

New
BYLAWS

July 22, 2004



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. 60782

**CERTIFICATE OF FILING
OF
NEW BY-LAWS**

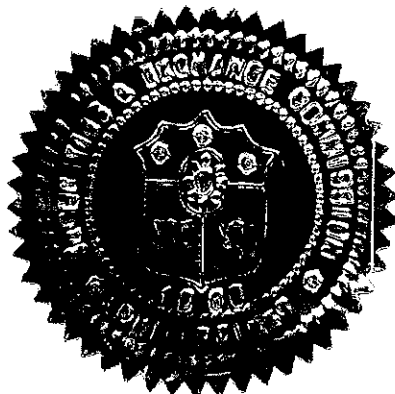
KNOW ALL MEN BY THESE PRESENTS:

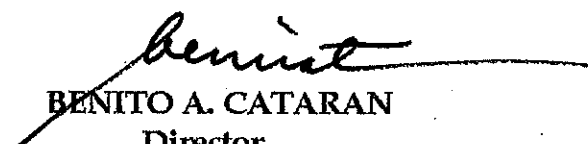
THIS IS TO CERTIFY that the New By-Laws of

UNITED ARCHITECTS OF THE PHILIPPINES, INC.

copy annexed, adopted on April 17, 2004 by at least majority vote of the Board of Trustees and by the vote of at least two-thirds of the members and certified under oath by the Corporate Secretary and majority of the said Board was approved by the Commission on this date pursuant to the provisions of Section 48 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68 approved on May 1, 1980, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 22nd day of July, Two Thousand Four.




BENITO A. CATARAN
Director
Company Registration and Monitoring Department

NEW BYLAWS OF THE UNITED ARCHITECTS OF THE PHILIPPINES, INC. (2004)

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**NEW BYLAWS
OF THE
UNITED ARCHITECTS OF THE PHILIPPINES, Inc.**

**ARTICLE I
GENERAL ORGANIZATION**

SECTION 1 NAME

The name of this organization shall be the "UNITED ARCHITECTS OF THE PHILIPPINES, Inc."; and for purposes of these Bylaws shall hereinafter be referred to as UAP.

SECTION 2 DOMICILE

The UAP shall have its national office at 53 Scout Rallos St., Diliman, Quezon City 1103, Philippines.

SECTION 3 FISCAL YEAR

The fiscal year of the UAP shall start from the first day of July and shall end on the last day of June of the succeeding year.

SECTION 4 PURPOSE AND OBJECTIVES

In order to project the value and importance of the role of the Architect in nation building and public service, the UAP has adopted the following objectives:

- 4.1 To establish and promote the highest standards of ethical conduct and professional excellence in the practice and service of architecture, through strict adherence to the Architects National Code: Code of Ethical Conduct (UAP Doc. 200) and Standards of Professional Practice (UAP Docs. 201-208).
- 4.2 To maintain the highest standards of architectural education, through the conduct of research, accumulation and dissemination of information in architecture, environmental design, ecology, technology, culture and other related fields;
- 4.3 To cooperate and coordinate with other allied professions, trade and industry;
- 4.4 To participate in matters concerning national and regional development of the country;
- 4.5 To cooperate with the Board of Architecture, Professional Regulation Commission, and other government agencies in matters concerning licensing and regulation of the profession;
- 4.6 To cooperate and coordinate with international organizations in the fields of architecture, environmental design, and other fields of arts, science and technology;
- 4.7 To render any lawful and appropriate assistance to any of the members;
- 4.8 To develop progressive ideas in architecture and environmental concerns as well as their practical application for the welfare of the community, and
- 4.9 To ensure active participation of the UAP in the global context.

**ARTICLE II
MEMBERSHIP**

SECTION 1 MEMBERSHIP

The following persons are, automatically and without exception, members of the United Architects of the Philippines:

- (a) All members of the UAP as of March 17, 2004

- (b) All architects who are registered with the Board of Architecture (BOA), Professional Regulation Commission (PRC) as of March 17, 2004; and
- (c) All architects who are registered therewith after said date.

SECTION 2 REGISTRATION

Unless he has already previously registered with the United Architects of the Philippines, every architect heretofore registered with the PRC-BOA shall, not later than ninety (90) days, register with the United Architects of the Philippines as hereunder required, at the UAP National Secretariat or at the office of the Chapter he would like to belong to.

Every person registered with the PRC-BOA as architect thereafter shall register with the UAP in like manner not later than ninety (90) days after.

Registration shall be accomplished by signing and filing in duplicate the prescribed registration form containing such information as may be required by the National Board of Directors, including the following:

- (a) Full name, sex, and civil status;
- (b) Month, date, year, and place of birth;
- (c) Office address(es);
- (d) Residence address(es);
- (e) Occupation(s) or employment;
- (f) Name of school where degree in architecture is obtained and year of graduation; and
- (g) Date of registration with PRC-BOA.

It shall be the duty of the Secretary of every Chapter to promptly forward a copy of each accomplished registration form to the UAP National Secretariat.

Every change after registration in respect to any of the matters above specified shall be reported within sixty (60) days to the chapter Secretary, who shall in turn promptly report the change to the UAP National Secretariat.

SECTION 3 MEMBERSHIP CLASSIFICATION

The UAP has the following classification of members: Charter Member, Regular Member, Member Emeritus, UAP Senior Member, and Fellow and Honorary Member of the College of Fellows.

SECTION 4 CHARTER MEMBER

4.1 Qualifications

The Members of the three organizations of Architects which were integrated as the UAP are considered as Charter Members if they registered with the UAP on or before December 31, 1975.

4.2 Rights and Privileges

Every Charter Member who is in good standing with the UAP shall have the right to a document evidencing his membership thereof, receive and abide by these Bylaws, use and print after his name, the initials, "CUAP", representing "Charter Member, United Architects of the Philippines", and enjoy all the rights and privileges as enumerated for the Regular Member.

SECTION 5 REGULAR MEMBER

5.1 Qualifications

A Regular Member of the UAP is an architect registered in PRC, BOA and the UAP in accordance with R.A. 9266 and these Bylaws.

5.2 Rights and Privileges

Every Regular Member in good standing has the right to vote in his Chapter, be elected as a member of the Electoral College and be voted upon. He has the privilege to print after his name the initials, "UAP", representing "United Architects of the Philippines"; subscribe to all publications and documents issued by

the UAP for information, assistance and guidance of its members and participate in all activities of the general membership and receive the Certificate of Membership.

5.3 Membership in Chapter

Every Regular Member shall be a member of a Chapter of his choice, whether on the basis of residence, place of work or place relevant to his practice, or for other reasons, where applicable.

SECTION 6 MEMBER EMERITUS

6.1 Qualifications

A Member Emeritus is a Regular Member who has been in good standing with the UAP continuously for at least thirty-five (35) years record of loyalty and remarkable service to the organization. For Charter Members, the number of years to be counted shall start from one's membership prior to the unification of the three architectural organizations. Regular Members may be conferred the title of "Member Emeritus" upon written recommendation of the Membership Committee and the Committee on Awards and approval by the UAP National Board.

6.2 Rights and Privileges

Every Regular Member who has been conferred the status of Member Emeritus continues to enjoy all the rights, privileges and responsibilities of a Regular Member. He has the privilege to use the title "Member Emeritus", print after his name the initials "EUAP". He shall pay the required annual dues as Member Emeritus as prescribed in these Bylaws.

SECTION 7 UAP SENIOR MEMBER

7.1 Qualifications

Any member of the UAP who shall, by reason of disability, be unable to engage in the practice of architecture, and would like to join the activities and functions of the organization without registration in PRC, may be considered as UAP Senior Member, subject to the approval of the National Board and the provisions of these Bylaws.

7.2 Rights and Privileges

A UAP Senior Member continues all rights and privileges of a Regular Member.

SECTION 8 HONORARY MEMBER

8.1 Qualifications

Persons or individuals conferred Honorary Membership by the UAP before the passing of R.A. 9266 shall retain the honor given to them.

8.2 Rights and Privileges

Honorary Members of the UAP shall have the right and privilege to be invited in all functions of the UAP as per decision of the National Board. Honorary Membership may not be bestowed after the passing of R.A. 9266.

SECTION 9 FELLOW

9.1 Fellow

9.1.1 A "Fellow" is a Regular Member who has been elevated as "Fellow". Upon his formal bestowal of the title "Fellow", he shall have the right to use and print after his name the initials "FUAP", representing "Fellow, United Architects of the Philippines" and shall automatically become a Member of the College of Fellows.

9.1.2 All "Fellows" of the three organizations integrated as the UAP bestowed by their respective organizations on or before December 31, 1975 and accepted and registered in the UAP College of Fellows on or before August 31, 1979 are considered "Fellows" of the UAP.

9.2 Qualifications

Regular Members, to qualify for nomination as Fellow must have been in good standing with the UAP continuously for at least ten (10) years at the time of his nomination and must have rendered notable contribution to the advancement of the architectural profession in any of the fields of Design, Construction, Management and Technology, Education or Public Service; in addition to Exceptional Service to UAP; for which the Jury of Fellows nominated him as Fellow and confirmed by the UAP National Board of Directors (hereinafter referred to as the National Board).

9.3 Nomination

9.3.1 Nomination for Elevation as Fellow shall be made through a written petition by a Chapter in good standing where a nominee belongs, supported by a Board Resolution approved by the Chapter or by at least thirty (30) Regular Members in good standing signing as nominators, or by a group of at least twenty (20) Fellows in good standing, except the members of the Jury of Fellows.

9.3.2 No incumbent member of the National Board may nominate or be nominated as Fellow during his term.

9.4 Rights and Privileges

Every Regular Member who has been elevated as Fellow continues to enjoy all the rights, privileges and responsibilities of a Regular Member. As a mark of distinction and honor, he has the privilege to use the title "Fellow", print after his name the initials "FUAP" representing Fellow, UAP, and wear the medallion given for this distinction at all formal functions of UAP; the right to wear the COF Pin, receive the Certificate of Membership to the College of Fellows, be bestowed with the Plaque defining the merits of his Elevation to Fellow and the COF Medallion evidencing the honor he received; to attend all meetings of the College of Fellows and to sit with the Jury of Fellows.

9.5 Honorary Member of the College of Fellows

9.5.1 Qualifications

Honorary Membership in the College of Fellows may be conferred upon any architect (foreigner) of high and reputable character who, having exceptionally contributed to the advancement of the architectural profession; is nominated by at least thirty (30) UAP Fellows in good standing and approved by the National Board upon recommendation of the Jury of Fellows as Honorary Member of the College of Fellows.

9.5.2 Rights and Privileges

An Honorary Member of the College of Fellows has the right and privilege to be invited in the functions and activities of the organization as may be decided by the National Board. Being an Honorary Member of the College of Fellows is not a right to practice the architectural profession in the Philippines, which is subject to the laws of the land for foreign professionals.

9.6 Likha Gold Medal Awardee

The highest distinction that may be bestowed by the National Board upon a Fellow of the UAP is the Likha Gold Medal Award. This award shall be given as recognition of his having impeccable moral character, the highest standards of professional and ethical conduct, excellence and prestige in the practice of the architectural profession and having performed distinguished contribution and service to UAP. He must also have exceptional achievements and active participation in the concerns of the community and country.

SECTION 10 DISCIPLINARY ACTIONS

10.1 Unprofessional or Unethical Conduct

10.1.1 An Architect who acts and conducts himself in an unprofessional or unethical manner which shall bring disrepute or lessen public confidence in UAP in particular and the architectural profession in general, or violates the Architecture Act of 2004 (R.A. 9266), or Rules and Regulations governing the practice of architecture, or the Architects National Code: Code of Ethical Conduct (UAP Doc. 200) and Standards of Professional Practice (UAP Doc. 201-208) or the UAP Bylaws and its Implementing Rules and

Regulations; is liable for reprimand, suspension or expulsion. Any complaint against any Architect in this regard shall be filed in writing by any other Architect addressed to the Committee on Private Practice and Committee on Ethics and Discipline, Commission on Professional Practice through the Secretary-General. The Architect charged shall be duly notified in writing and provided copies thereof by the Secretary-General.

- 10.1.2 The Commission shall then, upon due consideration, recommend action to be taken by the National Board on the charged member and the recommendation shall be approved by at least three-fourths (3/4) of the entire National Board. Should the recommendation of the National Board be reprimand, suspension or expulsion as a member or as an architect; upon finding of guilt of unprofessional or unethical conduct or violation of the law or rules and regulations governing the practice of architecture in the Philippines, the Secretary-General shall transmit the records of the case to the Board of Architecture and the Professional Regulation Commission for review to determine if on the basis of the evidence on record, BOA could, after conducting summary proceedings, render summary judgment thereon.

10.2 Expulsion

- 10.2.1 Any member who shall be expelled under the provisions of these Bylaws, shall lose and forfeit all honors, titles, rights and privileges previously bestowed and/or recognized by the UAP.
- 10.2.2 An expelled member or a member who resigned due to circumstances mentioned above, shall reapply for membership and shall comply with the requirements and procedures on application to membership. If readmitted, his former honors, titles and privileges shall still remain forfeited, and his residency shall begin only from the date of his readmission.
- 10.2.3 Any member who has been convicted by the courts of any felony or misdemeanor and whose license and registration has been revoked by BOA and PRC shall automatically cease to be a member of the UAP.

10.3 Inimical Affiliation

Any member of the UAP who affiliates with groups and movements inimical to these Bylaws and the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice shall be subject for reprimand or suspension upon recommendation of the Membership Committee through the Commission on Internal Affairs, and approved by at least three-fourths (3/4) of the entire National Board.

10.4 UAP National Board Action

Notwithstanding the preceding provisions, the UAP National Board may, on its own initiative, and without the need of a formal complaint filed by any person *motu proprio*, inquire into any unprofessional or unethical conduct, or any violation of any provision of these Bylaws or the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice, committed by any member of the UAP, or any of its Chapters. After due consideration the UAP National Board may take whatever action it may deem warranted. Such action may include reprimand, suspension, removal from any office of the UAP, or expulsion from the UAP, of the erring member; as well as transmitting to BOA the records of the inquiry such as documentary and testimonial evidence with the recommendation to BOA and PRC, for his suspension from the practice of architecture, or revocation of his certificate of registration and professional license as the case may be.

10.5 Non-Answerability

In the absence of a proofs of malice, bad faith or negligence, the UAP, its National Officers and Directors, the Officers and Directors of all Chapters, and all committees, national and local, and the members thereof, shall not be answerable for any damage incident to any complaint, charge, investigation, prosecution, proceeding, trial, decision, resolution, or action made, or done under the authority of the UAP Bylaws.

SECTION 11 VOLUNTARY TERMINATION OF MEMBERSHIP; REINSTATEMENT

A member may terminate his membership by filing a verified notice to that effect with the Secretary-General of the UAP National Board, who shall immediately bring the matter to the attention of the BOA. Forthwith, he shall cease to be a member and his name shall be stricken from the Registry of Architects.

Reinstatement may be made in accordance with the rules and regulations prescribed by the UAP National Board and approved by the BOA, provided any written application for reinstatement must be filed with the UAP National Board which shall, within fifteen (15) days from receipt, forward the same to the BOA with its appropriate recommendation.

SECTION 12 RETIREMENT; REINSTATEMENT

Any member in good standing who shall, by reason of physical disability or judicially adjudged mental incapacity, be unable to engage in the practice of architecture, may be retired from the UAP upon verified petition to the National Board. Retired members shall not practice architecture but shall be required to pay dues as provided for in these Bylaws. He shall be called UAP Senior Member upon approval of the National Board.

A retired member may be reinstated to active membership upon written application to and approval by the National Board.

The National Board shall make periodic reports of retirement and reinstatement of members to the BOA.

ARTICLE III CHAPTERS

SECTION 1. PURPOSE AND OBJECTIVES

A Chapter of the UAP is created for the purpose of promoting maximum participation of all members in UAP affairs and advancing the objectives of the organization. A Chapter of the UAP shall be the extension of the national organization in the Chapter's territory or jurisdiction. All programs and projects shall be carried out and implemented by the Chapter, except when the nature of a project shall require direct implementation by the national organization, in which case, the National Board shall assign the appropriate Standing Committee or organize an appropriate ad-hoc committee for the purpose.

SECTION 2. CHAPTER GOVERNANCE

2.1 Governance and Territory

- 2.1.1 A UAP Chapter shall be governed by these Bylaws and may formulate a Chapter Implementing Rules and Regulations, other rules and regulations, for their own local governance, provided that they are not contrary to these Bylaws, the Policy Manual and Procedures Manual for Regular Membership and UAP Implementing Rules and Guidelines and approved by the National Board.
- 2.1.2 The National Board shall always have the authority to fix the territory or boundaries of each chapter or change the same as it may deem necessary to serve the best interests of the UAP and its members..
- 2.1.3 A UAP Chapter should have a minimum of thirty (30) members in good standing at any one time and a maximum of one hundred (100) members. New chapters may be formed starting at twenty (20) and must build up its active members in three years to thirty (30) members.

2.2 Membership

Every Corporate Member shall be a member of only one UAP Chapter on the basis of his residence, place of work, place relevant to his practice or for other reasons.

2.3 Application as UAP Chapter

Application for membership as UAP Chapter shall be in accordance with Article II: Membership and Article IV: Fees, Funds and Donations.

2.4 Transfer to Another Chapter

A Member may be allowed to transfer from one Chapter to another. He must have an accepted resignation, a clearance from the former or previous chapter to be submitted to the new one. A transfer may be done only once a year on or before the end of September of the fiscal year. The application fee must be paid to the Chapter he is transferring to for processing.

2.5 Revival of Inactive Chapters

The UAP National Board shall institute means and measures for the revival of inactive chapters through the Commission on Internal Affairs.

2.6 Special Assessments

Special assessments in accordance with policies adopted by the National Board shall be paid by every Member of the Chapter and non-payment thereof shall be subject to the same sanctions provided by non-payment of dues.

2.7 Chapter Meeting

2.7.1 The Annual Meeting of the Chapter for the purpose of electing the Chapter Board of Directors (hereinafter referred to as Chapter Board) shall be held within the month of February of each year at the time and place designated by the Chapter Board and in accordance with these Bylaws.

2.7.2 Special meetings may be called by the Chapter President or by the Chapter Board or by written petition of at least thirty (30) Regular Members of good standing sent to the Chapter Secretary who shall issue the notice and agenda for the special meeting. Written notice of any meeting date shall be mailed or hand carried at least fifteen (15) days prior to the meeting date.

2.8 Duties and Responsibilities of a Chapter

2.8.1 It shall be the duty and responsibility of the Chapter through its Chapter Board to follow the UAP Implementing Rules and Regulations, defining the policies and programs adopted by the UAP National Board. A Chapter may institute procedures adaptable to local conditions.

2.8.2 It shall be the duty and responsibility of the Chapter to require its members to:

- a) Defend, uphold, and abide by the Bylaws of the UAP and abide by the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice;
- b) Pay the required fees, dues and assessments promptly;
- c) Assist the UAP in the conduct of its affairs whenever called upon to do so;
- d) Endeavor to attend all annual, regular and special meetings of the UAP and those of the Chapter of which he is a member. Maximum absences of more than 50 percent shall be a cause for dismissal from the Chapter roster, upon the discretion of the Chapter Board;
- e) Support programs of the government and the community related to architecture and national welfare, and be actively involved in civic and public affairs; and
- f) Conduct oneself in dignity and in a manner worthy of a professional.

SECTION 3 CHAPTER OFFICERS AND BOARD OF DIRECTORS

3.1 Composition

The Administrative Body of the Chapter shall be vested on the Chapter Board composed of the President, Vice-President for Programs and Development, Vice-President for Operations, a Secretary, a Treasurer, an Auditor, and two to five Directors.

3.2 Qualification of Officers

Chapter Officers must have the following qualifications prior to election to their respective positions;

- 3.2.1 Corporate membership in good standing of the Chapter;
- 3.2.2 Active participation in the affairs of the Chapter for at least two (2) years. This requirement does not apply for Chapters in the first two (2) years of formation;
- 3.2.3 Demonstrated leadership in professional, civic or community undertakings;
- 3.2.4 Good moral character and adherence to the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice;
- 3.2.5 At least two (2) consecutive years of active practice of the profession and
- 3.2.6 Endorsement by the Chapter's Nominations Committee.

3.3 Term of Office

The members of the Chapter Board shall serve for one (1) year starting on the first day of July and ending on the 30th day of June of the succeeding year or until the successor shall have been qualified and elected. No member of the Chapter Board shall hold office for more than three (3) consecutive terms.

3.4 Duties of Chapter Officers

The duties of Chapter Officers are as follows:

3.4.1. President

- a) Serves as the Chief Executive of the Chapter and as such shall preside over all the meetings of the Chapter Board, Executive Committee and the General Membership of the Chapter;
- b) Organizes the chapter committees;
- c) Supervises all its committee works, and social and business affairs, including the remittance of funds accruing to the National Treasury;
- d) Signs contracts, directives and legal instruments which have been approved by the Chapter Board ; and
- e) Represents the Chapter Board in conferences and gatherings

In case of vacancy during the term of office of the President, the sequence of succession to the Presidency shall be as follows: Vice- President for Programs and Development and then Vice- President for Operations.

3.4.2. Vice-President for Programs and Development

Performs the duties of the Committee Chair in the study, research and formulation of policies, programs and projects intended to attain the objectives of the UAP Chapter, subject to the approval of the Chapter Board.

3.4.3 Vice- President for Operations

Takes charge of effective implementation of the programs and projects, and ensure, among others that said activities are in accordance with the policies of the UAP.

3.4.4 Secretary

- a) Issues all notices, circulars, records and supervise the proper recording of minutes of all Chapter meetings;
- b) Takes charge and custody of all the legal and administrative records, correspondences of the Chapter;
- c) Performs such other matters as may, from time to time, be required of him by the Chapter President and the Chapter Board; and
- d) Safekeeping of all records for proper turnover to the next secretary.

3.4.5 Treasurer

- a) Takes charge of the over-all supervision of the financial affairs of the Chapter;
- b) Collects all fees, dues and other financial obligations of the Chapter members and issue receipts thereof;
- c) Disburses funds as necessary and in accordance with approved procedures and may purchase securities or sell and transfer those placed under his charge by the Chapter as directed by the Chapter Board ;
- d) Signs all instruments of the UAP Chapter wherein his signature is required by law and perform all such duties for the Chapter as may be assigned to him by the Chapter President and the Chapter Board ;
- e) Remits to the National Treasurer the national share of the annual national dues and prepare an official report of the said remittance to the Chapter Board;
- f) Signs all checks, and all financial transactions, together with the Chapter President or another Officer as may be designated by the Chapter Board; and
- g) Performs such other functions as may be required by the Chapter President and the Chapter Board.

3.4.6 Auditor

- a) Conducts an overall independent review of all financial affairs to ensure check and balance of the business operations of the chapter, and
- b) Serves as a regular member of the Chapter Board with voting rights.

SECTION 4 CHAPTER COMMITTEES

Constituted as counterparts of the Standing Committees under the Commissions at the national level, the following are the Chapter Committees.

4.1 Committee for Internal Affairs

- 4.1.1 Chapter Organization
- 4.1.2 Membership
- 4.1.3 Library and Archives (Transfer from Commission on Education)
- 4.1.4 Awards
- 4.1.5 Ways and Means
- 4.1.6 Bylaws
- 4.1.7 General Welfare

4.2 Committee for Professional Practice

- 4.2.1 Private Practice
- 4.2.2 Government Practice
- 4.2.3 Allied Professions and Fields
- 4.2.4 Ethics and Discipline
- 4.2.5 Competition

- 4.2.6 Professional Practice as related to Government Agencies
- 4.2.7 Construction Disputes (Arbitration)

4.3 Committee for Governmental and External Affairs

- 4.3.1 Legislation & Codes
- 4.3.2 International Affairs
- 4.3.3 National and Civic Affairs
- 4.3.4 Accessibility
- 4.3.5 Nationwide Architecture Week
- 4.3.6 Balangkas
- 4.3.7 Environment & Ecology
- 4.3.8 World Architecture Day

4.4 Committee for Education

- 4.4.1 Research and Academic Institutions
- 4.4.2 UAP-Academe –Industry Linkage
- 4.4.3 Student Auxiliaries of UAP
- 4.4.4 Graduate Auxiliaries of UAP

SECTION 5 ORGANIZATION OF NEW CHAPTERS

A Chapter may sponsor the organization of a New Chapter in coordination with the District Director and the Committee on Chapter Organization of the Commission on Internal Affairs.

SECTION 6 PROVISIONAL CHAPTER

Provisional UAP Chapters shall be such organizations which generally subscribe to the purposes and objectives of the UAP, situated in very remote places of the country, where there are at least seven (7) Regular Members but less than thirty (30), which is the required minimum for a regular Chapter.

SECTION 7 CHAPTER SUPERVISION

All Chapters shall be under the general supervision of their respective Area Vice-President through the District Directors as provided in these Bylaws.

SECTION 8 CHAPTERS OUTSIDE THE PHILIPPINES

Chapters may be organized abroad by architects registered in the Philippines practicing architecture in the country where they reside. These Chapters shall belong to the Districts of the sponsoring Chapters.

SECTION 9 REVIVAL OF INACTIVE CHAPTERS

The National Board shall institute measures and programs or create special committees for the revival of inactive chapters.

SECTION 10 CERTIFICATE OF CHAPTER REGISTRATION

A Certificate of Chapter Registration is issued to each Chapter that is organized which states the date of admission, classification as Chapter, territorial domain, Chapter Charter Officers and Members; duly signed by the National President, Secretary General, District Director and the Chair of the Committee on Chapter Organization and the Commissioner on Internal Affairs. It shall bear the Official Seal of the UAP in the approved or prescribed UAP form.

ARTICLE IV FEES, FUNDS AND DONATIONS

SECTION 1 ANNUAL DUES

1.1 Processing Fee

Applicants for Regular Membership to a UAP Chapter shall pay a non-refundable amount of One Hundred Pesos (P100) for processing of application for membership.

1.2 Individual Member and Chapter Dues

A UAP Chapter shall collect from each member annual dues as follows::

- 1.2.1 National Dues – Five Hundred Pesos (P500.00) to be remitted by the Chapter to the National Treasurer on or before September 30 of every fiscal year (amount of fee shall be subject to periodic review by the National Board). Furthermore the deadline at September 30 shall also serve as the basis for determining the Electoral College.
- 1.2.2 Chapter Dues – shall be established by the Chapter Board to be remitted on or before end of August.
- 1.2.3 Chapter Annual Fee – A Chapter shall pay an annual fee of one thousand five hundred (P 1,500.00) which shall be paid to the National Treasurer within sixty (60) days from the start of the fiscal year.
- 1.2.4 The UAP National Board, upon concurrence of the majority of the UAP Chapters, may increase the annual membership dues, or modify the apportionment thereof.
- 1.2.5 Other Fees and Dues
 - 1.2.5.1 Likha Gold Medal Awardee – P1.00 per year
 - 1.2.5.2 Honorary Member of the College of Fellows – P1.00 per year
 - 1.2.5.3 Member Emeritus – P1.00 per year
 - 1.2.5.4 Senior Member – P1.00 per year

SECTION 2 DUES FOR CHAPTERS OUTSIDE THE PHILIPPINES

2.1 UAP Chapters outside the Philippines shall levy their members the Application and Annual Dues of an amount they may decide. Twenty US Dollars (US\$ 20) Annual Due per member shall be remitted to the National Treasurer of the UAP not later than September 30 of every fiscal year.

SECTION 3 FUND GENERATION

The Chapter Board may adopt policies related to donations, bequeaths and other contributions, special assessments on its members and other measures to raise funds for approved projects and programs of the Chapter.

SECTION 4 GOOD STANDING STATUS

4.1 Member in Good Standing

To be in good standing for the current fiscal year and be able to register in National Conventions and Conferences, a member should have paid the individual annual dues on or before September 30 of the current fiscal year, and is not under suspension from the practice of architecture from the PRC-BOA or from membership privileges of the UAP.

4.2 Chapter in Good Standing

To be in good standing, a Chapter must have at least thirty (30) members in good standing as of September of the fiscal year. A Chapter in good standing shall be given the right to vote through a representation in the Electoral College of one (1) vote per five (5) members in good standing except otherwise defined somewhere in these Bylaws.

4.3 Indication of Good Standing Status

All architects shall indicate in all their acts which are deemed within the "Scope of the Practice of Architecture" as defined under Republic Act No. 9266, the number and date of the official receipt indicating payment of their annual membership dues to United Architects of the Philippines for the current year.

4.4 Effect of non-payment of dues

Any member who has not paid his membership dues for any given fiscal year on or before the September 30 deadline shall be considered a dues-delinquent member. If the delinquency continues until September 30 of the following year, the UAP National Board shall by Resolution forthwith suspend all his membership

privileges other than the practice of architecture. A copy of said resolution shall be sent by registered mail to the member and to the secretary of the chapter concerned. The UAP National Board shall inquire into the cause or causes of the delinquency and take whatever action it shall deem appropriate, including a recommendation to the PRC-BOA, PRC for the suspension of the delinquent member from the practice of architecture.

Should the delinquency further continue until the following March 31, the UAP National Board shall promptly inquire into the cause or causes of the continued delinquency and take whatever action it shall deem appropriate, including a recommendation to the PRC-BOA, PRC for the removal of the delinquent member's name from the Registry of Architects. Notice of the action taken shall be sent by registered mail to the member and to the Secretary of the Chapter concerned.

Whenever a delinquent member makes full payment of the membership dues owing, plus a sum equivalent to 10 percent thereof, such fact shall without delay be reported to the UAP National Board, which shall take such action as may be warranted.

A member whose name is removed from the Registry of Architects pursuant to the provision of this Section may apply for reinstatement under the provisions of Article II.

4.5 Remission or lifting of sanctions

The UAP National Board may, for justifiable reasons, remit or lift sanctions already imposed, and authorize the retroactive reinstatement of the member concerned. However, sanctions imposed or approved by the PRC-BOA, PRC may be remitted or lifted only by the same.

ARTICLE V NATIONAL BOARD OF DIRECTORS

SECTION 1 GENERAL FUNCTIONS

The UAP National Board of Directors is the governing body of UAP. Its general functions are the following:

- 1.1 Promulgate policies and rules and regulations in accordance with these By Laws to guide the UAP in the attainment of its objectives;
- 1.2 Administer, control and direct the business and social affairs of UAP and exercise all authority, rights and powers of the UAP over its members;
- 1.3 Honor the positions they have been elected to by strict attendance to all important functions of the UAP particularly Board Meetings, Execom Meetings, area activities within jurisdictions, National Conferences, National Conventions and official representations of the UAP in government and community activities,
- 1.4 Serve as the trustee and custodian of all properties and interests of UAP;
- 1.5 Coordinate and lend assistance to BOA as its extension arm in the implementation of the Architects Law, and all rules and regulations promulgated by PRC regarding the professional practice of architecture in the Philippines;
- 1.6 Adopt and support all the planned and ongoing major undertakings, duly approved by the previous National Board such as short- and long- term programs, national and international commitments, financial obligations and other similar responsibilities;
- 1.7 Confirm the appointments and termination service of any employee of the UAP subject to the Bylaws and appropriate lawful and legal procedures.
- 1.8 The Board may adopt policies related to donations, bequeaths and other contributions, special assessments on its members and other measures to raise funds.

SECTION 2 COMPOSITION

The National Board shall be composed of twenty-seven (27) members as follows:

2.1 Nine (9) National Executive Officers:

2.1.1 National President

2.1.2 National Executive Vice President for Planning Development

2.1.3 Four (4) National Vice Presidents for Operations representing:

Area "A" – North of Luzon to Quezon City

Area "B" – From City of Manila, part of Metro Manila to South of Luzon ,
Bicol Region, and Palawan.

Area "C" – Visayas

Area "D" – Mindanao

2.1.4 Secretary General

2.1.5 National Treasurer

2.1.6 National Auditor: (without voting rights as required by Securities and Exchange Commission: SEC)

2.2 Sixteen (16) District Directors representing the sixteen Regional Districts as follows:

2.2.1 AREA "A"

- **Regional District A-1a NORTHWEST LUZON** - comprising the following provinces and cities: *

- | | |
|--------------------------------|---------------|
| 1. Baguio | 5. Vigan City |
| 2. Benguet | 6. La Union |
| 3. Ifugao | 7. Pangasinan |
| 4. Ilocos Norte and Ilocos Sur | 8. Laoag City |

- **Regional District A-1b NORTHEAST LUZON** – comprising the following provinces and cities within: *

- | | |
|--------------------|------------------|
| 1. Batanes | 4. Cagayan |
| 2. Kalinga –Apayao | 5. Nueva Viscaya |
| 3. Isabela | 6. Quirino |

- **Regional District A-2 CENTRAL LUZON** - comprising the following provinces and cities within:

- | | |
|-------------|----------------|
| 1. Bataan | 4. Tarlac |
| 2. Bulacan | 5. Nueva Ecija |
| 3. Pampanga | 6. Zambales |

- **Regional District A-3 QUEZON CITY - NORTH** - Area of Quezon City North of Quezon Blvd. and Don Mariano Marcos Ave., the City of Caloocan and the Municipalities of Valenzuela, Malabon and Navotas

- **Regional District A-4 QUEZON CITY - SOUTH** - Area of Quezon City South of Quezon Blvd. and Don Mariano Marcos Ave.

- **Regional District A-5 METRO MANILA - NORTH** - Area comprising the Cities of Mandaluyong, Marikina, Pasig and the Municipalities of San Juan, Taytay, Antipolo and other Eastern Rizal towns.

2.2.2 AREA "B"

- **Regional District B-1 MANILA - NORTH** - Area of the City of Manila North of the Pasig River.

- **Regional District B-2 MANILA - SOUTH** - Area of City of Manila South of the Pasig River,
- **Regional District B-3 METRO MANILA - SOUTH** - Area comprising the Cities of Pasay, Makati, Muntinlupa, Parañaque and Las Piñas , and the Municipalities of Taguig, Pateros and the Municipalities of Cavite and other Western Municipalities of Rizal.
- **Regional District B-4 SOUTHERN TAGALOG** - Area comprising the following provinces and the cities in the Southern Tagalog Region - Laguna, Batangas, Quezon, Palawan, etc.
- **Regional District B-5 BICOL REGION** - Area comprising the following provinces and cities within: Albay, Camarines Norte, Camarines Sur, Sorsogon, Catanduanes and Masbate, etc.

2.2.3 AREA "C"

- **Regional District C-1 CENTRAL & EASTERN VISAYAS** - comprising the following provinces and the cities in the island of Cebu, Bohol, Leyte, Samar and Syquijor.
- **Regional District C-2 WESTERN VISAYAS** - comprising the following provinces of Iloilo, Capiz, Antique and Negros Occidental, Negros Oriental.

2.2.4 AREA "D"

- **Regional District D-1 SOUTHEAST MINDANAO** - Area comprising the provinces of and cities within Davao, General Santos, Sultan Kudarat, South and North Cotabato, Magindanao and Lanao del Sur,
- **Regional District D-2 WESTERN MINDANAO** - Area comprising the provinces of and cities within Zamboanga and Zamboanga City and Pagadian.
- **Regional District D-3 NORTHERN MINDANAO** - Area comprising the provinces and cities of Iligan, Caraga, Ozamis, Cagayan de Oro, Misamis, Butuan, Bukidnon, Surigao and Lanao del Norte and Dipolog.

- 2.4 The Chancellor of the College of Fellows** – a National Executive Officer, representing the voice of the College of Fellows, without voting rights.

SECTION 3 QUALIFICATIONS

3.1 Qualifications for National Officers

A candidate for National Office shall satisfy all the following requirements:

- 3.1.2 Must be a regular member in good standing of the UAP from a regular chapter in good standing;
- 3.1.3 Must have ten (10) years of active practice and active membership prior to nominations;
- 3.1.4 Must have been endorsed by the National Committee on Nominations;
- 3.1.5 Must have been an officer of a UAP Chapter or must have served as a member of the UAP National Board;
- 3.1.6 Must have demonstrated his dedication to the profession in general and to the UAP in particular;
- 3.1.7 Must possess managerial capability, varied training and expertise necessary to accomplish the requirements of the position;
 - (a) For the position of National President a candidate must have served as (Vice President, Secretary General, National Treasurer or National Auditor) member of the Executive Committee;
 - (b) For the position of Vice President, a candidate must have served as Secretary General or National Treasurer;
 - (c) For the position of Secretary General, National Treasurer or National Auditor, a candidate must have served as a regional district director, as Chapter president and a Fellow or as an executive director and a Chapter president.
- 3.1.8 Must possess good moral character and must have adhered to the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice.
- 3.1.9 Endorsement by the National Committee on Nominations

3.2 Qualifications for District Directors

- 3.2.1 Regular membership in continuous good standing in a regular chapter for at least five (5) years prior to nomination;
- 3.2.2 At least five consecutive years of practice of the profession prior to the nomination;
- 3.2.3 Service of at least three (3) years as an officer of a UAP Chapter in good standing and a Chapter President or a Fellow;
- 3.2.4 Good moral character and adherence to the Architects National Code: Code of Ethical Conduct and Standards of Professional Practice; and
- 3.2.5 Endorsement by the National Committee on Nominations.

SECTION 4 TERM OF OFFICE

The Members of the National Board shall serve for one (1) fiscal year starting on July 1st up to June 30th of the following year, or until their successors shall have been duly elected and qualified. An Officer of the National Board shall serve for a term of one (1) year and may be re-elected for another term, but in no case shall one serve for more than two (2) consecutive terms in the same office. An Officer may serve for not more than three (3) consecutive terms.

SECTION 5 EXECUTIVE COMMITTEE

5.1 Composition

The Executive Committee (Execom) of the National Board shall be composed of the National President, National Executive Vice President, respective Area Vice Presidents for Areas A, B, C and D, Secretary-General, National Treasurer, National Auditor, the Immediate Past National President, and the Chancellor of the College of Fellows.

5.2 Powers

The Executive Committee is empowered to meet and decide on matters of utmost importance and urgency when the whole Board is not in a position to meet, except matters required by law to be decided by the National Board *en banc*. All decisions of the Executive Committee pertaining to policies, programs, and other matters must be ratified by the National Board.

SECTION 6 MANAGEMENT COMMITTEE

The Management Committee (Mancom) is composed of the National President, The National Executive Vice President, Secretary General and the National Treasurer. This committee shall aid in the day to day operations of the organization. It evaluates the performances of the Administrative Staff periodically as may be necessary and endorses recommendations of such evaluations to the National Board for proper actions.

ARTICLE VI NATIONAL OFFICERS

SECTION 1 COMPOSITION

- 1.1 The National Officers of UAP who are elected by the members of the Electoral College to their specific positions are: National President, National Executive Vice-President, Area Vice-President for Area A, Area Vice-President for Area B, Area Vice-President for Area C, Area Vice-President for Area D, Secretary-General, National Treasurer and the National Auditor.
- 1.2 Immediate Past President and the Chancellor of the College of Fellows are also National Officers.
- 1.3 For the management of the Administrative Office and operations of the organization the National President, NEVP., the Secretary General and the National Treasurer compose the Management Committee which shall establish the day to day operations of the organization.,

SECTION 2 DUTIES

The duties and responsibilities of National Officers are as follows:

2.1 President

Serves as the Chief Executive of UAP and as such shall preside over the meetings, conferences, and all official functions of the National Board, Executive Committee, Chapter Presidents Assembly and General Membership;

- 2.1.1 Manages and supervises all business and social affairs of UAP;
- 2.1.2 Signs contracts, directives and other legal instruments which have been approved by the National Board,
- 2.1.3 Heads the Management Committee,
- 2.1.4 Appoints the Heads of Commissioners, Standing Committee Chair and Members and creates new Committees or special committees as necessary; such as the Committee on Revival of Inactive Chapters, Committee on Business Development, Committee on Sports Activities, etc

- 2.1.5 Represents the UAP in conferences, gatherings and other functions which require representation of the organization

2.2 National Executive Vice-President (NEVP)

- 2.2.1 Takes charge of the Planning and Development of UAP Programs; and
- 2.2.2 Directly supervises the Commissions in the study, research, and formulation of policies and implementation of programs and projects to attain the goals and objectives of the UAP.

2.3 Area Vice-Presidents

There shall be four (4) Area Vice Presidents for Operation from each of the Areas : A, B ,C, and D. The duties of the Area Vice Presidents are as follows:

- 2.3.1 Take charge of the effective and systematic supervision of Chapters through the District Directors; and
- 2.3.2 Ensure that their respective programs, projects and activities are carried out in accordance with the policies of UAP.

2.4 Secretary-General

- 2.4.1 Issues all notices, circulars, records and supervises the proper recording of minutes of meetings of UAP, National Board, and the Executive Committee;
- 2.4.2 Takes charge and custody of all the legal and administrative records, correspondences and legal matters, and all the materials in the library and archives;
- 2.4.3 Directly supervises the Administration Staff as per programs and administrative decisions of the Management Committee;
- 2.4.4 Performs such other functions as may be required of him by the National President and the National Board; and
- 2.4.5 Submits all required documents to the SEC annually every end of the fiscal year.

2.5 National Treasurer

- 2.5.1 Supervises the overall financial affairs of the UAP;
- 2.5.2 Collects all fees, dues and other financial obligations of the UAP and issue receipts thereof ;
- 2.5.3 Disburses all duly approved organizational and budgeted funds as necessary and in accordance with approved procedures;
- 2.5.4 Purchases securities or sell and transfer those placed under his charge by UAP as directed by the National Board ;
- 2.5.5 Signs all instruments of the UAP wherein his signature is required by law and perform all such duties as may be assigned by the National President and the National Board
- 2.5.6 Signs all checks, and all financial transactions. His signature must be together with that of the National President and/or by the National Executive Vice President as alternate of the National President.
- 2.5.7 Prepares and submits to the National Board an Annual Financial Statement, duly audited , within thirty (30) days after the end of the fiscal year for immediate distribution to the general membership through the Chapter Presidents; and
- 2.5.8 Posts a bond in such an amount as approved by the National Board in compliance with the requirement of the Security Exchange Commission (SEC).

2.6 Immediate Past President

- 2.6.1 Acts as an Adviser of the incumbent National Board specially on the matters pertaining to the long-term and short-term programs, national and international commitments, financial obligations and other similar responsibilities duly approved by the previous National Board; and
- 2.6.2 Serves as a member of the UAP National Board and a member of the Executive Committee, without voting rights.

2.7 Chancellor of the College of Fellows

- 2.7.1 Represents the College of Fellows to the incumbent National Board specially on matters pertaining to complex and delicate issues in the practice of the profession; and, the affairs of the organization; and
- 2.7.2 Serves as a member of the UAP National Board and a member of the Executive Committee without voting rights.

2.8 National Auditor

- 2.8.1 Conducts an overall independent review of all financial affairs to ensure check and balance of the business operations of the UAP; and
- 2.8.2 Serves as a regular member of the Executive Committee and the National Board; without voting rights (as required by SEC).

2.9 District Directors

- 2.9.1 Supervise, monitor and coordinate the activities of all UAP Chapters under his jurisdiction through a Regional District Council for the purpose of promoting maximum participation of members in UAP affairs and effective administration and operation of UAP in the Regional District;
- 2.9.2 Encourage the organization of Chapter Committee activities in the District level such as Balangkas, activities on accessibility, environment and ecology and others;
- 2.9.3 Take responsibility in bringing to the attention of the National Board problems and issues in his District and propose solutions thereto;
- 2.9.4 Promote harmonious and lively interaction among Chapters in his District, focusing on unity and cooperation;
- 2.9.5 Represent and act as liaison between UAP Chapters in his District and the National Board through the Area Vice-President;
- 2.9.6 Represent the National Board in any public forum in his District, and perform such other duties and functions relevant to the position; and
- 2.9.7 Shall organize a district council composed of chapter presidents within the district as members and may appoint a deputy district director, a district treasurer and a district secretary.

ARTICLE VII COMMISSIONS AND COMMITTEES

SECTION 1 COMPOSITION

There shall be six (6) Commissions as follows:

- 1.1 Commission for Internal Affairs
- 1.2 Commission for Professional Practice
- 1.3 Commission for Governmental & External Affairs
- 1.4 Commission for Education

- 1.5 Professional Development Commission
- 1.6 Commission for Conventions and Conferences

The first five Commissions shall be under the direct supervision of the National Executive Vice President. The Commission for Conventions and Conferences shall be under the National President.

SECTION 2 QUALIFICATIONS OF A COMMISSIONER

A UAP Member appointed as Commissioner shall have the following qualifications:

- 2.1 Fellow or an active UAP member who has shown excellence, proficiency and expertise in the field where he is to be appointed and not holding any elective position in the District or Chapter level; and
- 2.2 Recommendation by the NEVP and appointment by the National President, subject to confirmation of the National Board.

SECTION 3 DUTIES

The duties and Responsibilities of Commissioners are as follows:

- 3.1 Take responsibility, for study, research and formulation of policies and programs relevant to the subject within the jurisdiction of the Commission;
- 3.2 Submit studies and research for consideration by the National Board, and ensure the effective and efficient implementation upon approval;
- 3.3 Supervise and coordinate all functions and activities of respective Committees;
- 3.4 Act on matters referred and/or recommended by the Committee Chairs for proper action;
- 3.5 Take responsibility of the accounting of project funds allotted to the respective committees; and
- 3.6 Attend all the meetings of the National Board.

SECTION 4 STANDING COMMITTEES

Standing Committees shall be organized to assist the National Board through the NEVP in conducting the affairs of UAP. The following shall be the Standing Committees under their respective Commissions:

4.1 Commission for Internal Affairs

- 4.1.1 Chapter Organization
- 4.1.2 Membership
- 4.1.3 Library and Archives
- 4.1.4 General Welfare
- 4.1.5 Awards
- 4.1.6 Ways and Means
- 4.1.7 By Laws

4.2 Commission for Professional Practice

- 4.2.1 Private Practice
- 4.2.2 Government Service
- 4.2.3 Allied Professions and Fields
- 4.2.4 Ethics and Discipline
- 4.2.5 Competition
- 4.2.6 Professional Practice as related to Government Agencies
- 4.2.7 Construction Disputes (Arbitration)

4.3 Commission for Governmental and External Affairs

- 4.3.1 Legislation and Codes
- 4.3.2 International Affairs
- 4.3.3 National and Civic Affairs
- 4.3.4 Accessibility

- 4.3.5 Nationwide Architecture Week
- 4.3.6 Balangkasan
- 4.3.7 Environment & Ecology

4.4 Commission for Education

- 4.4.1 Research and Academic Institutions
- 4.4.2 UAP-Academe -Industry Linkage
- 4.4.3 UAP Student Auxiliaries (UAPSA)
- 4.4.4 UAP Graduate Auxiliaries (UAPGA)

4.5 Professional Development Commission

4.6 Commission on Conventions & Conferences

- 4.5.1 Committee on National Conferences of Architects (NCA)
- 4.5.2 Committee on National Convention (NATCON)
- 4.5.3 Committee on International Congress

SECTION 5 MEMBERSHIP OF COMMITTEES.

- 5.1 Each Committee shall be headed by a National Chairperson and composed of members coming from the general membership.
- 5.2 The National Chairperson of Standing Committees shall be recommended by the Commissioners, endorsed by the NEVP and appointed by the National President subject to the confirmation of the National Board.
- 5.3 The members of Standing Committees shall be recommended by the respective National Chairpersons through the respective Commissioners endorsed by the NEVP and appointed by the National President subject to the confirmation of the National Board.
- 5.4 Special Committees, Task Forces and Ad Hoc Committees may be created by the National President when the need arises, Chairpersons and members of which shall not be subject to the foregoing limitations except the confirmation of the National Board.

SECTION 6 DUTIES AND FUNCTIONS OF COMMITTEES UNDER THE COMMISSIONS

The duties and functions of Standing Committees are as follows:

6.1 Commission on Internal Affairs

6.1.1 Committee on Chapter Organization

- a) Promotes the objectives of UAP through the organization of chapters, and
- b) Coordinates the preparation of Charter requirements and activities

6.1.2 Committee on Membership

- a) Takes charge of all matters concerning membership;
- b) Effects the registration of all Registered Architects, as members of UAP;
- c) Maintains an up-to-date listing of Members with their complete personal and professional data;
- d) Sets up criteria to determine and up-date current membership status;
- e) Takes responsibility of authenticating and updating of the UAP roster including information and data on each member such as addresses, telephone numbers, good standing status, residence in the organization, and the like, and

- f) Disseminates information, invitations and activities of UAP to all members especially the Member Emeritus, Honorary Members of the College of Fellows, UAP Senior Members, the Past Presidents and the Likha Awardees.

6.1.3 Committee on Library and Archives

- a) Organizes library and archival materials and maintain such for reference of the Members; and
- b) Receives all archival materials, documents, and the like, for turnover to UAP.

6.1.4 Committee on General Welfare

- a) Renders any lawful and appropriate assistance to its Members;
- b) Studies and devises systems and methods of creating job opportunities for available and potential supply of UAP manpower;
- c) Develops programs that will effectively stimulate and create demands from government and private sector in the country and abroad; and
- d) Promotes and develops self-sustaining projects for the general welfare of the membership.

6.1.5 Committee on Awards

- a) Prepares programs of incentives in the form of recognition of Members; and
- b) Takes charge of all matters regarding granting of awards for services rendered to UAP and the architectural profession.

6.1.6 Committee on Ways and Means

- a) Studies and recommend an effective program in the collection of dues and other fees including acceptance of donations and bequeaths.
- b) Keeps UAP in sound financial condition to meet its obligations and finance its projects; and
- c) Generates funds for proper implementation of project subject to the approval of the National Board.

6.1.7 Committee on Bylaws

- a) Interprets the provisions of the UAP Bylaws;
- b) Provides for referral service concerning these Bylaws;
- c) Reports to the Commission on Internal Affairs all actions taken by the Committee; and
- d) Studies and recommends proposed amendments as may be necessary subject to the provision on amendments (ARTICLE XXIV) of these Bylaws.

6.2 Commission on Professional Practice

6.2.1 Committee on Private Practice

Establishes and promotes the highest standards of and excellence in professionalism of Architects in private practice.

6.2.2 Committee on Government Service

Promotes the highest standards and excellence of professionalism of Architects in government service.

6.2.3 Committee on Allied Professions and Fields

- a) Cooperates and coordinate with other allied professions and fields, trade and industries;
- b) Fosters inter-professional relationships and coordination with the allied professions; and
- c) Assists UAP members in pro-active participation.

6.2.4 Committee on Ethics and Discipline

- a) Establishes and promote the highest standards of ethical conduct in the practice and service of the architectural profession;
- b) Continuously endeavors adherence to the Architect's National Code: Code of Ethical Conduct and Standards of Professional Practice; and
- c) Studies and recommends action to the Commission on Professional Practice on cases involving malpractice and unethical conduct of members.

6.2.5 Committee on Competition

Takes charge of matters regarding the execution of architectural competitions.

6.2.6 Committee for Construction Disputes (Arbitration)

- a) Promotes and facilitates the availment of arbitration as a recourse for Members faced with problems in construction industry; and
- b) Informs the membership of the existing provisions of the existing Laws on Construction Disputes and Arbitration.

6.3 Commission on Governmental and External Affairs

6.3.1 Committee on Legislation & Codes

- a) Studies laws affecting the architectural profession and to propose amendments thereof when necessary;
- b) Proposes new laws and lobby for legislation of bills favorable to the profession of architecture; and
- c) Takes charge of gathering information and data, current codes and legislation for dissemination to the Members;

6.3.2 Committee on International Affairs

- a) Establishes affiliation and closer ties with allied organizations abroad through an active correspondence system;
- b) Encourages participation in international conferences, seminars, and other cultural affairs;
- c) Cooperates and coordinates with international organizations in the fields of architecture, environmental design and other fields of arts, science and technology;
- d) Disseminates to the membership relevant information for the active participation in said international activities; and
- e) Coordinates and assists international congress committee on common concern.

6.3.3 Committee on National and Civic Affairs

- a) Participates in matters concerning national development of the country;

- b) Develops awareness of the architect in national and civic affairs; and
- d) Promotes and develops architectural leadership in national and civic affairs through cooperation with community and civic organizations.

6.3.4 Accessibility

- a) Coordinates and represents UAP in the inter-agency in the National Commission on Welfare of Disabled Persons (NCWDP); and
- b) Promotes implementation of the provisions of accessibility law in the design of buildings.

6.3.5 Committee on the Nationwide Architecture Week (NAW) Celebration

- 1) Prepares a program of activities for nationwide celebration of the Nationwide Architecture Week; and
- 2) Monitors its implementation by the chapters.

6.3.6 Balangkasán

- a) In coordination with other Commissions and committees of UAP, Provides a venue for discussion of timely and relevant issues affecting the architectural profession in particular and the construction industry in general;
- b) Provides an opportunity for UAP's interaction with government and private sector in crystallizing programs and projects and development of new opportunities for the architectural profession; and
- c) Encourages and assists the organization of Balangkasán fora by the district.

6.3.7 Committee on Environment & Ecology

- a) Promotes studies and programs concerning ecology and environment, for recommendation to the commission;
- b) Campaigns for environmental protection and preservation through symposia and information dissemination; and
- c) Promotes energy conservation in buildings.

6.4 Commission on Education

6.4.1 Committee on Research and Academic Institutions

- a) Establishes and organizes systems of gathering information, data and innovations in the practice of architecture, operates a bank of information; and serves as a data center for the profession;
- b) Conducts research, accumulates and disseminates information and ideas in architecture, environmental design, ecology, technology, culture and other related fields to uplift the standards of architectural education;
- c) Coordinates with the Council of Heads and Deans of Architectural Schools in the Philippines (CODHASP) in matters related to the curriculum;
- d) Encourages research studies and other activities for the advancement of the architectural profession, in relation with the Centers of Excellence of the Commission on Higher Education (CHED); and
- e). Advances ideas to uplift the standards of architectural education

6.4.2 Committee on UAP-Academe-Industry Linkages

- a) Establishes linkages with the Centers of Excellence in Architecture of CHED the academe, the industry or architectural practice for the advancement of the profession ; and
- b) Promotes of extension services to the membership as a result of these linkages.

6.4.3 Committee on Student Auxiliary of UAP

Promotes the organization of UAP Student Auxiliaries in schools offering architecture through a UAP Chapter in the locality.

6.4.4 Committee on Graduate Auxiliary of UAP

Promotes the organization of apprenticeship systems and procedures for graduates in architecture within UAP crediting Auxiliary services for apprenticeship.

6.5 Professional Development Commission (Details refer to Article XVI)

6.6 Commission on Conventions & Conferences

The Committees under the Commission on Conventions and Conferences are under the Office of the National President for administrative supervision and control of the various activities thereof;

6.6.1 Committee on National Conferences of Architects (NCA)

- a) Takes charge of the Midyear Conference and other National Conferences of UAP; and
- b) Encourages the participation of the membership in conferences relevant to the practice of the profession and to UAP as an organization.

6.6.2 Committee on National Convention (NATCON)

- a) Takes charge of the National Convention; and
- b) Organizes the National Convention Working Committees and supervise promotions for the NATCON to ensure its success;

6.6.3 Committee on International Conventions

- a) Takes charge of organizing international conference;
- b) Disseminates timely information on international events/activities for participation of UAP Members; and
- c) Coordinates and assist the committee on international affairs on common concerns.

6.7 Committee Reports

All Committee Chairpersons shall submit to the National Board through the Commission, an accomplishment on or before March of every year. The Committees on the Conventions and Conferences reports to the National Board through the National President.

**ARTICLE VIII
CHAPTER PRESIDENTS' ASSEMBLY**

SECTION 1 COMPOSITION

The Assembly is composed of all incumbent Chapter Presidents. The Assembly shall be attended by the National Board and shall be presided by the National President. However, the Chapter President-elect shall be allowed to attend the Chapter Presidents' Assembly, provided that only the current Chapter President can vote.

SECTION 2 PURPOSES

The Presidents' Assembly meets for the following purposes

- 2.1 To discuss and exchange ideas and monitor implementation of program and projects;
- 2.2 To compare results of programs and projects and evaluate difficulties and successes and recommend solutions to the problems;
- 2.3 To monitor and endorse to the National Board amendments in the Bylaws as discussed in each of the Chapters; and
- 2.4 Submit programs and policies through resolutions, subject to the approval of the National Board.

SECTION 3 SCHEDULE OF MEETING

The Presidents' Assembly shall be scheduled by the Executive Committee as may be necessary, At least one Chapter Presidents Assembly must be held in one fiscal year which is scheduled during the Annual Convention before the Annual Business Meeting.

ARTICLE IX ELECTIONS

SECTION 1 ANNUAL ELECTIONS

The Annual Election shall be scheduled as one of the functions in the UAP Annual Convention of UAP within the month of April of each year.

SECTION 2 COMMISSION ON ELECTIONS (COMELEC)

2.1 Composition

- 2.1.1 The COMELEC is composed of representatives from each District appointed by the National President and confirmed by the National Board at least 120 days prior to the National Election.
- 2.1.2 The Members of COMELEC shall elect from among themselves their Chairpersons on Accreditation and Canvassing who must be a member of the College of Fellows.
- 2.1.3 Incumbent officers and members of the National Board or Chapter Board are disqualified to be members of COMELEC.

2.2 Functions

The duties and functions of COMELEC are as follows:

- 2.2.1 Act as an independent body and shall take charge of all matters concerning elections;
- 2.2.2 Direct, supervise and control the overall conduct of the elections, enforce rules and regulations, directives, orders and instructions;
- 2.2.3 Deputize any member of UAP in good standing to act as its agent in the enforcement and implementation of the provisions of these Bylaws;
- 2.2.4 Constitute Committees under its general administration and supervision of election procedures as follows:
 - a) Committee on Accreditation – This Committee shall:
 - Compose of two members and a Chairperson who must have be a member of the College of Fellows;

- Take charge of the accreditation of Members of the Electoral College; and have the power to disqualify any Member of the Electoral College in accordance with the provisions of these Bylaws.
- b) Committee on Canvassing--- This Committee shall:
- Compose of two Members and a Chairperson who must have be a member of the College of Fellows;
 - Take charge of the canvassing, counting and tallying of votes in the National Elections;
 - Have the authority to validate or invalidate any vote ballot cast in the election; and
 - Take charge of preparing the official record of the elections to be submitted to the Secretary General.

2.3 Term Of Office

The members of the COMELEC shall serve for the period beginning from 120 days prior to the date of National Election or Convention and shall end on the 30th of June (end of the fiscal year).

2.4 Decorum

All Members of the Commission shall maintain proper decorum and in no way shall be involved in electioneering or acts that tend to show partiality.

2.5 Vacancy in the COMELEC

Should a vacancy occur in COMELEC, the National Board shall immediately appoint a replacement

SECTION 3. NOMINATIONS

3.1 Committee on Nominations

3.1.1 Composition

The Committee on Nominations is composed of the Chairman who is the incumbent Chancellor of COF, and one Member from each District, (except the incumbent District Directors); which shall be officially constituted by the incumbent National Board at least 120 days prior to the UAP Annual Meeting and national elections.

3.1.2 Functions

The functions of the Committee on Nominations are as follows:

- a) Ensure that all candidates meet the qualifications set forth in these Bylaws and officially nominate them accordingly
- b) Conduct a consensus in every district through its District Representatives, at least thirty (30) days before the elections to arrive at a common candidate from among the regular members in each District;
- c) Submit to the COMELEC the names of all qualified candidates who are willing to serve, in case of failure to arrive at a common candidate.

3.1.3 Term of Office

- a) The Committee on Nominations shall immediately exercise its functions upon receipt and acceptance of its appointment which shall not be later than 120 days prior to the UAP Annual Convention.
- b) It shall automatically be dissolved after its submission of the official list of qualified candidates to the Secretary-General and the COMELEC for dissemination to the UAP membership.

3.2 Rules And Regulations Governing Nominations

3.2.1 Qualified Candidates

The Committee on Nominations shall select from the official roster of UAP membership those who are qualified to become candidates for the elective positions in accordance with these Bylaws, after which, notify in writing each of them regarding their qualifications and request from them signed written advice of their willingness to be included in the official list of candidates.

3.2.2 Nomination By Members

Subject to the provisions of these Bylaws, any qualified member in good standing of UAP may be proposed in writing by at least thirty (30) members in good standing who shall submit the nomination together with his bio-data to the Committee on Nominations, which has full power to accept or reject such proposal. Such proposal must be received forty-five (45) days prior to the Annual National Elections.

SECTION 4 ELECTORAL COLLEGE

- 4.1 Every Chapter in good standing shall be entitled to one (1) member of the Electoral College for every five (5) Regular Members in good standing. The Members thereof shall be elected by the general membership of the Chapter during their Annual Membership meeting. The Chapter shall also elect an equal number of alternate members who shall exercise the power of the regular members in case of their absence.
- 4.2 Chapters with less than thirty (30) Members in good standing shall not qualify to have membership in the Electoral College, except otherwise provided in these bylaws.
- 4.3 Provisional Chapters with at least seven (7) Members in good standing are entitled membership in the Electoral College in accordance with membership provision in 4.1 above.
- 4.4 In the spirit and intent of an Electoral College, a Member of the Electoral College shall cast his vote as the reflection of the collective choice of the Chapter he represents.
- 4.5 In addition to the foregoing, the incumbent Chapter Presidents in good standing and provisional chapters shall also be members of the Electoral College, provided that they personally cast their votes.
- 4.6 The incumbent Members of the National Board shall also be members of the Electoral College, provided that they personally cast their votes.
- 4.7 COMELEC shall set up systems and procedures achieving the objectives of the Electoral College, including the issuance of Accreditation slips and clarification of the Master list.

SECTION 5 CAMPAIGN MATERIALS

- 5.1 Campaign materials may be allowed to be distributed only if they bear the stamp of approval of COMELEC. Violations shall result in the disqualification of the candidate.

SECTION 6 GROUNDS FOR DISQUALIFICATION OF ELECTION/DISQUALIFICATION PROCEEDINGS/ELECTION CONTESTS

The following shall be considered offences whether committed by a candidate for any elective office in UAP or by any other member, directly and indirectly, in any form or manner, by himself or through another person :

- 6.1 Personal advertisement and press release;
- 6.2 Distribution of campaign materials that tend to discredit, destroy or cast aspersions upon the honor of a candidate;
- 6.3 Payment of dues or indebtedness of any member of the Electoral College;
- 6.4 Giving of food, drinks, entertainment, transportation or any article of value or any similar

consideration of any person for election consideration;

- 6.5 Solicitation of campaign funds, promising or causing expenditure to be made or offered for the purpose of inducing or influencing a member to withhold his vote or to vote for and against a candidate;
- 6.6 Violation of any of the above shall be subject to evaluation and decision of the COMELEC and the provisions on Discipline Action of these Bylaws;
- 6.7 Any question relating to the eligibility of a candidate must be raised prior to the casting of ballots, and shall be immediately decided by the COMELEC chair. An appeal from such decision may be taken to the members of the Comelec who shall forthwith resolve the appeal by plurality vote. Voting shall be by raising of hands. The decision of the members shall be final, and the elections shall thereafter proceed.
- 6.8 No member may be elected to any office whose name is not duly included in the list of nominees.

SECTION 7 CANDIDATES FORUM

A Candidates Forum shall be conducted under the supervision of COMELEC which will be the official venue for the presentation of candidates and their platforms.

SECTION 8 MANNER OF VOTING

8.1 List of the Members of the Electoral College

Not earlier than twenty-five (25) days and not later than fifteen days (15) prior to the elections, the Chapter Secretaries shall submit to the COMELEC a list of the names of all the members of the Electoral College, including their alternates. The list shall then remain closed and shall not be altered except upon direction of the COMELEC. However, it shall be open for inspection by all members, and, upon request, copies thereof shall be furnished to any member upon payment of actual cost of printing.

8.2 Secret Ballot

All elections shall be by secret ballot based on democratic and popular concept of free will and judgment. The power to elect shall be exercised by the general membership as provided in these Bylaws.

8.3 Polling Place

- 8.3.1 The polling place shall be designated by COMELEC;
- 8.3.2 The size, arrangement and contents shall conform to the standard requirements as the COMELEC may see fit; and
- 8.3.3 It shall be arranged so that booths, tables, ballot boxes and the whole polling place shall be in full view of the COMELEC, deputies, voters, and other persons within the polling place.

8.4 Place, Time and Date of Election

- 8.4.1 The place, time and date shall be as designated by the National Board through the COMELEC which shall be announced by the COMELEC at the starting date of the UAP National Convention.

8.5 Issuing and Casting of Votes

- 8.5.1 Voting hours shall be prescribed by the COMELEC at the Convention which shall be posted conspicuously, announced at every opportunity during the Convention and printed as part of the Convention Program;
- 8.5.2 A qualified member of the Electoral College will be issued his ballot at the polling place on the day of the election upon presentation of his Accreditation Slip and verification in the master list of the Members of the Electoral College;

- 8.5.3 Ballots issued shall not be taken out of the polling place but shall be cast and dropped in the ballot box;
- 8.5.4 Only members of the Electoral College shall be allowed inside the polling place; and
- 8.5.5 Names to be placed on the ballot shall be written legibly using pencil or ball pen that will be provided in the polling place by the COMELEC. Ballots with identifying marks shall be considered void.

SECTION 9 CANVASSING

9.1 Tallying of Number of Ballots

Prior to the start of the canvassing of the ballots, the Committee on Canvassing shall publicly see to it that the number of ballots cast in the ballot box shall tally with the number of Ballots issued by the COMELEC to the Electoral College. In no case shall the ballots be more than the number of official ballots duly printed or distributed. No canvassing of votes shall be done unless this provision is satisfied.

9.2 Canvassing and Tabulation

After the above provision is satisfied, canvassing and tabulation shall be done in a public place without interruption.

9.3 Authorized Witnesses or Representatives

A candidate or his representative duly authorized by COMELEC may be permitted to personally witness the reading of the Ballots within the Canvassing area.

9.4 Resolution of Ties

When two (2) or more candidates garnered the same number of votes for any position, COMELEC after officially recording this fact, shall break the tie by drawing of lots.

9.5 Certification

After the completion of canvassing, the election results shall be duly certified by the Chair and Members of the Committee on Canvassing and the Chair of COMELEC and shall be submitted as the official record in the secretariat. All election documents shall be properly secured as provided for in the UAP IRR.

SECTION 10 PROCLAMATION OF WINNERS

The Chair of COMELEC shall officially proclaim the winners in the Elections as duly certified, immediately after the canvassing. General proclamation shall be done on the last day of the National Convention.

SECTION 11 PROTESTS

11.1 Period of Filing Protests

Any protest contesting the result of the Elections shall be filed within the twenty-four (24) hours after the proclamation of the winning candidates. The protest shall be filed with COMELEC in writing stating the grounds thereof. After twenty-four (24) hours and no protest had been filed, the proclamation of the winning candidates by the COMELEC shall become final and irrefutable.

11.2 Protest Processing Fee

A protest processing fee of not less than two thousand pesos (P 2,000), which is non-refundable shall be filed together with the protest.

11.3 Hearing, Investigation and Final Decision

Upon receipt of a protest, COMELEC shall immediately conduct a hearing and investigation of the case and shall make a decision within twenty four (24) hours after the closing of the investigation. COMELEC shall forward this immediately to the incumbent National Board which shall not be later than June 30 of the current fiscal year.

SECTION 12 VACANCY IN THE ELECTED POSITION

Should a vacancy occur among the newly elected positions of National Officers, before assumption of office, the position shall be filled up automatically by the candidate who received the next highest number of votes during the election as certified by the Chair and Members of the Committee on Canvassing and the Chairperson of COMELEC.

SECTION 13 INDUCTION

The induction of the newly elected officers shall be done on or before July 1 during the turn over ceremony. The Induction of the newly elected officers shall be under the auspices of the incumbent National Board.

ARTICLE X QUORUM

SECTION 1 UAP ANNUAL MEETINGS

In the Annual Meeting of the UAP, a majority of representation of Chapters in good standing shall constitute a quorum.

SECTION 2 UAP NATIONAL BOARD MEETINGS

In the meetings of the UAP National Board, thirteen (13) Members present shall constitute a quorum.

ARTICLE XI VACANCIES AND APPOINTMENTS

SECTION 1 VACANCIES

- 1.1 Except in those cases where a vacancy is filled up in accordance with other provisions of these Bylaws, any vacancy among the Officers and Directors shall be filled by the remaining Members of the National Board if still constitute a quorum. The rule of succession shall be applicable.

ARTICLE XII CONVENTIONS, CONFERENCES AND MEETINGS

SECTION 1 NATIONAL CONVENTION

1.1 Primary Purposes of the Annual Convention as defined by these Bylaws

The Annual National Convention of all members of the UAP is convened primarily for the following purposes and for other specific reasons and intentions as may be decided by the National Board:

- a) Chapter Presidents' Assembly
- b) UAP Annual Business Meeting
- c) Investiture of UAP Fellows
- d) Elections of the Officers and Members of the UAP National Board

As a usual part of the UAP National Convention the following programs are also included:

- a) Presentation of Officers and Members of the National Board
- b) Tri - Partite Network Meeting: Meeting of the Accredited Professional Organization (APO), the Academe, and the Government
- c) Council of Deans and Heads of Schools of Architecture in the Philippines (CODHASP) Business Meeting and Elections of Officers
- d) Seminars and Workshops on Professional Development

e) Technical Presentations and Exhibits

1.2 Notices

Notices of said Annual Meetings and National Conventions shall be sent by the Secretary General to all the members through Chapters and their addresses appearing in the records of UAP, by mail or by personal delivery at least fifteen (15) days before the scheduled date of the meeting. The overall conduct of the National Convention shall be in accordance with the provisions of these Bylaws and those stipulated in the Policy Manual for Conventions and the IRR of UAP as approved by the National Board.

SECTION 2 SPECIAL GENERAL MEETING

Special General Meeting of the members of the UAP may be called by the President or by a Resolution of the Board or by written request of at least 20% of the regular members in good standing sent to the Secretary General who shall issue the notice for such a special general meeting.

SECTION 3 OTHER CONFERENCES

Conferences authorized by the National Board held in regional chapters, districts or areas shall be considered Regular Meetings of UAP unless otherwise stipulated.

SECTION 4 RIGHT OF REGULAR MEMBERS

During annual, regular and special meetings of the general membership, the individual regular member shall have the right and prerogative to participate and vote in accordance to the provisions of these Bylaws (representation of Chapters.); and in the case of elections, such right is delegated by the general membership to the Electoral College.

SECTION 5 NOTICE OF MEETINGS

The National Secretary shall notify in writing each and every member of the UAP at least two (2) weeks prior to the Annual, Regular or Special General Meetings of UAP, specifying the day, hour, place and nature of business to be taken up.

SECTION 6 BOARD MEETINGS

The National Board shall hold a regular meeting every other month of the year. Special Board Meetings may be called by the President at the written request of at least seven (7) members of the National Board.

SECTION 7 EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall hold regular meetings every month and as may be called by the President.

SECTION 8 MANAGEMENT COMMITTEE MEETINGS

The National President shall call the Management Committee as needed in the day to day operations of the organization.

SECTION 9 CONDUCT OF MEETINGS

The meetings of UAP shall be conducted in accordance with the Robert's Rules of Order.

ARTICLE XIII

ADMINISTRATION OFFICE

SECTION 1 FUNCTIONS

The functions of the Administration Office are as follows:

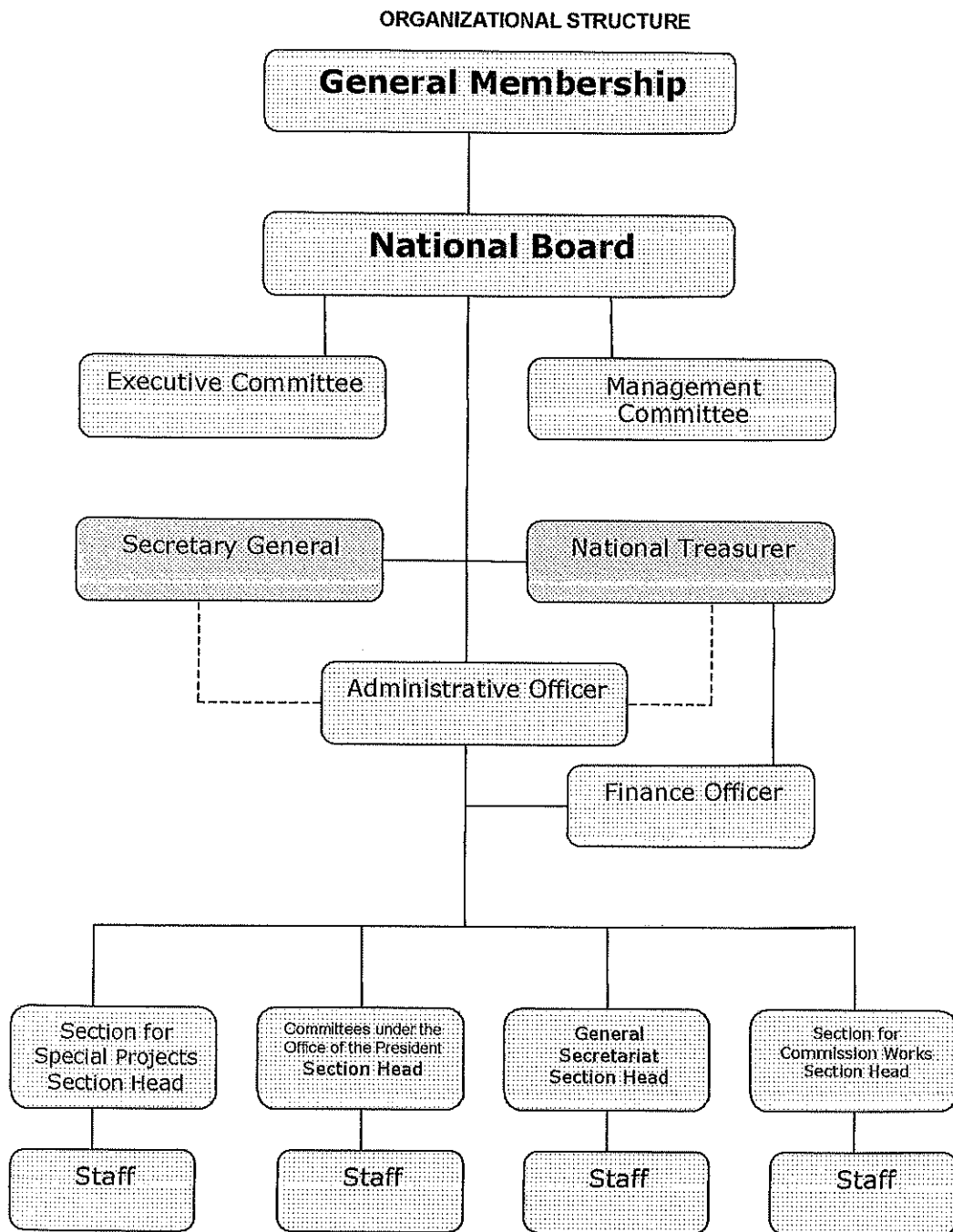
- 1.1 Administer and manage the day to day operations of the UAP in accordance with its programs and policies; and
- 1.2 Establish systems of communication and shall organize, operate and supervise over all information and publications of UAP for proper dissemination to the membership.
- 1.3 Headed by an Administrative Officer assisted by a Finance Officer and Section Heads for specific functions initially as follows: General Secretariat, PDC-CPE Section, Section for Committee Works, and Section for Special Projects;
- 1.4 May have external help on temporary or contractual basis to assist on special functions as may be necessary subject to the recommendations of the Administrative Officer to the National Board through the Secretary General.

SECTION 2 ORGANIZATIONAL STRUCTURE

The Administration Office shall be headed by an Administrative Officer assisted by a Finance Officer and Section Heads for specific functions. It may have external help on temporary or contractual basis to assist on special functions as may be necessary subject to the recommendations of the Administrative Officer to the National Board through the Secretary General. It shall be composed of as many sections as necessary in order to efficiently and economically fulfill the needs of the UAP. As an initial structure, it shall have four (4) sections with specific functions as follows:

- 2.1 General Secretariat
- 2.2 PDC Section
- 2.3 Section for Committee Works
- 2.4 Section for Special Projects.

The Organizational Structure Diagram is shown as follows:



SECTION 3 ADMINISTRATIVE OFFICER

The Administration Staff shall be headed by a professional Administrative Officer (AO) who shall be hired by UAP with the term of office co-terminus with the National President and with the privileges and responsibilities of a regular employee as required by law.. He shall be responsible to the National Board under direct supervision of the National President. The AO shall have following qualifications at the time of appointment:

3.1 Qualifications

- 3.1.1 A degree in management or business administration, preferably with a diploma in Architecture;
- 3.1.2 Minimum of three (3) years experience in managerial functions, preferably in institutions, foundations, professional organizations, or the like;
- 3.1.3 A good command of the English language and skills in proper communications, editing and publications;
- 3.1.4 Must be of good moral character; and
- 3.1.5 A pleasant, congenial and accommodating personality and attitude of service to the UAP membership.

3.2 Duties And Responsibilities

The duties and responsibilities of the AO are as follows:

- 3.2.1 Manage the Administration Staff, attend to all administrative matters, the PDC Staff works, Committee works, the works of special projects, and other activities, and perform such tasks assigned by the National President and the National Board; bearing in mind
- 3.2.2 that the quality of the policies and decisions of the National Board, to a large extent, is dependent on the completeness and accuracy of staff work which form the basis for decisions;
- 3.2.3 Endeavor to streamline, strengthen, and enhance the functional operations of UAP;
- 3.2.4 Undertake human resource assessment and development which will enable the other members of the staff and other personnel to function efficiently for UAP ;
- 3.2.5 Recommend the availability of technical, financial and other forms of resources for effective, efficient and economical operation of UAP;
- 3.2.6 Coordinate and synchronize the organizational activities and performance of the Administration Staff fostering teamwork thus maximizing the benefits arising from their efforts;
- 3.2.7 Ensure the proper documentation and keeping of records of all the activities of UAP for easy reference of general membership; and
- 3.2.8 Perform all responsibilities according to the UAP Manual of Systems and Procedures.

SECTION 4 FINANCE OFFICER

The FO shall function under the Administrative Officer with supervision of the National Treasurer and periodic auditing of the National Auditor and External Auditor. He shall post a bond for his position as will be established by the National Board.

4.1 Qualifications

- 4.1.1 A degree in Business Administration major in Accounting, preferably with units in management,
- 4.1.2 A good command of the English language and proper communication with skills in institutional works, foundations, etc,
- 4.1.3 Must be of good moral character and,
- 4.1.4 A pleasant, congenial and accommodating personality and attitude of service to the UAP membership.

4.2 Duties and Responsibilities

The duties and responsibilities of an FO are as follows:

- 4.2.1 Take charge of all recordings, accounting and all financial transactions handled by the Administration Staff,
- 4.2.2 .Keep all financial and accounting reports, ledgers records, and other related matters; and
- 4.2.3 Perform such other functions as may be necessary for efficient financial management of UAP activities.

SECTION 5 Administrative Sections

Each Section of the Administration Staff shall have a Section Head to handle the overall supervision of each of the different sections in accordance with their respective functions.

The job descriptions, Human Resource Development standards, and other related matters shall be formulated by the AO and Management Consultants as may be necessary subject to the approval of the National Board.

The functions of each section shall be as follows:

5.1 General Secretariat

- 5.1.1 Take charge for all Staff work needed for the administrative and organizational functions of UAP in addition to those specifically defined under the three other enumerated sections.
- 5.1.2 Act as Secretariat for the National President and the National Board;
- 5.1.3 Keep records of the membership directory, Chapters, addresses, offices, data, and the like;
- 5.1.4 Collect dues and fees, and transmit all these to the Finance Officer for proper disposition as provided in the manual of operations;
- 5.1.5 Keep records of all historical records, present records, legal instruments, documents, and others;
- 5.1.6 Manage papers, dissertations, and handle all proceeds from sale such as documents of UAP;
- 5.1.7 Handle the data bank for materials, suppliers, technical information, and the like;
- 5.1.8 Maintain the UAP library and archives for all these documents; and
- 5.1.9 Perform such other functions as may be necessary for efficient management of UAP activities.

5.2 PDC Section

- 5.2.1 Acts as the Secretariat of the PDC. Facilitate printing of all papers, research studies, dissertations, committee works of UAP, etc.;
- 5.2.2 Shall be the section responsible for facilitating the printing of all papers, research studies, dissertations, committee works of UAP;
- 5.2.3 Handles the administration, operation and service functions of the CPE program;
- 5.2.4 Maintains CPE records of UAP members; and

5.2.5 Assists UAP members in good standing in the renewal of their licenses.

5.3 Section For Committee Works

5.3.1 Serves as the Secretariat for all the works of the Standing Committees under all the Commissions and as the secretariat shall render all the works as stated in the general secretariat pertaining to the Committee Works.

5.4 Section For Special Projects

5.4.1 Serves as the Secretariat for all special projects not included in the sections mentioned above such as the CFA, NAW, and others.

SECTION 6 PERSONNEL

6.1 Remuneration of Personnel

6.1.1 Remuneration and compensation of all personnel of the Administration Staff shall be in accordance with accepted Labor Standards with periodic job evaluations and recommendations of the AO, as approved by the National Board through the Secretary General and the National Treasurer.

6.1.2 Shall have a finance officer who shall handle all the financial Staff work under supervision of the National Treasurer and periodic auditing of the National Auditor and External Auditor through the Administrative Officer. He shall be responsible for all the recordings, accounting and of all the financial transactions handled by the Administration Staff. He shall also be responsible for the keeping of all the financial and accounting reports, ledgers, records, and other related matters concerning UAP. The finance officer shall post a bond for his position as will be established by the National Board.

6.1.3 May have external help on a temporary or contractual basis to assist on special functions as may be necessary, subject to the recommendations of the Administrative Officer to the National Board through the Secretary General.

6.3 Appointment And Termination

Conditions of employment of Personnel shall be in accordance with existing Labor Laws. Any appointment or termination of personnel made by the National President shall be valid only after its confirmation by the National Board.

SECTION 7 EXTERNAL CONSULTANTS

In order to assist the UAP and the Administration Staff, the National Board shall hire External Consultants as follows: External Auditor, Legal counsel and Public Relations Officer, Consultants in other disciplines may be hired as the need arises.

7.1 External Auditor

The External Auditor shall either be an individual or a company, hired on a stipulated fee basis as agreed mutually by the National Board. shall conduct an effective external audit system for the purpose of fiscalizing financial transactions of all UAP accounts.

7.2 Legal Counsel

The Legal Counsel, hired on a stipulated fee basis shall assist the National Board in all legal matters that may arise during the performance of duties of the members of the National Board and as a consequence of UAP operations.

7.3 Public Relations Officer

The Public Relations Officer, hired on a stipulated fee basis, shall assist the National Board in all UAP press releases and related matters.

ARTICLE XIV THE COLLEGE OF FELLOWS

SECTION 1 COLLEGE OF FELLOWS

The College of Fellows (hereinafter referred to as College) is an institution within UAP which is composed of all Regular Members who have been elevated to "Fellow" for having rendered notable and outstanding contributions to the Architecture profession, community and society as well as exceptional service to UAP. It shall primarily serve as a consultative group to the National Board. It shall reflect the epitome of the highest ideals of the profession and humanity.

SECTION 2 PURPOSES AND OBJECTIVES

The purposes and objectives of the College are as follows:

- 2.1 To act primarily as a consultative group of the UAP National Board,
- 2.2 To promote the objectives of UAP and assist in the realization of its goals;
- 2.3 To advance the interest of UAP and contribute its share in the programs and activities of the general membership; and
- 2.4 To work unselfishly for the advancement of architecture and the architectural profession.

SECTION 3 FELLOW

3.1 Qualifications for Nomination to Fellow

3.1.1 To qualify for elevation to "Fellow", a Corporate Member must meet the following qualifications:

- a) UAP Membership in good standing continuously for at least ten (10) years immediately previous to the time of nomination;
- b) Notable contributions to the advancement of the profession of architecture in any of the fields: Design, Construction, Management and Technology, Education or Public Service; in addition to Exceptional Service to UAP; and
- c) Submission of proper documents evidencing such achievements, services, and contributions to the advancement of the profession for evaluation of the Jury of Fellows (hereinafter referred to as Jury);

3.1.2 No incumbent member of the National Board may nominate or be nominated as Fellow during his/her term.

3.2 Nomination

3.2.1 Nomination for Elevation as Fellow shall be made through a written petition by a Chapter in good standing, where a nominee belongs, supported by a Board Resolution approved by the Chapter or by at least thirty (30) Regular Members in good standing signing as nominators, or by a group of at least twenty (20) Fellows in good standing except, the Members of the Jury.

3.2.2 The nomination papers shall be submitted to the Jury who shall, in behalf of the National Board screens, examines, and evaluates the credentials of the nominee/s and shall cast votes in secret ballot. The results of evaluation and the list of successful nominees shall be endorsed by the Jury to the National Board through the Secretary General within one (1) month from the time the

Jury receives the nomination and shall not be later than thirty (30) days before the National Convention.

- 3.2.3 The National Board shall favorably act on the Jury's recommendations and confirm the elevation of the successful nominees unless new information that is adverse to the nominee/s is received after transmittal of the list to the National Board. Information on why the nominee/s cannot be elevated is given back to the Jury for appropriate re-evaluation which should be done within fifteen (15) days upon receipt of the new information immediately thereafter, a new recommendation should be endorsed to the National Board.

SECTION 4 ELEVATION AND INVESTITURE

- 4.1 The elevation of "Fellows" shall be held in the Investiture Ceremony during the Annual Convention. The Investiture Ceremony is the only occasion wherein the Members of the National Board, the Members of the College of Fellows, the Members of the Jury of Fellows, the Officers of the National Board and the Likha Awardees are formally presented in processional manner to the general body.
- 4.2 The Investiture Ceremony shall follow the traditional Ceremonial Rites for the solemn occasion
- 4.3 The National President and the National Board with the Chancellor and Members of the Jury of Fellows, officially elevate each nominee as FELLOW and bestow the COF Pin, the Certificate of Membership to the College of Fellows, a Plaque defining the merits of his elevation to the College and the COF Medallion representing the honor he has received.
- 4.4 A Fellow continues to enjoy all the rights, privileges and responsibilities of a Regular member, as a mark of distinction and honor; has the privilege to use the title "Fellow", print after his name the initials "FUAP" representing Fellow, United Architects of the Philippines, and wears the medallion given for this distinction at all formal functions of UAP. The COF Pin shall be worn by the Fellow in meetings and gatherings of the College and UAP.

SECTION 5 THE OFFICERS OF THE COLLEGE OF FELLOWS

5.1 Composition

The Officers of the College are the following:

- Chancellor
- Vice- Chancellor
- Scribe
- Bursar
- Immediate Past Chancellor

5.2 Term of Office

An Officer of the College shall serve for a term of one (1) year and may be re-elected for another term, but in no case shall one serve for more than two (2) consecutive terms in the same office. One may serve in any capacity as Officer of the College for not more than three (3) consecutive terms. An incumbent member of the National Board cannot be elected as an Officer of the College. In the event that an Officer of the College cannot fulfill the duties of his office, the remaining Officers shall elect a member of the College to serve the unfinished term of the vacating officer.

5.3 Duties and Responsibilities of the Officers:

The duties and responsibilities of the Officers of the College of Fellow are as follows:

5.3.1 Chancellor

Serves as the Presiding Officer of the College in all its functions, convocations, meetings, and conferences;

5.3.2 The Vice Chancellor

Performs the duties of the Chancellor whenever the latter is absent or incapable of service;

5.3.3 The Scribe

- a) Records or supervises the proper recording of minutes and proceedings of the College, furnishing copies thereof the National Board.
- b) Takes charge of all correspondence concerning the College; and
- c) Ensures that all records are kept with the UAP General Secretariat;.

5.3.4 The Bursar

Takes charge of the receipts, disbursements, and accounting of all the funds from whatever source of the College.

5.3.5 Immediate Past Chancellor

- a) Serves as the fifth Officer of the Jury and provide continuity and assistance in policy-making; and
- b) The Immediate Past Chancellor shall continue to serve in case the incumbent Chancellor is re-elected. In the event that the Immediate Past Chancellor is elected as member of the National Board, the fifth officer shall be elected by the College from among the past Chancellors.

SECTION 6. JURY OF FELLOWS

The Jury of Fellows is composed of the Officers of the College plus four (4) other Fellows who are Past Chancellors or Past Vice Chancellors chosen by the College during the Convocation of Fellows. The Jury is constituted for the purpose of screening, examining, and evaluating the credentials of the nominee/s in behalf of the National Board and shall cast votes in secret ballots for the nominees for elevation to Fellow in accordance to these Bylaws.

SECTION 7. AREA COORDINATORS

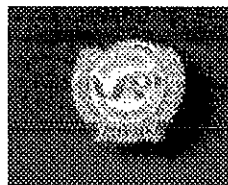
In consideration of the inability of the members of the College in far areas, to attend the regular monthly meetings of the College at the National Headquarters or other places within the Metropolis as the case may be; Area Coordinators for Mindanao and the Visayas shall be elected for the purpose of calling meetings within their respective areas; fostering of proper and expeditious co-ordinations with the activities and concerns of the College and dissemination of information from the Jury of Fellows, the College and the National Board.

SECTION 8 OFFICIAL TOGA

The Official Toga of the College of Fellows designed by Leandro V. Locsin, FUAP, Likha Awardee.

SECTION 9 COF PIN

The COF Pin shall be given to the newly elevated Fellow which shall be worn in all meetings of the College and UAP. The Official Pin shall be as follows :



SECTION 10 CERTIFICATE OF MEMBERSHIP TO THE COLLEGE OF FELLOWS

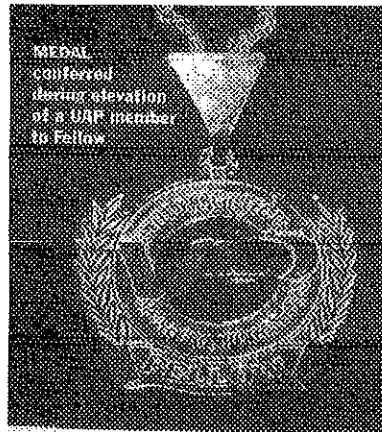
A certificate of Membership to the College shall be issued to the new Fellow which shall state the date of the bestowal duly signed by the Chancellor and the National President attested by the Scribe.

SECTION 11 PLAQUE FOR THE FELLOW

A Plaque shall be the evidence defining the merits of the bestowal on a "Fellow" upon his elevation to this distinct status in the Investiture Ceremony which is held as an important function in the Annual National Convention of UAP. It shall bear the Official Seals of the College and of UAP and the signatures of the Chancellor and Scribe of the College and that of the National President and Secretary General of UAP.

SECTION 12 THE OFFICIAL MEDALLION OF THE FELLOW

The Official Medallion of the College shall bear the Official Seal of UAP in the approved form as follows:



SECTION 13 HONORARY MEMBER OF THE COLLEGE OF FELLOWS

Honorary Membership is conferred upon an Architect who is not a member of UAP, Filipino or foreigner who has exceptionally and significantly contributed to the advancement of the architectural profession arts and allied services. He must have high reputable character. He must be recommended by 30 UAP Fellows in good standing with endorsement of the National Architectural Organization of country of origin. He shall be conferred a Certificate of Membership, a Plaque for his achievements duly signed by the Chancellor and the National President attested by the Scribe and a Medallion.

SECTION 14 LIKHA GOLD MEDAL AWARD

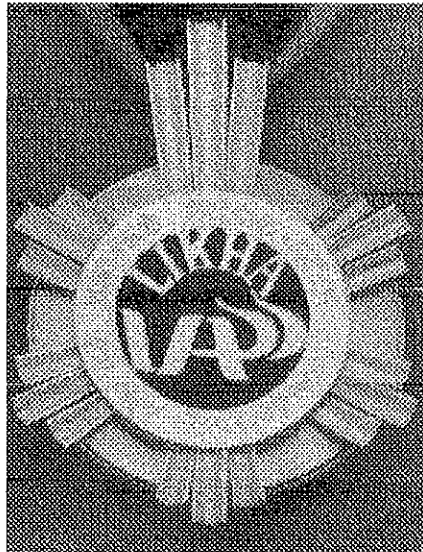
LIKHA GOLD MEDAL AWARD is the highest distinction that may be bestowed by the National Board as endorsed by the College of Fellows upon a Fellow. The award is given in recognition of his having impeccable moral character, having highest standards of professional and ethical conduct, excellence and prestige in the practice of the architectural profession and distinguished contribution and service to UAP. He must have exceptional achievements and active participation in the concerns of the community, government and country.

14.1 Qualifications:

- (a) 25 years continuous active membership to UAP
- (b) 20 years membership to the College of Fellows
- (e) Unanimous approval by the National Board by secret ballots

14.2 OFFICIAL GOLD MEDAL

The Official Gold Medal of the LIKHA AWARD is solid 14 carats which was designed by Hans R. Brumann as follows:



SECTION 15 CONVOCAION

- 15.1 The College shall hold an Annual Convocation in conjunction with, and at the site of the UAP National Convention,
- 15.2 The College may be called to other convocations, meetings or conferences by the Jury of Fellows, Executive Committee or the National Board as the need arises.

SECTION 16 CONTRIBUTION

- 16.1 The College may accept solicitations, donations, bequeaths and other contributions for the College in administering its affairs and its projects from the UAP general fund or from the members of the College of Fellows only.

ARTICLE XV UAP COUNCIL OF ELDERS

The UAP Council of Elders is formed by all past UAP National Presidents. The Council whose opinion as a group or as individuals may be solicited when necessary by the National President or the National Board.

ARTICLE XVI PROFESSIONAL DEVELOPMENT COMMISSION

SECTION 1 FUNCTIONS

The Professional Development Commission (PDC) of UAP shall be a service bureau which shall function under the Office of the National Executive Vice President with the mandate and policies set by the National Board.

The functions and responsibilities of PDC are as follows:

- 1.1 Administer and implement the Continuing Professional Development program of the UAP in close coordination with the Board of Architecture;

- 1.2 Implement Post-Baccalaureate Scholarship Program and conduct seminars, diploma courses, and other professional training program in coordination with the Specialty Council;
- 1.3 Assist educational institutions in the promotion and advancement of the discipline of architecture; and
- 1.4 Publish literature and learning materials in architecture and construction technology (e.g UAP Post, Architects Journal, Committee works, among others).

SECTION 2 PDC EXECUTIVE DIRECTOR

The PDC is headed by the PDC Executive Director who is appointed by the National President for a term of one (1) year, with another year as ex-officio and co-terminus with the National President and who shall have the following qualifications:

- 2.1 UAP Membership in good standing for at least ten (10) years;
- 2.2 Leadership and management capabilities;
- 2.3 Master's Degree in Architecture or allied fields; or equivalent,
- 2.4 At least five years in managerial position; and
- 2.5 Experience in the academe and/or journalism acumen or experience, and
- 2.6 Computer literacy.

SECTION 3 PDC DEPUTY EXECUTIVE DIRECTORS

PDC Deputy Executive Directors representing the various areas covered by UAP may be appointed by the National President upon recommendation of the PDC Executive Director through the National Executive Vice President.

ARTICLE XVII SPECIALTY COUNCIL

The UAP Specialty Council shall be a chamber of the organization for the purpose of continuing professional development of its members and the professionals. It shall be the Council that shall establish specialization categories, professional qualifications on the post graduate level in coordination with the academe and the Board of Architecture.

The Council shall be headed by the National President, together with the Chancellor of the College of Fellows, the Commissioner for Professional Practice and the Commissioner on Education and a select group experts and specialists in the various fields in Architecture.

The Council shall see to it that continuing professional development will be a life-long endeavor among professionals for the purpose of maintaining, enhancing and increasing knowledge and capabilities. It must take the responsibility of ensuring that the professionals keep abreast of new technologies, methods of practice and the changing social and ecological conditions within the country and in the global arena.

ARTICLE XVIII CENTER FOR FILIPINO ARCHITECTURE

SECTION 1 FUNCTIONS

The Center for Filipino Architecture (CFA) is an institutionalized center which serves as the cultural arm of UAP. It shall function under the Office of the National President with the mandate and policies set by the National Board.

The functions and responsibilities of CFA are as follows:

- 1.1 Promotion of the cultural identity of the Filipino through his architectural heritage;

- 1.2 Encourage and promote, preserve and conserve Filipino architectural legacies;
- 1.3 Conduct research and development including documentation and publication thereof; and
- 1.4 Provide program for a visionary outlook for the evolution of Filipino architecture into one that is more responsive to and reflective of the needs, dreams, aspirations and temperament of the Filipino people.

SECTION 2 CFA EXECUTIVE DIRECTOR

The CFA is headed by the CFA Executive Director who is appointed by the National President for a term of four (4) years and shall have the following qualification:

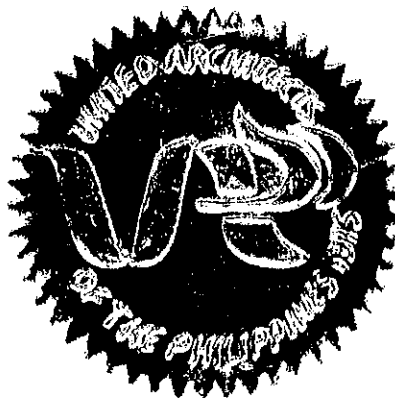
- 2.1 UAP Membership in good standing member for at least ten (10) years.

ARTICLE XIX SEAL AND BANNER

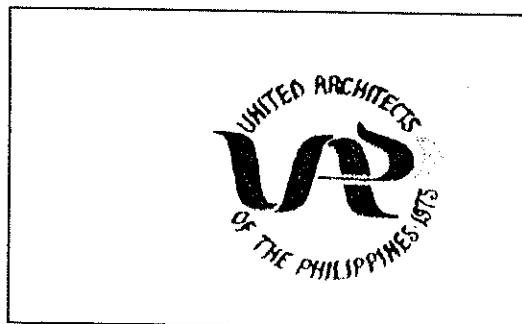
SECTION 1

The official seal and banner of the UAP as approved and adopted by UAP shall be used in all documents as required in these Bylaws:

1.1 UAP SEAL



1.2 UAP BANNER





The UAP Logo was designed by Luis G. Guiang, FUAP, the winner for the Competition for the Emblem of the organization held in 1979.

ARTICLE XX UAP HYMN

The UAP March was originally composed by Everardo N. Napay, FUAP, and was re-arranged by Focus Project Committee on UAP March chaired by Angeline T. Chua Chiacco, FUAP:

United Architects of the Philippines are we
Sworn to uphold our profession's dignity
Ours is to create, to design and plan
Build the shelter for the Family of Man

As architects we build with artistry and vision
With humble hearts so patient and with dedication
Combining strength, utility and beauty
Be it humble house or complex cities

Refrain:

One in heart and one in soul
All for one and one for all
These architects are the symbols of greatness
Loyal to the UAP

We pledge to ourselves
To serve our country
With a fervent verve, so let us all be
Architects with a Filipino soul

(Musical Interlude)

One in heart and one in soul
All for one and one for all
These architects are the symbols of greatness
Loyal to the UAP

We pledge to ourselves
To serve our country
With a fervent verve so let us all be
Architects with a Filipino soul

With fervent verve
Come let us all be
The greatest strength of the UAP.

**ARTICLE XXI
ARCHITECTURE WEEK**

The UAP, through its Districts and Chapters, shall celebrate the Nationwide Architecture Week during the 2nd week of December. The Committee on Nationwide Architecture Week (NAW) Celebration under the Commission on Governmental and External Affairs shall take charge of the affair with a program of activities set by the National Board.

**ARTICLE XXII
PUBLICATIONS**

SECTION 1 OFFICIAL ORGAN AND OTHER PUBLICATIONS

- 1.1 The UAP shall publish an Official Organ, which shall be issued as the National Board may decide. The title, management and financing of such publication shall be under the supervision of the National Board and as provided in these Bylaws.
- 1.2 Other publications of the UAP as mentioned and defined in these Bylaws shall be issued upon approval of the UAP National Board.

**ARTICLE XXIII
AMENDMENTS**

SECTION 1 PROCEDURE FOR AMENDMENT

These Bylaws may be amended only after one (1) year upon its effectivity. Thereafter, it may be amended, repealed or altered in whole or in part subject to the following conditions and procedure:

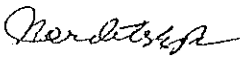
- 1.1 Proposed amendments must first be submitted to the Committee on Bylaws for study and evaluation at least sixty (60) days before the Chapter Presidents' Assembly.
- 1.2 The Committee shall refer the proposals, as studied and evaluated, to the Commission on Internal Affairs, which shall then endorse the same to the Secretary-General for dissemination to the Chapter Presidents, through the Vice-Presidents thirty (30) days before the Annual Business Meeting.
- 1.3 Each Chapter President shall call for a General Chapter Membership Meeting to discuss the proposals. The results shall be presented to the Chapter Presidents' Assembly. Its consensus shall then be endorsed to the National Board who shall act accordingly.
- 1.4 The National Board shall endorse to the general membership the proposed amendments for approval during the Annual Business Meeting or a meeting called for the purpose.

**ARTICLE XXIV
EFFECTIVITY**

SECTION 1. APPROVAL BY THE SEC

These Bylaws shall take effect upon approval by the SEC.

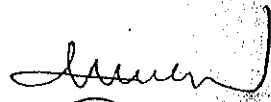
SUBMITTED BY THE COMMITTEE ON BYLAWS (THROUGH THE COMMISSION ON INTERNAL AFFAIRS), TO CHAPTER PRESIDENTS FOR DISSEMINATION TO CHAPTER MEMBERSHIP FOR DISCUSSION IN GENERAL MEETINGS OF EACH CHAPTER; THE RESULTS OF WHICH WERE PRESENTED TO THE CHAPTER PRESIDENTS ASSEMBLY; THEN ENDORSED TO THE NATIONAL BOARD WHO ACTED ACCORDINGLY; AND THEREAFTER ENDORSED TO THE GENERAL MEMBERSHIP IN THE ANNUAL BUSINESS MEETING:

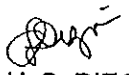

NORALITA C. DUMLAO, FUAP
Chairperson


CARMENCITA L. ROSALES, FUAP, FPIEP
Co-Chairperson

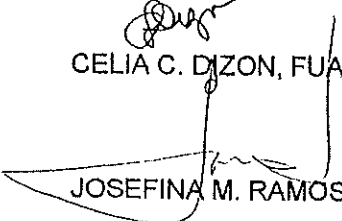
MEMBERS:

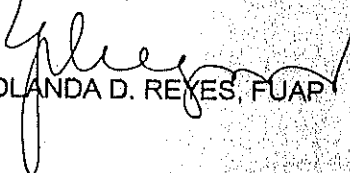

CESAR V. CANCELA, FUAP

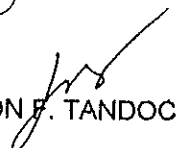

MA. ELENA C. CAYANAN, FUAP


CELIA C. DIZON, FUAP

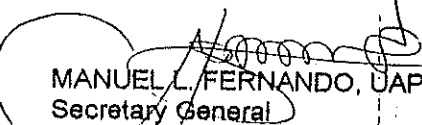

ANA M. LING, FUAP


JOSEFINA M. RAMOS, FUAP, FPIEP


YOLANDA D. REYES, FUAP


CORAZON F. TANDOC, FUAP

JOSE MANUEL S. PINO, JR., UAP
Commissioner, Internal Affairs


MANUEL L. FERNANDO, UAP
Secretary General