

*Constitution and By-Laws of the
Philippine Society of Safety Practitioners
Middle East Region*

Preamble

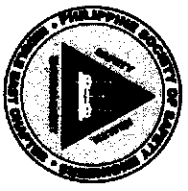
We, the Safety, Health and Environmental Management practitioners in the Middle East, having organized and established the Philippine Society of Safety Practitioners - Middle East Region, that embodies our visions, values and beliefs, do hereby promulgate these Constitution and By-Laws.

**ARTICLE I
NAME, SEAL AND BANNER OF THE CHAPTER**

SECTION 1
The name of the organization shall be the Philippine Society of Safety Practitioners - Middle East Region or simply PSSP-MER. Hereinafter, the Middle East Region (MER) shall be referred to as the Society, and the Philippine Society of Safety Practitioners (PSSP) shall be referred to as the Society.

SECTION 2
The Seal of the Society shall be in the shape and design as duly approved by the members, as affixed to these Constitution and By-Laws. It shall appear in every official document of PSSP-MER. The Seal shall not

be changed, altered or revised oftener than once every five years. The banner shall bear the official seal of the Society.



**ARTICLE II
HEADQUARTER OF THE CHAPTER**

SECTION 1
The Headquarter of the Chapter shall be located in the city of Al Khobar, Saudi Arabia. The Officers and members of the Board of Directors may change the Headquarter of the Society or establish additional offices elsewhere as it is deemed appropriate in order to support its goals and objectives.

**ARTICLE III
THE ORGANIZATION**

SECTION 1
The PSSP - MER is a non-profit organization, duly recognized by Philippine Embassy in Riyadh, to operate and carry out its goals and objectives in its geographical location served. It shall operate in accordance with the Society's Constitution and By-Laws.

SECTION 2
The Society is a professional organization and a duly recognized member of Accredited Community Partners (ACP) of Philippine Overseas Labor Office (PLO) and Overseas Workers Welfare Administration (OWWA) of Eastern Province, Saudi Arabia.

SECTION 3

In order to maintain the Society, a minimum of 15 active members is required.

SECTION 4

The Society's activity year shall be from January 1 to December 31.

**ARTICLE IV
GOALS AND OBJECTIVES**

SECTION 1 THE GOALS AND OBJECTIVES OF THE SOCIETY SHALL BE:

- a) To promote, demonstrate and lead best practices in the fields of safety, health and environmental protection under the guiding principles of good leadership, professional conduct, proactive mindset and universally accepted norms and philosophy in occupational safety, health and environmental management.
- b) To promote continuing education and enhancement of knowledge and skills of the members in the fields of safety, health and environmental management through trainings, seminars, conventions, consultations, awareness campaigns and other feasible means.
- c) To provide means for continuing interchange and acquisition of professional knowledge and related technical information among its members.
- d) To promote and foster camaraderie and brotherhood among the members.
- e) To promote cooperation, good relationship and extend related technical services to other professional and local organizations.

f) To participate in and support programs of the Philippine Government and Filipino Community that benefit Filipino expatriates within the geographical location served.

g) To support programs and initiatives of local government authorities in promoting safety, health and environmental protection.

h) To recognize and promote commendable actions and efforts of members or non-members, towards preventing accidents, injuries and in promoting a safe work environment.

i) To recognize and promote the DOLE-BWC safety standards.

**ARTICLE V
MEMBERSHIP**

SECTION 1 CLASSIFICATION OF MEMBERSHIP

The membership of the Society shall consist of Professional, Regular and Associate Membership.

SECTION 2 MEMBER QUALIFICATIONS CRITERIA:

- a) Professional Member
 1. Must be a full time safety practitioner and have relevant experience in occupational health, safety, risk management or environmental protection:
 2. Completed the required number of hours equivalent to 120 Training Hours conducted by the society.
 3. At least a graduate of any four year college course.
 4. At least ten (10) years working experiences in the field of Safety if the applicant is a college undergraduate of four year course.
 5. Professional membership only granted if he shall pass the general evaluation assessment program administered by the society.
 6. Renewal of the professional membership shall be granted only upon successful completion of items # 2 and 5.

b) Regular Member

Must be a practitioner in occupational health, safety, risk management or environmental protection, with possessed qualifications as follows;

1. Completed the required number of hours equivalent to eighty (80) training hours conducted by the society.
2. At least college and or a graduate of technical course.
3. At least five (5) years accumulated working experiences in the field of Safety.
4. He / She shall pass the general evaluation and assessment program administered by the society.

c) Associate Member

1. Any individual of any discipline, profession or field of expertise who has the interest to support or promote accident prevention, health, safety and environmental protection.
2. At least in the process of completing the forty (40) training hours administered by the society.

SECTION 3 RIGHTS AND PRIVILEGES OF MEMBERS

Members in good standing shall have the rights and privileges as described below:

- a) The right to vote and to be voted upon, to any elective position of the Society.
- b) The right to be notified in timely manner and the right to attend and participate in regular and special meetings / deliberations of the Society.
- c) The privilege to be appointed by the Board to any appointive position of the Society.
- d) The privilege to attend courses, seminars, and other events conducted and / or sponsored by the Society.
- e) The privilege to promote or publish his works, achievements or expertise in the Newsletter of the Society.

- f) The privilege of receiving employment assistance or any other forms of assistance that may be available from the Society.

SECTION 4

Members in good standing are those up-to-date in the payment of all fees, dues and all other assessments approved by the Board.

Section 5

Professional and Regular members of the society have the option to be a member of ASPPI.

SECTION 6 DUTIES AND RESPONSIBILITIES OF MEMBERS

Members shall have duties and responsibilities that include but are not limited to the following:

- a) Obey, uphold, respect and protect the Society's Constitution and By-laws and the rules and regulations that the Society may adopt.
- b) To attend and actively participate in meetings, gatherings and affairs of the Society.
- c) To notify the Secretary General in a timely manner, of any changes of his / her address, sponsorship, employment or any other related information.
- d) To pay all fees, dues and other assessments as approved by the Board in timely manner.

**ARTICLE VI
OFFICERS AND BOARD OF DIRECTORS**

SECTION 1 THE OFFICERS

The Officers of the Chapter shall consist of a President, a Vice President for External Affairs, a Vice President for Internal Affairs, a Secretary General, an Asst. Secretary General, a Treasurer, an Auditor, and a Press Relation Officer.

SECTION 2 TERM OF OFFICE OF THE BOARD OF DIRECTORS & OFFICERS

All officers and Board of Directors of the Chapter shall hold office for two (2) years and until their successors are duly qualified and elected.

SECTION 3 THE BOARD OF DIRECTORS

The Board of Directors shall consist of a Chairman, a Vice Chairman, and Seventeen (17) members including the eight (8) officers. The Board shall control the business conduct and properties of the Society.

SECTION 4 QUALIFICATIONS OF THE BOARD OF DIRECTORS

No members shall be eligible for election to the Board of Directors unless he has the following qualification:

- a. Bonafide Professional or Regular member of the Society.
- b. Filipino citizen and at least 25 years old
- c. Was not convicted of any crime
- d. With good moral character

SECTION 5 QUALIFICATIONS OF OFFICERS

Only a professional member may be elected to the position of President and Vice Presidents, and regular or professional member, to the position of other officers of the Chapter.

SECTION 6 DISQUALIFICATION OF DIRECTORS 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 this code committed within five (5) years prior to the date of his election or appointment, shall qualify as a trustee or officer.

**ARTICLE VII
DUES AND FEES**

SECTION 1 ADMISSION / REGISTRATION FEE.

Each new member shall pay an admission / registration fee of One Hundred Saudi Riyals (SR 100.00) upon submission of duly accomplished membership application form and associated requirements i.e. accomplished CV.

SECTION 2 ANNUAL MEMBERSHIP FEE

Each member shall pay an annual membership fee of One Hundred (SR100.00) Saudi Riyals upon acceptance of application for membership and every year thereafter.

SECTION 3 LIFETIME MEMBERSHIP

Lifetime membership is optional, however; if any member wishes to avail such membership, he shall pay an amount of One Thousand Saudi riyals (SR 1,000.00) upon acceptance of his application.

SECTION 4 OTHER FEES

Each member shall pay other fees as may be prescribed and approved by the Board.

**ARTICLE VIII
FUNCTIONS AND POWERS OF OFFICERS**

SECTION 1 BOARD OF DIRECTORS

The corporate powers of the Society shall be managed and governed by the Board of Directors in conformity with the provisions of these Constitution and By-Laws.

The Chairman of the Board shall oversee and manage all activities of the Board and, in his absence or incapacity, the Vice Chairman shall chair the Board. Each Director shall execute a specific role or manage specific functions of the Society as may be defined and assigned by the Board.

The corporate functions of the Board of Directors include but are not limited to the following:

- a) Management of working committees of the Society as herein prescribed.
- b) Development / introduction of new policies, programs or external affairs.
- c) Amendment / revision of existing policies / programs including these Constitution and By-Laws
- d) Investigation of any member who is subject to either suspension or expulsion from the Society, or on other related issues.
- e) Summon meetings of officers and members in relation to its exercise of corporate powers of the Society and Society -related activities.
- f) Endorse to the Society President, in writing, any resolution, decision, amendment, plans, programs or pertinent issues, for execution in accordance with the provisions of these Constitution and By-Laws.
- g) Supervision and care of all the properties of the Society.

SECTION 2 THE PRESIDENT

The President shall be the Chief Executive Officer of the Society. In addition to his duties as such, he shall preside at all meetings of the Society.

He shall execute all resolutions and all decisions endorsed by the Board of Directors through an executive order issued for such purpose.

He shall be charged with directing and overseeing the activities of the Society.

He shall have control over and approve all expenses vouchers. Together with Secretary General of the Society, the President shall present and submit to the Board of Directors and members as soon as possible, after the close of the fiscal year a complete report of the activities and operations of the Society for the fiscal year under his term.

In his discretion, he shall present to the Board, issues, recommendations and plans of action for deliberation and consensus approval of the Board.

He shall appoint committees as necessary to implement objectives of the Society.

He shall delegate any member or appoint representative of the Society for functions or activities that may be called for during his term.

He shall commit the Society to actions in consonance with resolutions adopted at meetings of the Board.

He shall represent the Chapter in all meetings and activities with other professional organizations or institutions where representation of the Society is required or desirable.

SECTION 3 THE VICE PRESIDENT FOR INTERNAL AFFAIRS (VPIA).

In the absence or during the incapacity of the President, he shall exercise all powers and perform all duties and responsibilities of the latter and shall facilitate other activities that may be endorsed by the Board.

SECTION 4 THE VICE PRESIDENT FOR EXTERNAL AFFAIRS (VPEA).

In the absence of the President and the Vice President for Internal Affairs, or incapacity of both, he shall exercise all powers and perform all duties and responsibilities accordingly and shall facilitate other activities that may be endorsed by the Board.

He shall be responsible for the coordination and implementation of projects and programs that concern external activities in respect of other professional organizations and institutions.

He shall be responsible for the solicitations, coordination with prospective sponsors, donors, and/or patrons in relation to the Society's seminars, training and/or fund raising activities.

SECTION 5 THE SECRETARY GENERAL

He shall provide Officers and Members with all relevant notices, circulars and information called for, under these Constitution and By-Laws.

He shall keep the official seal of the Society and affix such seal to any document of the Society requiring the same.

He shall have the custody of the Society's assets and properties.

He may, in his discretion, endorse any Society's asset, property or important records, to the Society President or Chairman of the Board of Directors, for safe-keeping purposes.

He must manage a five (5) year retention period of important records and documents of the Society, such as but not limited to the following:

- a) Updated membership roster
- b) Financial reports
- c) Records of audits
- d) Minutes of all meetings
- e) Training records
- f) President's reports
- g) Copies of issued circulars / correspondence of the Society
- h) Copies of certificates issued / awarded by the Society
- i) Newsletters, souvenirs, electronic files and other related information

SECTION 7 THE ASSISTANT SECRETARY GENERAL

In the absence or incapacity of the Secretary General, he shall exercise all the functions, duties and responsibilities of the latter.

He shall assist the Secretary General in carrying out assigned functions outlined in the preceding section or on activities that may be called for or assigned by the President.

SECTION 8 THE TREASURER

He shall be in-charge of the funds, receipts and disbursements of the Society.

He shall keep in his custody or in a Society-designated depository, all funds and other valuables of the Society.

He shall keep and in-charge of the book of accounts which shall be open for audit upon request of any two members of the BOD and upon approval by the members of the Board of Directors.

He shall also perform such other duties and responsibilities as may be assigned by the President.

SECTION 9 THE AUDITOR

He shall audit financial records including funds/cash on hands, receivables, assets, valuables and properties of the Society.

He shall document each audit, signed off findings and endorse copies of such findings to the Secretary General for recordkeeping purposes.

He shall also perform other functions as may be assigned by the President.

SECTION 10 THE PRESS RELATION OFFICER

He shall be responsible for the publications, awareness campaign and release of approved information and materials approved for mass media, newspapers, magazines, newsletters and / or any announcement in public places.

He may also coordinate with the Secretary General for any relevant issues that may require publication or announcement for the information of the members.

He will also serve as the information officer for potential future members of the Society.

ARTICLE IX

ELECTION, APPOINTMENT AND SUCCESSION OF OFFICERS, HEAD OF WORKING COMMITTEE

SECTION 1 MANNER OF VOTING

Election and/or removal of the Officers and BOD of the Society shall be done by secret balloting and a manner that will truly reflect the decision of the majority.

Proxy voting shall not be allowed.

The Society may consider the use of latest system or means of voting available at the time of election, such as via email or equivalent means, provided however, a consensus approval is sought from the majority of

the Board of Directors and Officers through a special meeting duly held for such purpose.

SECTION 2 ELECTION

The officers of the Society shall be elected at large by the members in good standing of the Society through secret balloting.

SECTION 3 ELECTION DATE

The election date shall be held every two years on the 2nd Friday of October and will assume office for the next Fiscal Year.

SECTION 4 QUALIFICATIONS

All members of the Society in good standing are qualified to vote and be elected as members of the Board of Directors and Officers.

SECTION 5 VACANCIES

Vacancies in the elected official positions and the members of the Board of Directors shall occur in the following manner:

- a) Resignation by officer from his/ her portfolio or his/ her membership must be in writing and be served officially to the Secretary General and officially confirmed and accepted by the Board of Directors during a meeting called for the purpose.
- b) Removal for cause. Elected officers of the Society may be removed from the office as stated for cause in Article XI of these Constitution and By-Laws.
- c) By reason of death or incapacity. The Chairman of the Board of Directors may call a meeting for this purpose and may appoint a successor on the position declared vacant and whoever appointed to fill-in the particular position may serve the remaining days, months or year of the term of service which he is supposed to assume.

ARTICLE X WORKING COMMITTEES

SECTION 1

The following working committees have been created to streamline activities of the Society, in support of its goals and objectives. Each Committee will be chaired by a nominated responsible, drawn from the Board of Directors, as prescribed in the preceding Article VIII, Section 1.

- a) Membership Committee
- b) Training and Education
- c) Ways and Means
- d) Publication, Information and Documentation
- e) Honors and Awards
- f) Sports and Culture
- g) Association Activities
- h) Community Services
- i) Government Relations
- j) Members' Welfare and Assistance
- k) Research and Development (Procedures / Standards)

ARTICLE XI SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP

SECTION 1

Suspension, expulsion, and termination of membership shall be in accordance with the rules and regulations of the Society.

SECTION 2

= Any member of the Society may file charges against a member by filing a written complaint with the Secretary General of the Society.

ARTICLE XII MEETINGS

= A special meeting of the BOD shall be convened by the Chairman to consider the charges filed against a particular member, upon the recommendation by the Secretary General.

= The affirmative vote of 1/3 of all the members of the society shall be necessary to suspend a member, provided that where the penalty is expulsion, the affirmative vote of 2/3 of all the BOD's shall be necessary to expel a member.

SECTION 3 GROUNDS FOR SUSPENSION

= Any officer or member of the Board who absent himself for three consecutive BOD monthly meetings without valid and acceptable reasons will be subject for suspension.

= Any member who fails and neglect to pay his membership fees and other required fees for a period of one year.

SECTION 4 GROUNDS FOR EXPULSION

= Any member of the Society who unlawfully practices the safety and health profession or engaged in activities in such a manner that affects the honor and dignity of the Society or destroys the image of safety and health profession in general.

= Any member who fails and neglects to pay his membership fee and / or other required fees for a period of two years.

= Any member who is proven to be taking advantage of the Society that leads to derogatory acts or omission.

= Any member who has been suspended for three consecutive occasions shall be subject for expulsion.

SECTION 5 NOTIFICATION

A written notification shall be served to the concerned member within thirty (30) days of approval of the expulsion / suspension.

SECTION 1 MONTHLY / SPECIAL MEETINGS

= Monthly / special meetings of the members shall be held on date and time suitable to the majority, considering respective geographical locations and other considerations.

= During such meetings, the President shall render his activities, report to the members including the planned activities and to be agreed upon by the members of the Society.

= Special meetings may be called for every time the need arises, by the Board of Directors or the President or petition of one-third of general members.

SECTION 2 NOTICES

Notices of date, time, and place of annual, monthly and special meetings of the members shall be given either personally or by special mail thru E-mail or by Fax, at least one week before the date set for such meeting. In urgent cases, the notice may be communicated at least two days before the date such meeting personally or by telephone or by Fax, and / or by E-mail.

The notice of every special meeting shall state briefly the purpose of the meeting.

No other business shall be considered at such meeting, except with the consent of all the members present thereat.

SECTION 3 WAIVER OF NOTICE

Notice of meeting may be waived verbally by attending it.

SECTION 4 QUORUM

A quorum of fifty percent plus one (50% + 1) is required for any meeting of the members and this shall consist the majority of the members. A majority of such quorum may decide any question at the meeting, except

those matters where the Society requires the affirmative vote of two thirds (2/3) of all the present members.

Any member who, for any valid reason, cannot physically attend any scheduled meeting but, has been able or managed to notify the Board of his incapacity to attend the meeting prior to or during the meeting, and has confirmed his support to whatever consensus decision the majority may conclude upon during the meeting, shall have his/ her attendance counted to form a quorum or in favor of the majority.

SECTION 5 ORDER OF BUSINESS

The order of business at the annual meeting of the members shall be as follows:

- a) Proof of service of the required notice of the meeting except when such notice is waived by the members constituting a quorum.
- b) Proof of the presence of a quorum.
- c) Reading of the summary of approved minutes of the previous meetings, except when such reading is dispensed with by a majority of those present.
- d) Unfinished business.
- e) Report of the President.
- f) Election of the Board of Directors for the ensuing year.
- g) Other matters.

SECTION 6 VOTING IN PERSONS AND BY PROXY

Members in persons shall be entitled to one vote, whereas voting by proxy is **NOT ALLOWED**.



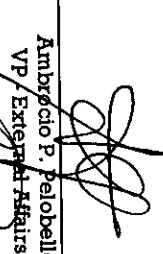
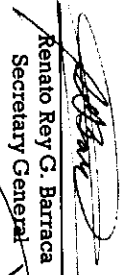
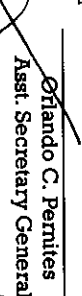
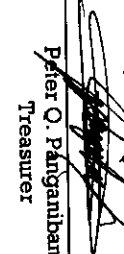



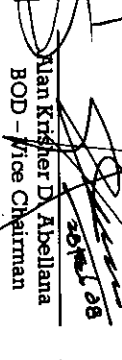
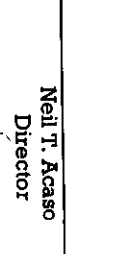
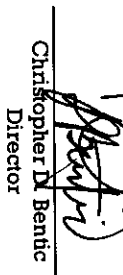
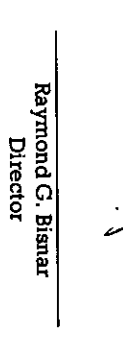

ARTICLE XIII TRANSITORY PROVISION

SECTION 1 AMENDMENTS

These Constitution and By-Laws or any provision hereof, may be amended or repealed by a majority vote of the members and officers of the Board of Directors at any special or regular meeting duly held for such purpose.

ARTICLE XIV EFFECTIVITY


These amended Constitution and By-Laws of the Society have been reviewed, deliberated, signed and approved by the majority of (2007-2008) Officers and Board of Directors and ratified by the majority of the general members, to take effect this 15th day of February 2008, in Al-Khobar, Kingdom of Saudi Arabia.

| | | |
|---|---|---|
|  Fernando M. Chosost President |  Rey S. Alegre VP - Internal Affairs |  Ambrosio P. Pelobello VP / External Affairs |
|  Renato Rey G. Barraca Secretary General |  Orlando C. Perrites Asst. Secretary General |  Peter O. Pangamban Treasurer |
|  Roderick A. Valdez Auditor |  Arsenio S. Intac Press Relation Officer | |
|  Pedro P. Manera BOD - Chairman |  Alan Krishna D. Albellana BOD - Vice Chairman |  Neil T. Acaso Director |
|  Christopher D. Benic Director |  Raymond G. Bismar Director |  Chit V. A. Calbusao Director |

Leoncio A. Cinco
Director



Ramón C. Deloso
Director



Ramónchito Encarnación
Director

Jesús Elisa G. Pedines
Director



Dexter J. Elagui
Director

