



Duties and Responsibilities of the National Officers

1. National Board of Directors

The National Board of Directors is the governing body elected by the members that exercises the corporate powers of a corporation, conducts all its business and controls its properties (*Securities and Exchange Commission*).

The UAP shall be governed by a National Board of Directors composed of thirty-one (31) members as indicated in the 2009 UAP By-laws. Its general functions are the following:

- a. Promulgates UAP policies, rules and regulations in accordance with these By-Laws to guide the organization in the attainment of its purpose and objectives;
- b. Administers, controls and directs the business and social affairs of UAP and exercise all authority, rights and powers of the UAP over its members;
- c. Honors the positions they have been elected to by strict attendance to all important functions of the UAP particularly National Board of Directors' Meetings, Execom Meetings, area activities within jurisdictions, National Conventions and official representations of the UAP in government and community activities,
- d. Serves as the trustee and custodian of all properties and interests of the organization;
- e. Coordinates and lends assistance to PRC through the PRBoA as its extension arm in the implementation of R.A. 9266, its implementing rules and regulations and other derivatives promulgated by the PRC concerning the professional practice of architecture in the Philippines;
- f. Adopts and supports all the planned and ongoing major undertakings, duly approved by the previous National Board of Directors such as short and long term programs, national and international commitments, financial obligations and other similar responsibilities;

- g. Ensures that adequate professional standards are promulgated by the standard-setting bodies;
- h. Confirms the appointments and termination of service of any employee of the UAP subject to the provisions of these By-laws and appropriate lawful and legal procedures;
- i. Adopts policies related to donations, bequeaths and other contributions, special assessments on its members and other measures to raise funds; and
- j. Prescribes such other rules and regulations as may be necessary and proper to carry out the purposes of UAP as well as the provisions of these By-laws, and the laws of the Republic of the Philippines.

The National Board of Directors shall be composed of 31 members as follows:

- 1. National President
- 2. National Executive Vice President
- 3. Area A Vice President
- 4. Area B Vice President
- 5. Area C Vice President
- 6. Area D Vice President
- 7. Secretary General
- 8. National Treasurer
- 9. National Auditor (no voting right)
- 10. Chancellor, College of Fellows (ex-officio, no voting right)
- 11. Immediate Past National President (ex-officio, no voting right)
- 12. Regional District Directors, A1a
- 13. Regional District Directors, A1b
- 14. Regional District Directors, A2a
- 15. Regional District Directors, A2b
- 16. Regional District Directors, A3
- 17. Regional District Directors, A4
- 18. Regional District Directors, A5
- 19. Regional District Directors, B1
- 20. Regional District Directors, B2
- 21. Regional District Directors, B3
- 22. Regional District Directors, B4
- 23. Regional District Directors, B5
- 24. Regional District Directors, C1
- 25. Regional District Directors, C2
- 26. Regional District Directors, C3
- 27. Regional District Directors, C4
- 28. Regional District Directors, D1
- 29. Regional District Directors, D2
- 30. Regional District Directors, D3
- 31. Regional District Directors, D4

2. The National Executive Officers

The by-laws of a corporation may create an executive committee, composed of not less than three members of the board, to be appointed by the board. Said committee may act, by majority vote of all its members, on such specific matters within the competence of the board, as may be delegated to it in the by-laws or on a majority vote of the board, except with respect to: (1) approval of any action for which shareholders' approval is also required; (2) the filing of vacancies in the board; (3) the amendment or repeal of by-laws or the adoption of new by-laws; (4) the amendment or repeal of any resolution of the board which by its express terms is not so amendable or repealable; and (5) a distribution of cash dividends to the shareholders. (Section 35, Corporation Code of the Philippines)

The National Officers (or simply called The Executive Committee or Execom) shall be composed of the following members

1. National President
2. National Executive Vice President
3. Area A Vice President
4. Area B Vice President
5. Area C Vice President
6. Area D Vice President
7. Secretary General
8. National Treasurer
9. National Auditor (no voting right)
10. Chancellor, College of Fellows (ex-officio, no voting right)
11. Immediate Past National President (ex-officio, no voting right)

The Duties and Responsibilities of the National Executive Officers are as follows:

1. National President

- a. Serves as the Chief Executive of UAP and as such shall preside over the meetings, conventions, and all official functions of the National Board of Directors, Executive Committee, Chapter Presidents Assembly and the Annual General Membership Meetings;
- b. Manages and supervises all business and social affairs of UAP;
- c. Signs contracts, directives and other legal instruments which have been approved by the National Board of Directors;
- d. Heads the Management Committee;
- e. Appoints the Executive Directors of standing commissions, heads and members of the standing committees and creates new committees or special committees, task forces and or ad-hoc committees as necessary subject to the confirmation of the National Board of Directors;

- f. Represents the UAP in local and international conferences, gatherings and other functions which require representation of the organization; and
- g. Performs such other functions as may be required of him by the National Board of Directors.

2. National Executive Vice-President

- a. Takes charge of the Planning and Development of UAP Programs;
- b. Directly supervises the standing commissions of the UAP in the study, research, and formulation of policies and implementation of programs and projects to attain the goals and objectives of the UAP; and
- c. Performs such other functions as may be required of him by the National President and or the National Board of Directors.

3. Area Vice-Presidents

- a. Take charge of the effective and systematic supervision of Chapters through the Regional District Directors;
- b. Ensure that their respective programs, projects and activities are carried out in accordance with the policies of UAP; and
- c. Performs such other functions as may be required of him by the National President and the National Board of Directors.

4. Secretary-General

- a. Supervises the proper recording of minutes of meetings of all meetings of UAP and the National Board of Directors;
- b. Issues all notices required by law or by these By-laws, as well as notices of all meetings of the UAP and the National Board of Directors;
- c. Takes charge and custody of the corporate seal, all the legal and administrative records, correspondences and legal matters, and all the materials in the library and archives as well as the records of membership of the organization.
- d. Directly supervises the Administration Staff as per programs and administrative decisions of the Management Committee;
- e. Prepares and submits such reports as maybe required of him by the National Board of Directors and/or the National President
- f. Ensures that UAP shall comply with all the reportorial requirements that may be required by the different government agencies, such as the Securities and

Exchange Commission (SEC), Bureau of Internal Revenue (BIR), PRC and others; and

- g. Performs such other functions as may be required of him by the National President and the National Board of Directors.

5. National Treasurer

- a. Supervises the overall financial and fund management of the UAP;
- b. Collects all fees, dues and other financial obligations of the UAP and issue receipts thereof ;
- c. Disburses all duly approved organizational and budgeted funds as necessary and in accordance with approved accounting and auditing procedures;
- d. Purchases securities or sell and transfer those placed under his charge by UAP as directed by the National Board of Directors;
- e. Signs all checks, and all financial instruments and transactions wherein his signature is required by law. 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;
- f. Prepares and implements the budget systems of the organization;
- g. Prepares and submits to the National Board of Directors an Annual Audited Financial Statement, duly audited by an independent accounting firm and ensures compliance of all financial reporting requirements of several government agencies, such as the SEC, BIR and PRC; and
- h. Performs such other functions as may be required of him by the National President and the National Board of Directors.

6. National Auditor

- a. Conducts an overall independent review of all financial affairs to ensure check and balance of the financial operations of the UAP;
- b. Serves as a regular member of the Executive Committee and the National Board of Directors without voting rights as required by SEC; and
- c. Performs such other functions as may be required of him by the National President and the National Board of Directors.

7. Immediate Past President

- a. Acts as an adviser of the incumbent National Board of Directors especially 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 of Directors;

- b. Serves as a member of the National Board of Directors and a member of the Executive Committee, without voting rights; and
- c. Performs such other functions as may be required of him by the National President and the National Board of Directors.

8. Chancellor of the College of Fellows

- a. Represents the College of Fellows to the incumbent National Board of Directors specially on matters pertaining to complex and delicate issues in the practice of the profession and the affairs of the organization;
- b. Serves as a member of the National Board of Directors and a member of the Executive Committee without voting rights;
- c. Serves as the head of the National Committee on Nomination in relation to the Annual National Elections; and
- d. Performs such other functions as may be required of him by the National President and the National Board of Directors.

9. Regional District Directors

- a. 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 in the Regional District Council;
- b. Encourage the organization of Chapter committee activities in the District level such as Balangkas, activities on accessibility, environment and ecology and others;
- c. Take responsibility in bringing to the attention of the National Board of Directors problems and issues in his District and propose solutions thereto;
- d. Promote harmonious and lively interaction among Chapters in his District, focusing on unity and cooperation;
- e. Represent and act as liaison between UAP Chapters in his District and the National Board of Directors through the Area Vice -President;
- f. Organize a Regional District Council composed of Chapter presidents within the district as members and may appoint a Regional Deputy District Director, a Regional District Treasurer, and a Regional District Secretary provided that the appointees shall come from among the members of the particular District; and

- g. Represent the National Board of Directors in any public forum in his District, and perform such other duties and functions relevant to the position.

3. The Management Committee

The Management Committee (or simply called Mancom) is composed of the following:

1. National President
2. National Executive Vice President
3. Secretary General
4. National Treasurer

The Management Committee shall aid in the day to day operations of the organization. It evaluates the performances of the UAP personnel periodically as may be necessary and endorses recommendations of such evaluations to the National Board of Directors for proper actions.