Miting de Avance and Regular Elections shall be on the same day. The presentation and election of candidates shall be in two groups:
  - a. Group 2 candidates (the Rules Minister, Auditor, and the VPs for Operations, Membership, and Special Projects) shall be presented first, followed by their election.
  - b. Group 1 candidates (the President, Secretary, and the VPs for Finance, Academic Affairs, and Publications) shall be presented afterwards, also followed by their election.
- (3) Reelection or special elections for any position shall be held after the regular election of the two groups.
- (4) Each society shall be given, at most, five (5) Certificates of Candidacy. These may not be photocopied, and if any or all shall be unused, such must be surrendered by the member society representatives to the Commission on Elections on the day of election. Failure to do so will mean nullification of that society's candidates for the elections.

**Rule 12. Amendments to the Rules of Procedure**

- (1) Any change to be effected to the Rules of Procedure of PACS, Inc. can be made only by the Rules Minister, in his capacity or through the recommendation of PACS, Inc.'s Faculty Adviser(s), but only at the beginning of each term (June or November).

- (2) Any amendment to the Rules of Procedure must be approved by two-thirds of the Executive Committee sitting en banc without any abstentions and presented to the General Assembly on the first meeting of the term.
- (3) Any particular change or amendment to the Rules of Procedure will not take effect if and only if two-thirds of the member societies oppose such.