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**ADMINISTRATIVE CODE  
OF THE  
PHILIPPINE MEDICAL ASSOCIATION**

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CHAPTER I

Membership in the Philippine Medical Association

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1. Acceptance of New Members

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1.1. All physicians licensed by the Professional Regulations Commission (PRC) to practice medicine in the Philippines are eligible for membership in the Philippine Medical Association (PMA).

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1.2. Membership in the Philippine Medical Association shall be coursed through the component societies.

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1.3. Admission of new members shall be in accordance with the following procedure:

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1.3.1. Application in writing to a component medical society, with an accompanying personal data sheet of applicant;

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1.3.2. Acceptance of application by the component medical society;

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1.3.3. Payment of component and PMA dues;

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1.3.4. Endorsement of application and transmittal of dues by the component society to the PMA;

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1.3.5. Notification of acceptance of applicant's membership sent to the component society and to the applicant by the PMA Secretariat; and

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1.3.6. Inclusion of the new member in the official roster of PMA members.

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2. Limitation of Membership

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2.1. A member shall hold membership in only one component medical society located at the place of either his residence or his practice at the time of his admission to the component society. If, at a later time, a member should transfer his residence and his place of practice, he may transfer his membership, if he so desires, to the component society situated in the new place of his residence or practice.

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3. Transfer of Membership

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3.1. Transfer of membership from one component medical society to another shall be accomplished through the following procedure:

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3.1.1. Written application for transfer submitted to the secretary of the component society to which the member belongs;

- 1 3.1.2. Favorable endorsement of the application by the first
- 2 component society to be sent to the other component society
- 3 where member wishes to transfer;
- 4 3.1.3. Acceptance by the component society to which the member
- 5 wishes to transfer;
- 6 3.1.4. Notice of transfer to the Secretary-General of the Association
- 7 by the component societies;
- 8

9 Only after the transfer has been duly entered in the roster of  
10 PMA members, and only after the transferring member and  
11 both the component societies have been notified thereof by the  
12 Secretariat shall the transfer be considered valid.

- 14 3.1.5. The transferring member shall be eligible to vote in the
- 15 society where he has transferred only in the administrative
- 16 year following the payment of dues in the new component
- 17 society.
- 18 3.1.6. Any controversy or problem that may arise from transfer of
- 19 membership from one society to another shall be referred for
- 20 settlement to the Membership Committee of the Association.
- 21 Any decision reached by the Committee may be appealed to
- 22 the Board of Governors.
- 23

#### 24 4. Termination (Refer to Chapter X, page 33)

25  
26 4.1. Membership in the Association may be terminated for any of the following  
27 causes:

- 29 4.1.1. Non-payment of dues for three (3) consecutive years, and
- 30 failure to pay such dues within sixty (60) days of receipt of
- 31 notice;
- 32 4.1.2. Any act inimical to the profession as provided for in the Code
- 33 of Medical Ethics, and/or any act inimical to the Association;
- 34 4.1.3. Revocation of member's license to practice medicine by the
- 35 Professional Regulations Commission, Board of Medicine;
- 36 and
- 37 4.1.4. Voluntary resignation from the Association.
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#### 39 5. Reinstatement

40  
41 5.1. A member shall be reinstated provided that all indebtedness to the  
42 Association and to the component society shall have been paid and all  
43 other requirements of the Board of Governors shall have been complied  
44 with.

45 5.2. A member who has voluntarily withdrawn from the Association shall be  
46 reinstated by following the prescribed procedure for new members.

1 5.3. The reinstatement of a member whose membership has been terminated  
2 either for cause or for the revocation of his license to practice medicine  
3 shall be made only upon approval by the Board of Governors.  
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6 6. Classification of Members  
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8 6.1. Regular Member - A regular member shall be considered in good  
9 standing if:

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11 6.1.1. The member has paid all national and local dues, as well as  
12 all assessments that may be imposed by duly authorized  
13 bodies of the Association within the prescribed periods;

14 6.1.2. The member has complied with the requirements of the  
15 Commission on Continuing Medical Education, with regard to  
16 attendance of scientific activities of the Association;

17 6.1.3. The member is not under suspension either by the  
18 Professional Regulations Commission or by the PMA.  
19

20 6.2. Life Member A life member is a regular member of the Association,  
21 who, after having been a member in good standing for at least 5  
22 consecutive years, has opted to pay in lump sum the Association  
23 dues (at the time of the approval of this Code, in the amount of P5,  
24 000.00) as provided for in the By-Laws of the Association.  
25

26 A life member shall be entitled to all rights and privileges without  
27 further payment of any national membership dues or annual  
28 convention registration fees. However, he is not exempt from the  
29 payment of component society dues nor from assessments, nor from  
30 complying with the attendance requirement of the continuing medical  
31 education.  
32

33 6.3. Emeritus Member A member, who has reached the age of 65, and  
34 who has been a member in good standing of the Association for at  
35 least 15 consecutive years, may seek emeritus membership status  
36 as follows:  
37

38 6.3.1. A written application requesting for emeritus membership is  
39 addressed to his component society.

40 6.3.2. The governing body of the component society, after approving  
41 the application for emeritus membership, shall endorse the  
42 request to the Board of Governors through the regional  
43 governor.

44 6.3.3. The Board of Governors, upon the favorable recommendation  
45 of the Committee on Membership Services, shall consider the  
46 application. If the Board approves, the status of emeritus  
47 membership shall be granted the applicant.

48 6.3.4. An emeritus member shall be exempt from the payment of  
49 regular membership dues of the Association. However, he

1 has to pay each special assessment imposed by the  
2 Association, and the Board of Governors shall determine the  
3 amount each time a special assessment is made.

4 6.3.5. The obligation of the emeritus member to pay dues in the  
5 component society shall be in accordance with its policy.  
6

7 6.4. Non-Resident Members Non-resident members are Filipino  
8 physicians licensed to practice medicine in the Philippines but are  
9 residing in foreign countries. They shall be eligible for membership in  
10 the Association through a component society, upon application and  
11 payment of dues and assessments as provided for in the By-Laws.  
12 These members shall be exempt from the requirements of the  
13 Commission on Continuing Medical Education for the duration of their  
14 residence abroad.  
15

## 16 7. Rights and Privileges

17  
18 7.1. A member in good standing shall be entitled to the following rights  
19 and privileges:  
20

21 7.1.1. To participate in all activities and functions of the  
22 Association and of its component societies;

23 7.1.2. To vote and be voted upon, as stipulated in the Election  
24 Code of the Association;

25 7.1.3. To be eligible for appointment to committees and  
26 constitutional bodies;

27 7.1.4. To receive benefits as provided for in the Mutual Benefits  
28 Program; and

29 7.1.5. To enjoy such other rights and privileges as may be  
30 granted him from time to time.  
31

32 7.2. Emeritus members shall be entitled to all rights and privileges as  
33 those above, including the right to vote and be voted upon.  
34

## 35 CHAPTER II

### 36 Delinquency and Amnesty

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39 1. Conduct of Members Each and every member, officer and governor of the  
40 PMA shall subscribe to the By-Laws of the Association, the Code of Medical  
41 Ethics, and to the Medical Act of 1959 (R.A. 2332) as amended.  
42

#### 43 2. Delinquency in Financial Obligations

44  
45 2.1. A regular member of the PMA shall be deemed delinquent if he fails  
46 to pay annual dues, as determined by the Board of Governors (as of  
47 the date of approval of this Code, of P350.00), to the treasurer of the  
48 component society of which he is a member, not later than the last

1 day of September of each administrative year, which amount does  
2 not include component society dues.

3 2.2. A member shall be considered delinquent in the payment of dues for  
4 purposes of eligibility to participate in the benefits of the Association  
5 if he has not paid said dues on the last day of November of the  
6 administrative year. Eligibility to participate in the elections of the  
7 Association shall be defined by the Election Code of the Association.

8 2.3. A member shall be considered to be on leave of absence if the  
9 member through a written notice to his component society shall  
10 suspend his membership in the Association for a period of time.  
11 During the period of the leave of absence, the member shall be  
12 exempt from the payment of dues and shall not be eligible to enjoy  
13 the rights and privileges of the membership.

14 2.4. A member who is deemed delinquent, shall not enjoy benefits and  
15 privileges as follows:

16  
17 2.4.1. Death and Disability Benefits as provided for in the Death  
18 and Disability Benefits Rules and Regulations;

19 2.4.2. Legal Aid Benefits as provided for in the Legal Aids  
20 Benefits Rules and Regulations, for failure to pay dues as  
21 of the last day of November of the administrative year; and

22 2.4.3. The right to vote and be voted upon.

23  
24 2.5. A member, who is delinquent and who fails to pay annual dues for three  
25 (3) consecutive years or more, shall be dropped from the rolls of the  
26 Association if payment is not made 60 days after the receipt of  
27 notice. A member to be dropped from the rolls shall be sent a notice  
28 of termination of membership by registered mail, with return card, by  
29 the Secretary General through the secretary of the component  
30 society.

31  
32 3. Amnesty The indebtedness of a member to the Association may be waived  
33 by a majority vote of the Board of Governors and a majority vote of the  
34 General Assembly for justifiable reasons as the need arises. This will  
35 entitle the member to be reinstated. However, his right to vote and be  
36 voted upon, and his right to the mutual aid benefits shall be suspended for  
37 one year. Nevertheless, the member can avail himself of the legal aid  
38 benefits. No amnesty can be declared within five (5) years from the date  
39 the General Assembly last approved an amnesty.

40  
41 3.1. The procedure to avail of amnesty is as follows:

42  
43 3.1.1. A member who wishes to avail himself of amnesty for  
44 indebtedness to the Association must submit a written  
45 application through the local component society.

46 3.1.2. The president of the component society must submit to the  
47 Board of Governors through the Secretary General, the  
48 application, together with the facts and circumstances of the  
49 case as well as the payment required as indicated below.

- 1 3.1.3. Application for amnesty shall be received any time from  
2 June 1st until September 30th.
- 3 3.1.4. A member shall pay the annual dues as approved by the  
4 Board of Governors at the current rate, exclusive of the  
5 annual dues for the current year that he applies for amnesty.  
6 Payment for amnesty must be received on or before  
7 November 30 of the fiscal year by the component society,  
8 and remitted to the PMA on or before December 31 of the  
9 same year.
- 10 3.1.5. Upon approval of the Board, the member is reinstated.  
11 Entitlement to all the benefits and rights of a regular member  
12 shall be restored to the member, except the Death and  
13 Disability Benefits, which will be restored after one year, and  
14 the right to vote and be voted upon which will be restored  
15 until the fiscal year following his reinstatement.
- 16 3.1.6. The component society is notified of the grant of amnesty  
17 and reinstatement of the member.
- 18
- 19 3.2. For purpose of eligibility to life or emeritus membership, “continuous  
20 membership” shall mean uninterrupted and continuous payment of  
21 dues to the component society and to the Association and shall not  
22 include the years when a member incurs arrears. For one who  
23 avails himself of amnesty or for one who has been reinstated,  
24 continuous membership shall start on the date a member is  
25 reinstated.
- 26
- 27 3.3. A member who is in arrears may apply for life membership only after  
28 he has paid all arrears at current rates.
- 29
- 30 3.4. A member who has applied for amnesty may apply for life  
31 membership. To be a member in good standing, a life member  
32 should also pay component society dues.
- 33
- 34 3.5. The procedure for reinstatement of a member dropped from the  
35 roster of the Association is as follows:
- 36
- 37 3.5.1. There should be a record of a member's termination or  
38 voluntary resignation in the component society and the  
39 PMA Secretariat. The component society shall determine  
40 the deficiency of the member that led to his being dropped  
41 from the rolls.
- 42 3.5.2. The member shall pay all arrears.
- 43 3.5.3. The member shall pay the current dues within the  
44 prescribed period of that particular year that he is being  
45 reinstated.
- 46 3.5.4. The member shall be considered as a new member with  
47 the benefits due a new member.
- 48

49 4. Delinquency in Attendance

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2 4.1. A member, who is deemed delinquent due to his failure to comply  
3 with the following requirements shall be cause for suspension of his  
4 membership, as well as rights and privileges, until such  
5 requirements shall have been complied with:

6  
7 4.1.1. Attendance requirement (including life members) of the  
8 Continuing Medical Education Program; and

9 4.1.2. Attendance requirement (including life members) of at least  
10 one (1) annual convention of the Association in three years.  
11

## 12 CHAPTER III

### 13 Board of Governors and Officers

#### 14 1. Composition

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16  
17 1.1. The Board of Governors shall be composed of the President, the  
18 Vice-President, the National Treasurer and one Governor from each  
19 region. The Secretary-General shall be an ex-officio member of the  
20 Board, without the right to vote.  
21

22  
23 Additional officers may be appointed by the Board of Governors upon the  
24 recommendation of the president, but shall not have the right to vote.  
25

#### 26 2. General Powers

27  
28 4.1. The Board of Governors shall exercise the corporate powers of the  
29 Association.  
30

#### 31 3. Functions The functions of the Board of Governors shall be as follows:

32  
33 3.1. To approve the program of activities of the Association for the year;

34 3.2. To approve the appointments of the President for officers and other  
35 positions;

36 3.3. To fill vacancies in the Board; (Refer to page 10, no.5).

37 3.4. To amend, change or alter the Constitution and/or the By-Laws of  
38 the Association by a two-thirds vote of the Board, and for  
39 ratification, by two-thirds vote of the general membership of the  
40 Association;

41 3.5. To promulgate the Association's Administrative Code that shall  
42 contain rules and regulations, procedures, and other provisions  
43 necessary to implement the By-Laws and to amend said Code as  
44 deemed necessary from time to time by two-thirds vote of the  
45 members present;

46 3.6. To prepare and submit the annual budget of the Association to the  
47 General Assembly at least 30 days before the annual convention;

- 1           3.7. To approve reports from the national officers, of the standing and
- 2           special committees and other bodies of the Association and submit
- 3           the same to the General Assembly;
- 4           3.8. To approve all contracts entered into in behalf of the organization
- 5           by it's authorized officers or agencies;
- 6           3.9. To approve awards, recognition and other honors to be conferred
- 7           on any person, group or institution for distinguished achievement
- 8           and meritorious services to the Association, upon recommendation
- 9           of appropriate committees.
- 10          3.10. To perform such other functions as provided for in the By-Laws,
- 11          Corporation Code of the Philippines, and other pertinent laws, rules
- 12          and regulations.

14 4. Tenure of Office A governor shall hold office for a term of one year or until his

15       successor shall have been duly elected and qualified, or appointed by the

16       Board of Governors as endorsed by the Regional Council concerned. He

17       may be re-elected to the same office in the Board for not more than once.

19 5. Replacement in Case of Vacancy By a majority vote of the Board of

20       Governors, if still constituting a quorum, a vacancy in the Board, by reason

21       of resignation, incapacity or death of a member, shall be filled from among

22       the members of the same region as that of the governor being replaced,

23       provided that the appointee shall serve only the remainder of the unexpired

24       term of the one being replaced.

26       The Governor and the presidents of the component societies of the region,

27       in consultation with the other officers of the societies comprising the region,

28       shall submit at least two (2) recommendees from the region, to the Board of

29       Governors. The Board of Governors shall elect the replacement from

30       among the recommendees by majority vote. In case no candidate shall

31       present himself for the position of Governor of a Region in the Board, when

32       the Board is formed, the position shall be considered vacant and shall be

33       filled in accordance to the procedure outlined above. Until it is filled, the

34       Governor for the region in the previous Board shall serve in a holdover

35       capacity.

37 6. Removal from Office The officers and members of the Board may be

38       removed from office for culpable violation of the By-Laws by a two-thirds

39       vote of the Board in two successive meetings and duly ratified by the

40       General Assembly.

42 7. Meetings

44       7.1. Number The Board shall hold regular meetings once a month on

45       such date and at such time as the Board may designate, through

46       the President. Notice of said meetings, specifying the agenda,

47       shall be sent to each Governor at least two (2) weeks before the

48       date of the regular meeting. The President shall call a special

49       meeting of the Board at his instance or upon written request of at

1 least five (5) members of the Board. Notice of such meetings shall  
2 be sent at least 48 hours before the special meeting.

3  
4 7.2. Venue The meetings of the Board will be at the PMA Building at  
5 North Avenue, Quezon City. By a majority vote of the Board  
6 present, the venue can be changed.

7  
8 7.3. Presiding Officer The President is the Chair of the Board of  
9 Governors. In his absence, the Vice-President shall be the  
10 Presiding Officer. However, in the absence of the Vice-President,  
11 he may designate some other members of the Board to preside  
12 over a meeting.

13  
14 7.4. Agenda The agenda of each meeting of the Board shall consist of  
15 the following:

- 16 a. Call to Order
- 17 b. Quorum
- 18 c. Invocation
- 19 d. National Anthem
- 20 e. PMA Hymn
- 21 f. Approval of the Agenda
- 22 g. Approval of the Previous Minutes and Resume of the
- 23 Board Resolutions
- 24 h. Matters Arising from the Minutes
- 25 i. Report of the President
- 26 j. Report of the Vice-President
- 27 k. Report of the Secretary-General
- 28 l. Report of the National Treasurer
- 29 m. Report of the Governors
- 30 n. Specific Matters scheduled for Discussion
- 31 o. Committee Reports
- 32 p. Other Matters
- 33 q. Adjournment

34  
35  
36 7.5. Quorum The presence of a majority of the members of the Board  
37 shall constitute a quorum. For the transaction of ordinary  
38 business, a majority vote of those present constitutes a quorum  
39 and is sufficient, except when otherwise provided for in the By-  
40 Laws or Corporation Code.

41  
42 7.6. Rules of Procedure Robert's Rules of Order shall be observed.

43  
44 7.7. Documentation

- 45 a. The Secretariat shall tape and take notes of the
- 46 proceedings. Minutes of the meeting embodying the
- 47 substantial transactions of the Board, including reasons for
- 48

1 such actions, should be submitted to the Secretary General  
2 for review.

- 3 b. A resume of resolutions shall also be made by the Secretary  
4 General.
- 5 c. Both the minutes and resume of resolutions shall be sent to  
6 the Board of Governors at least 2 weeks before the next  
7 Board meeting.
- 8 d. In case of controversy regarding a point in the minutes or  
9 resume, the transcription or original tape recording may be  
10 referred to.

#### 11 12 13 14 7.8. Allowances for Meetings

- 15 a. The officers and members of the Board are reimbursed actual  
16 transportation expenses as determined by the Board.
- 17 b. For Board meetings held outside Metro Manila, officers and  
18 members of the Board shall be given actual transportation  
19 expenses and allowances for hotel accommodations as  
20 determined by the Board.
- 21 c. Such allowances shall be paid in accordance with established  
22 and specified procedures.

#### 23 24 25 7.9. Transmission of Reports to the General Assembly

- 26 a. The annual reports of the national officers, the Board of  
27 Governors and the Standing Ad Hoc Committees shall be  
28 submitted to the Secretariat at least sixty (60) days before  
29 the annual convention.
- 30 b. The reports shall be duly noted and, whenever necessary,  
31 acted on by the Board of Governors.
- 32 c. The reports shall be submitted to the General Assembly for  
33 its information and action.

### 34 35 8. Officers

#### 36 8.1. National Officers

- 37 8.1.1. The national officers of the Association shall be a  
38 president, a vice-president, a secretary-general and a  
39 national treasurer. The president shall be the chief  
40 executive officer and presiding officer of the Board of  
41 Governors.
- 42 8.1.2. The President, the Vice-President, the National Treasurer  
43 and the regional governors shall be elected by a plurality  
44 vote of the general membership as provided for in the  
45 Election Code.

1           8.2. Tenure of Office

2  
3           8.2.1.     The President, the Vice-President, the National Treasurer  
4                   and the Governors shall hold office for a term of one year  
5                   and until their successors shall have been duly elected  
6                   and qualified, or appointed.

7           8.2.2.     The Secretary-General shall be appointed by the Board of  
8                   Governors, upon the recommendation of the President, for  
9                   one year, unless earlier terminated by the Board.

10  
11          8.3. Qualifications for National Office    To qualify for national office, a  
12                   member must have been in good standing for at least five (5)  
13                   consecutive years immediately preceding his election or  
14                   appointment. For one who avails himself of amnesty or is reinstated,  
15                   the five consecutive year requirement shall start on the date of  
16                   reinstatement. Moreover, to be an elected member of the Board, the  
17                   member must have been elected and must have served as president  
18                   of a component society or specialty division prior to his being a  
19                   candidate for the Board.

20  
21          8.4. Succession

22  
23           8.4.1.     In case of resignation, incapacity, removal or death of the  
24                   President, the Vice-President shall take over the former's  
25                   functions and duties for the remainder of the unexpired  
26                   term.

27           8.4.2.     In case the Vice-President, who for some reason has  
28                   taken over the position of the President on a permanent  
29                   basis, subsequently resigns, or becomes incapacitated or  
30                   suffers removal or death, the Board of Governors shall  
31                   elect among themselves within thirty (30) days a  
32                   replacement who shall succeed as president, and who  
33                   shall serve the remainder of the unexpired term.

34           8.4.3.     In case of resignation, incapacity, removal or death of the  
35                   Vice-President, the Board of Governors shall elect among  
36                   themselves the replacement who shall serve the  
37                   remainder of the unexpired term.

38           8.4.4.     In case of resignation, incapacity, removal or death of the  
39                   National Treasurer, the Board of Governors shall appoint a  
40                   replacement to serve the remainder of the unexpired term.  
41                   If the replacement of the National Treasurer is not an  
42                   elected member of the Board, such National Treasurer  
43                   shall be a non-voting member of the Board.

44  
45          8.5. President    The President shall be the Chief Executive Officer of the  
46                   Association. He shall perform the following functions:

47  
48           8.5.1.     To preside over the meetings of the Board of Governors;

- 1 8.5.2. To exercise general supervision over the business of the  
2 Association and over its officers;  
3 8.5.3. To appoint members of constitutional bodies, standing  
4 committees and such other officers as provided for in the  
5 By-Laws;  
6 8.5.4. To sign and to execute in the name of the Association,  
7 contracts, deeds or other instruments authorized by the  
8 Board of Governors, except in cases where the signing  
9 and execution shall have been expressly delegated by the  
10 Board to some other officer or agent of the Association.  
11 8.5.5. To implement all orders and resolutions of the Board;  
12 8.5.6. To perform all duties pertinent to the office of the Chief  
13 Executive of the Association, and such other duties as  
14 may be assigned by the Board from time to time.  
15 8.5.7. Incidental Duties The incidental duties of the President  
16 are as follows:  
17 a. To visit component societies;  
18 b. To attend scientific conventions and seminars of  
19 national importance; and  
20 c. To represent the PMA in national governmental or  
21 private inter-sectoral meetings.  
22 8.5.8. Office The President shall hold office at the PMA Building.  
23 8.5.9. Allowances The President shall have a representation  
24 allowance as provided for in the annual budget of the  
25 Association.  
26

## 27 8.6. Vice-President

- 28  
29 8.6.1. Functions The Vice-President shall assist the President  
30 and shall perform such duties as may be delegated to him  
31 by the Board. In the absence or temporary incapacity of  
32 the President, the Vice-President shall act as the  
33 President, if qualified.  
34 8.6.2. Incidental Duties The Vice-President shall represent the  
35 PMA President in meetings or seminars upon designation  
36 of the President.  
37 8.6.3. Allowances The Vice-President shall have a visitation  
38 allowance as provided for in the annual budget of the  
39 Association.  
40

## 41 8.7. Secretary-General

- 42  
43 8.7.1. Functions The Secretary-General shall perform the  
44 following functions:  
45  
46 a. To take custody of all records and seal of the  
47 Association;

- b. To keep a record of the minutes of all meetings of the Board as well as names and addresses of the members of the Association;
- c. To send all notices in accordance with the provisions of the By-Laws; and
- d. To perform all duties incidental to the office of the Association and such other duties as the Board may assign.

8.7.2. Incidental Duties The incidental duties of the Secretary-General are as follows:

- a. To supervise the work of the personnel of the Secretariat;
- b. To insure that the minutes of the meetings of all committees are recorded and filed;
- c. To receive reports from officers, committees and other bodies for submission to the Board of Governors; and
- d. To take charge of the correspondence of the Association.

8.8. National Treasurer

8.8.1. Functions The following are the functions of the National Treasurer:

- a. To take charge and custody of, and be responsible for all funds and properties of the Association, and to deposit all such funds in the name of the Association in such banks or depositories as the Board may designate;
- b. To keep and to maintain complete and accurate accounting of funds and properties of the Association in accordance with accepted practices and procedures;
- c. To prepare and to submit a quarterly statement of the financial status of the Association to the Board and an audited annual report to the General Assembly;
- d. To perform all other duties incidental to the office of the treasurer, those provided for in the Administrative Code, and such other duties as the Board may assign; and
- e. To post a bond in the amount to be fixed by the Board for the faithful compliance of duties.

8.8.2. Incidental Duties

- a. To supervise the work of the accountant, bookkeeper and property custodian in the Secretariat;
- b. To countersign checks for properly approved vouchers for disbursement of funds; and
- c. To review the financial statements prepared by the accountant for submission to the meetings of the Board of Governors.

8.8.3. Allowances The National Treasurer shall have a traveling allowance as provided for in the annual budget of the Association.

8.9. Governors The governors shall be members of the Board of the Association and shall be the presiding heads and chief executive officers of the corresponding regional councils. They shall fulfill all duties incidental to their position as presiding officers and heads of said councils.

## CHAPTER IV

### Board of Governors

1. General Powers There shall be a Board of Governors that shall exercise the corporate powers of the Association. It shall be composed of the President, the Vice-President, the National Treasurer, and one Governor for each of the regions of the Association. The Secretary-General shall be a non-voting member of the Board.

2. Functions The Board of Governors shall have the following functions:

- 2.1. To approve the program of activities of the Association;
- 2.2. To confirm the appointments made by the President as provided for in the By-Laws;
- 2.3. To fill vacancies in the Board provided that the nominees or appointees shall be from the same regions as those of the members to be replaced, and provided further that the replacements occupy the positions only for the remainder of the unexpired term.
- 2.4. To approve the proposed annual budget of the Association and to present the same to the General Assembly;
- 2.5. To amend, alter, or change the rules and codes issued under Article VII of the By-Laws, and, in consultation with the Commission concerned, to amend the above by a two-thirds vote of the members present; and
- 2.6. To perform such other functions as are provided for in the Administrative Code.

## CHAPTER V

## General Assembly and Other Meetings

- 1  
2  
3 1. General Assembly The General Assembly shall discharge the powers and  
4 functions of the members of the Association in all instances where the vote,  
5 action, or ratification by the members may be exercised by a representative  
6 body as provided for by law.  
7
- 8 2. Composition The General Assembly shall be composed of the officers and  
9 members of the Board of Governors and the representatives of component  
10 medical societies and one representative each for the specialty divisions.  
11 The number of representatives from each component society shall depend on  
12 the number of members of the society. The president of the component  
13 society shall automatically be the chief and, if the society has less than one  
14 thousand members in good standing, the only representative of the society. If  
15 the society has more than one thousand members, and for every fraction  
16 greater than four hundred ninety-nine thereof, an additional representative  
17 shall be elected by the members of the component society as part of the same  
18 process instituted to elect the officers of the local society, and shall not qualify  
19 to represent the component society unless so elected.  
20
- 21 3. Alternate Representatives If any representative to the General Assembly shall  
22 be unable to attend the sessions, he shall be replaced by the vice-president of  
23 the component society, or other elected officers of the society, or alternate  
24 delegates specifically elected for this specific situation, as the society  
25 determines.  
26
- 27 4. Decisions of the General Assembly Unless otherwise provided for in the  
28 Constitution of the Association, or the By-Laws, or the Corporation Code of the  
29 Philippines, the acts of the General Assembly shall be approved by a simple  
30 majority. There shall be two types of voting over matters presented to the  
31 General Assembly for decision, which are as follows:  
32
  - 33 4.1. Approval by Ordinary Vote This is a type of voting in which the vote of  
34 each voting member present shall count as one vote.
  - 35 4.2. Approval by Weighted Proxy Vote In this type of voting the weight of the  
36 vote of each representative member shall depend on the vote of the  
37 delegate plus the proxy votes entrusted to him. A proxy vote should  
38 indicate the designation of the delegate as proxy, and which should be  
39 duly recorded by the Secretary of the Assembly. The designation of  
40 an officer or an individual as proxy shall be valid for one year from the  
41 date the proxy vote is signed. Therefore, if the signatory of a proxy is  
42 personally present in the assembly, the proxy power designated to  
43 another person is not valid. Approval by Weighted Proxy Vote shall be  
44 called for only in matters requiring a specified majority of the  
45 membership of the Association.  
46
- 47 5. Date, Procedure and Conduct of General Assembly The General Assembly  
48 shall convene on any day during the annual convention, which shall be held in  
49 the month of May of each year. The procedure for registration of members

1 and the conduct of assembly affairs shall be governed by the Standing Rules  
2 of the Assembly and the Revised Robert's Rules of Order.

3  
4 6. Special Sessions The General Assembly may be called to a special session or  
5 as a Constitutional Convention by a two-thirds vote of the Board or by written  
6 petition of at least fifteen (15) presidents of component societies and/or  
7 specialty divisions.

8  
9 7. Functions The functions of the General Assembly are the following:

- 10  
11 7.1. To ratify amendments to the Constitution and to the By-Laws of the  
12 Association as approved by a two-thirds vote of the Board and ratified  
13 by a two-thirds majority of the general membership of the Association;  
14 7.2. To review and ratify the proposed annual budget as recommended by  
15 the Board;  
16 7.3. To review the acts and ratify the resolutions of the national officers and  
17 the Board;  
18 7.4. To perform such other functions as are provided for in the By-Laws;  
19 7.5. To decide on the site and the dates of the succeeding convention; and  
20 7.6. To act as representative body of the Association and to vote on all  
21 matters in which the Corporation Code of the Philippines requires the  
22 votes or written assent of the members of the Association.

23  
24 8. Election of Officers The General Assembly shall elect its officers, including a  
25 Chair, a Vice-Chair, a Secretary, a Floor Leader, a Sergeant-at-Arms, and  
26 such other additional officers as it may deem necessary.

27  
28 9. Quorum The presence of a majority of the members of the General Assembly  
29 shall constitute a quorum.

30  
31 10. Plenary Sessions The annual convention of the Association shall include  
32 plenary sessions on matters of general interest to the membership, as well as  
33 scientific sessions for professional growth. Members shall be enjoined to  
34 attend the convention as well as the plenary and scientific sessions.

35  
36 CHAPTER VI

37  
38 Commissions

39  
40 1. Purpose There shall be seven (7) Commissions as described in this Chapter to  
41 control and supervise specific functions and activities of the Association.

42  
43 2. Composition **Unless specifically provided for in Section 3 of this Chapter,**  
44 the Commissions shall consist of six members, each member appointed for  
45 three (3) years on a staggered basis so that one third of the Commissioners  
46 shall be appointed each year. The Chair of each Commission shall also be  
47 appointed for each administrative year. All appointments shall be made by the  
48 President with the concurrence of the Board.

1 3. List of Commissions The Commissions shall be the following:

2  
3 3.1. Commission on Ethics The Commission on Ethics shall govern the  
4 conduct of members in their relationship with one another, with the  
5 Association, and with the public. It shall establish its procedures for  
6 dealing with complaints raised and/or referred to it, and make  
7 recommendations for the resolution of such cases. The Commission  
8 shall also proclaim, with the approval of the Board, a Code of Ethics for the  
9 guidance of the members of the Association.

10 3.2. Commission on Continuing Medical Education This Commission shall  
11 enforce and administer all provisions, rules and regulations and policies  
12 related to Continuing Medical Education (CME) as outlined in the CME  
13 Code. It shall also make provisions for the recording of CME activities of  
14 the members for purposes of complying with the requirements of the  
15 Professional Regulations Commission and for membership in the PMA.

16 3.3. Commission on Elections The Commission on Elections (COMELEC) shall  
17 have the exclusive power to enforce the provisions, rules and regulations,  
18 and policies relative to the conduct of the elections in the Association. Each  
19 year, the Commission shall elect the Chair, Vice-Chair, and Secretary of the  
20 Commission from among its members.

21 3.4. Commission on Mutual Aid This Commission shall study and undertake  
22 research pertaining to the welfare and benefits for the members of the  
23 Association and their dependents. Moreover, it shall develop, organize and  
24 establish mutual aid programs to promote legal protection and legal  
25 assistance, death benefits, health benefits, disability benefits, and other  
26 such programs that will assist in the promotion of the social and the material  
27 well-being of members and their dependents. The rules for the  
28 implementation of mutual aid benefits shall be recommended by the  
29 Commission to the Board, and upon approval shall be incorporated into a  
30 Mutual Aid Code (MAC).

31 3.5. Commission on Professional Specialization This Commission shall govern  
32 the activities of members who have undergone specialized training in the  
33 different fields of medicine, the formation and organization of professional  
34 societies in specialized disciplines, and shall determine the relationship of  
35 such specialty societies with one another. Towards this purpose, and upon  
36 approval by the Board, the Commission shall proclaim a Code on  
37 Professional Specialization (CPS) which shall serve as a guide for specialty  
38 professional societies. This Commission shall be composed of the  
39 immediate past president or duly designated representative of each of the  
40 eight(8) specialty divisions, and a chairman to be appointed by the  
41 President with the concurrence of the Board. Specialty and subspecialty  
42 societies shall pay an annual dues of One Thousand Pesos (P1,000.00) to  
43 the PMA.

44 3.6. Commission on Legislation The Commission shall study, evaluate, and  
45 comment on matters pending in the legislative and executive branches of  
46 government, make public papers outlining the position of the Association on  
47 such matters, and influence public opinion on issues related to the practice  
48 of medicine and related matters. It shall also, whenever possible, influence  
49 the introduction of new legislation favorable to the profession and the

1 members of the Association. Details governing the activities of the  
2 Commission shall be incorporated into the Administrative Code of the  
3 Association.

- 4 3.7. Commission on Audit This Commission shall monitor the financial  
5 activities of the Association, examine, audit and resolve problems involving  
6 such matters in accordance with law. It shall also oversee all accounts  
7 pertaining to the revenues and receipts of, expenditures and uses of funds  
8 and properties owned or held in trust by the Association or any of its  
9 subdivisions, agencies and instrumentalities, and shall promulgate auditing  
10 rules and regulations which shall be incorporated into the Administrative  
11 Code. The members of the Commission shall not be eligible for any office,  
12 national or local, in the Association during their incumbency in the  
13 Commission.

## 14 15 CHAPTER VII

### 16 17 Committees

- 18  
19 1. Appointment of Members The members of the Standing Committees shall be  
20 appointed by the President with the concurrence of the Board for a term of  
21 three years arranged on a staggered basis. The Chair each year shall be  
22 appointed by the President from among the members of the Committee.

- 23  
24 2. Standing Committees and Functions The Standing Committees of the  
25 Association and their functions shall be the following:

#### 26 27 2.1. Committee on Food, Drugs and Cosmetics

28  
29 2.1.1. To represent the PMA in the Department of Health (DOH)  
30 activities affecting food, drug and cosmetics; and

31 2.1.2. To monitor the quality, efficacy and promotional activities of  
32 food, drug and cosmetics, and to coordinate with Opinion  
33 Bureau.

#### 34 35 2.2. Committee on Hospitals and Laboratories

36  
37 2.2.1. To represent the PMA in the accreditation committee of the DOH in  
38 charge of the licensing of hospitals and laboratories; and

39 2.1.1. To recommend guidelines, rules and regulations for the  
40 efficient operation of hospitals and laboratories.

#### 41 42 2.3. Committee on Research, Education and Culture

43  
44 2.3.1. To promote research awareness and to conduct contests; and

45 2.3.2. To coordinate with sponsors and manage the holding of  
46 research contests.

#### 47 48 2.4. Committee on Finance

- 1           2.4.1.     To look after the financial affairs of the PMA.  
2           2.4.2.     Subcommittee on Ways and Means  
3                 2.4.2.1.     To conduct fund raising activities.  
4           2.4.3.     Subcommittee on Investments  
5                 2.4.3.1.     To recommend areas of possible investment of  
6                             the PMA funds for maximum returns.  
7  
8           2.5.     Committee on Budget  
9  
10           2.5.1.     To prepare and to submit a budget to the Board at least two  
11                             months before the Annual Convention.  
12  
13  
14  
15  
16  
17           2.6.     Committee on Archives  
18  
19                 2.6.1.     To organize and to record the historical events of the Association,  
20                             and to preserve all the significant memorabilia of every  
21                             administration.  
22  
23           2.7.     Committee on External Affairs  
24  
25           2.7.1.     To enhance and to develop PMA-Government relationship:  
26                 2.7.1.1.     To study and recommend ways and means of  
27                             participating in government health programs;  
28                 2.7.1.2.     To work for maximum participation of PMA in the  
29                             National Health Program; and  
30                 2.7.1.3.     To study and recommend measures to improve  
31                             the lot of government physicians.  
32           2.7.2.     To actively participate in Community Service:  
33  
34                 2.7.2.1.     To promote health education program; and  
35                 2.7.2.2.     To recommend the implementation of family  
36                             planning projects.  
37  
38           2.8.     Committee on Emergencies and Disasters  
39  
40           2.8.1.     To promote and organize activities towards emergency and disaster  
41                             preparedness (typhoon, earthquake, fires and other  
42                             calamities);  
43           2.8.2.     To organize Emergency and Disaster Program team in each  
44                             component society;  
45           2.8.3.     To organize and consolidate all emergency and disaster  
46                             activities of medical societies; and  
47           2.8.4.     To support and participate in the government's effort in  
48                             responding to emergencies and disasters. (National Disaster  
49                             Coordination Council and Office of Civil Defense)

1  
2 2.9. Committee on Affiliate Societies

3  
4 2.9.2. To evaluate applicants for affiliation and to make  
5 recommendation to the Board; and

6 2.9.3. To monitor and/or to coordinate activities of affiliate societies  
7 when required.  
8

9 2.10. Committee on Special Projects

10  
11 2.10.1. To handle projects to be assigned by the Board, like construction, etc.  
12

13 2.11. Committee on By-Laws and Codes

14  
15 2.11.1. To review the By-Laws and Codes;

16 2.11.2. To recommend amendments; and

17 2.11.3. To draft new provisions.  
18  
19  
20

21 2.12. Committee on Membership Section and Development

22  
23 2.12.1. To encourage membership in the Association;

24 2.12.2. To study programs and benefits that may attract membership  
25 to the Association; and

26 2.12.3. To study and assist in placement of new physicians.  
27

28 2.13. Committee on Sports Development

29  
30 2.13.1. To promote and to develop sports awareness among the  
31 members; and

32 2.13.2. To organize sports activities for the members.  
33

34 2.14. Committee on Awards

35  
36 2.14.1. To review and to improve the guidelines of the various PMA  
37 awards;

38 2.14.2. To nominate and to screen candidates for awards.

39 2.14.3. To submit names of awardees for approval of the Board; and

40 2.14.4. To recommend special awards when appropriate.  
41

42 2.15. Committee on Legal Affairs

43  
44 2.15.1. To handle legal matters of concern to the PMA.  
45

46 2.16. Committee on Physical Plan and Development

47  
48 2.16.1. To plan PMA infrastructures, and to study their improvement.  
49

1 CHAPTER VIII

2  
3 Ad Hoc Committees

4  
5 1. Relative Unit Value (RUV)

- 6  
7 1.1. To coordinate various specialty and subspecialty societies, on  
8 matters related to the RUV for recommendation to the Board; and  
9 1.2. To update RUV when necessary.

10  
11 2. Treatment Protocol

- 12  
13 2.1. To prepare treatment protocol: and  
14 2.2. To update treatment protocol

15  
16 3. Environmental Health and Ecology

- 17  
18 3.1. To study and recommend PMA activities in Environmental Health and  
19 Ecology; and  
20 3.2. To coordinate with and support government's efforts in this issue.

21  
22  
23  
24 4. AIDS and HIV

- 25  
26 4.1. To recommend and to implement progress in AIDS education, prevention  
27 and treatment.

28  
29 5. Doctors' Inn and Auditorium

- 30  
31 5.1. To manage the operations of both facilities;  
32 5.2. To recommend maintenance or repair requirements; and  
33 5.3. To maximize service and income.

34  
35 6. PMA Indigency Center

- 36  
37 6.1. To manage the operation of the Center;  
38 6.2. To maintain and upgrade the equipment;  
39 6.3. To maximize health services and income; and  
40 6.4. To draw a larger number of patients.

41  
42 7. Medicine Week

- 43  
44 7.1. To take charge of the celebration of Medicine Week;  
45 7.2. To coordinate activities in the component, specialty societies,  
46 hospitals and medical colleges.

47  
48 8. Regional Scientific Assemblies

- 1 8.1. To coordinate the dates, venues and programs for the regional scientific
- 2 assemblies;
- 3 8.2. To coordinate with the sponsors and the governors on the activities; and
- 4 8.3. To implement the CME requirement and accreditation procedure of the
- 5 PMA and the PRC.

6

7 9. Foundation Day

8

- 9 9.1. To take charge of the celebration of the Foundation Day.

10

11 10. Annual Convention

12

- 13 10.1. To take charge of the preparation and actual holding of the Annual
- 14 Convention; and
- 15 10.2. To coordinate with the host society, if any.

16

17 11. Administrative Code

18

- 19 11.1. To review and to recommend revision, if necessary.

20

21 12. Internet Information Technology

22

- 23 12.1. To set up programs on information, communication, continuing medical
- 24 education through internet.

25

26

27

28

29

30 13. Opinion Bureau

31

- 32 13.1. To recommend pronouncement, stands on health issues, drugs, devices
- 33 and practices with the participation of the specialty societies.

34

35 14. PMA Journal

36

- 37 14.1. To take charge of collecting medical articles, for collating and printing
- 38 into the journal.

39

40 CHAPTER IX

41

42 Component Societies and Regions (Regional Councils)

43

44 General Provisions

45

- 46 1. The political subdivisions of the Association are the Regions (Regional
- 47 Councils) and the Component Societies, including their chapters. The Board
- 48 of Governors shall exercise control and supervision over the Regional
- 49 Councils and the component societies and their chapters. The Board of

1           Governors, by a two-thirds vote of its members, shall have the power to  
2           realign regions and component societies and their chapters for purposes of  
3           contiguity and convenience decided by the majority of the members (and for  
4           other justifiable purpose) after due notification and hearing of all parties  
5           involved.

- 6
- 7   2. Component Societies Component societies are basic units of the Association.  
8       Applicants for membership in the Association shall course their applications  
9       through the component societies. The component societies shall be  
10       governed by a president, a vice-president, a secretary, a treasurer and  
11       whatever additional officers the members may deem necessary or desirable.  
12       The actions of the executive officers of the component societies shall be  
13       approved by a governing body elected for such purpose by the members.  
14       Component societies must follow and adhere to all the policies, rules and  
15       regulations of the PMA. The By-Laws and rules and regulations of the  
16       component societies must conform to and not be violative of the Articles of  
17       Incorporation, Constitution, By-Laws, Codes and other rules and regulations  
18       of the PMA and those which are not, should be amended immediately.  
19       All component societies must adhere to and follow the official lawful  
20       directives, orders or policies of the Regional Council. The Board of  
21       Governors, by a vote of two-thirds of all the members of the Board, may  
22       withdraw recognition, suspend or reprimand component societies violating  
23       this provision after due process.

24

25   2.1. Creation of New Component Societies Pursuant to Article IX of the (New)  
26       By-Laws, new component societies may be formed in two ways: first  
27       for provinces or cities, and, second for geographically contiguous  
28       areas.

29

30       2.1.1.       Members residing or practicing within a province or  
31                   city, whatever their number, by virtue of it being a  
32                   province or a city, may form a component society.  
33                   Such component society starts its existence upon  
34                   recognition by the Board of Governors.

35       2.1.2. For areas which are not cities or provinces, thirty or more  
36                   members residing or practicing in a geographically  
37                   contiguous area may form a component society upon  
38                   the approval of the original mother society, the  
39                   Regional Council and the Board of Governors. The  
40                   withholding of approval by the original mother society  
41                   and the Regional Council and the board of governors  
42                   shall be based on valid and justifiable ground.

43

44   2.2. Component Society Meetings

45

46       2.2.1.       A component society shall have a business meeting of the  
47                   general membership at least once a year.

48       2.2.2.       The society should hold scientific meetings at least four  
49                   (4) times a year.

1  
2 **2.3. Functions of Component Officers** The component officers shall:

3  
4 2.3.1. Protect and defend the Constitution and By-Laws of the  
5 Philippine Medical Association and abide by all its  
6 provisions;

7 2.3.2. Perform all functions pertinent to the offices of the respective  
8 component society and such other duties as from time  
9 to time may be assigned by the Board of Governors;

10 2.3.3. Perform all other functions as provided for in the  
11 Administrative Code; and

12 2.3.4. Perform all functions as provided for in the By-Laws of the  
13 component society as well as in the By-Laws of the  
14 Association.  
15

16 **3. List of Component Societies** Without prejudice to new component societies  
17 being formed, the component societies are the following:  
18

19 **3.1. Northeastern Luzon**

- 20  
21 a. Apayao Medical Society e. Nueva Vizcaya Medical Society  
22 b. Cagayan Medical Society f. Santiago City Medical Society  
23 c. Ifugao Medical Society g. Isabela Medical Society  
24 d. Kalinga Medical Society h. Western Isabela Medical Society  
25

26 **3.2. Northwestern Luzon**

- 27  
28 a. Abra Medical Society e. Ilocos Sur Medical Society  
29 b. Baguio-Benguet Medical Society f. La Union Medical Society  
30 c. Pangasinan Medical Society g. New Mountain Province Medical Society  
31 d. Ilocos Norte Medical Society h. Southern Ilocos Sur Medical Society  
32

33 **3.3. Central Luzon**

- 34  
35 a. Bataan Medical Society f. Zambales Medical Society  
36 b. Bulacan Medical Society g. Olongapo City Medical Society  
37 c. Nueva Ecija Medical Society h. Angeles City Medical Society  
38 d. Pampanga Medical Society i. Aurora Medical Society e. Tarlac  
39 Medical Society  
40

41 **3.4. Manila**

- 42  
43 a. Manila Medical Society  
44

45 **3.5. Rizal**

- 46  
47 a. Muntinlupa City Medical Society f. Antipolo City Medical Society  
48 b. Pasig City Medical Society g. Mandaluyong City Medical Society  
49 c. Parañaque City Medical Society h. Taguig City Medical Society

- 1 d. Eastern Rizal Medical Society i. Las Piñas City Medical Society  
2 e. Malabon-Navotas Medical Society j. Taytay-Angono-Cainta Medical Society

3  
4 3.6. Central Tagalog

- 5  
6 a. Caloocan City Medical Society d. Pasay-Parañaque Medical Society b. Makati City  
7 Medical Society e. San Juan Medical Society  
8 c. Marikina Valley Medical Society f. Valenzuela City Medical Society

9  
10 3.7. Quezon City

- 11  
12 a. Quezon City Medical Society

13  
14  
15 3.8. Southern Tagalog

- 16  
17 a. Batangas Medical Society i. Mindoro Oriental Medical Society  
18 b. Cavite Medical Society j. Palawan Medical Society  
19 c. Quezon Medical Society k. Laguna Medical Society  
20 d. Romblon Medical Society l. San Pablo City Medical Society  
21 e. Lipa City Medical Society m. Taal-Lemery Medical Society  
22 f. Marinduque Medical Society n. Tanauan Medical Society  
23 g. Mindoro Occidental Medical Society o. Bauan Medical Society h. Western  
24 Batangas Medical Society

25  
26 3.9. Bicol

- 27  
28 a. Albay Medical Society d. Catanduanes Medical Society  
29 b. Camarines Norte Medical Society e. Masbate Medical Society c. Camarines  
30 Sur Medical Society f. Sorsogon Medical Society

31  
32 3.10. Western Visayas

- 33  
34 a. Aklan Medical Society d. Capiz Medical Society  
35 b. Antique Medical Society e. Iloilo Medical Society  
36 c. Canlaon Medical Society f. Negros Occidental Medical Society  
37 g. Guimaras Medical Society

38  
39 3.11. Central Visayas

- 40  
41 a. Bohol Medical Society d. San Carlos City Medical Society  
42 b. Cebu Medical Society e. Siquijor Medical Society  
43 c. Negros Oriental Medical Society

44  
45 3.12. Eastern Visayas

- 46  
47 a. Biliran Medical Society e. Ormoc City Medical Society  
48 b. Eastern Samar Medical Society f. Samar Medical Society  
49 c. Leyte Medical Society g. Southern Leyte Medical Society

1 d. Northern Samar Medical Society

2  
3 3.13. Western Mindanao

- 4  
5 a. Basilan Medical Society f. Zamboanga City Medical Society  
6 b. Dapitan City Medical Society g. Zamboanga del Norte Medical Society  
7 c. Dipolog City Medical Society h. Zamboanga del Sur Medical Society d. Sulu  
8 Medical Society i. Zamboanga Sibugay Medical Society e. Tawi-Tawi  
9 Medical Society

10  
11 3.14. Caraga Region

- 12  
13 a. Agusan del Norte Medical Society c. Surigao del Norte Medical Society b. Agusan del  
14 Sur Medical Society d. Surigao del Sur 1 Medical Society  
15 e. Surigao del Sur 2 Medical Society

16  
17 3.15. Northern Mindanao

- 18  
19 a. Bukidnon Medical Society c. Misamis Oriental Medical Society  
20 b. Gingoog-Medina Medical Society d. Camiguin Medical Society

21  
22 3.16. Southeastern Mindanao

- 23  
24 a. Cotabato City Medical Society f. General Santos City Medical Society b. Davao City Medical  
25 Society g. North Cotabato Medical Society  
26 c. Davao del Norte Medical Society h. Sultan Kudarat Medical Society  
27 d. Davao del Sur Medical Society i. South Cotabato Medical Society  
28 e. Davao Oriental Medical Society j. Compostela Valley Medical Society

29  
30 3.17. Northcentral Mindanao

- 31  
32 a. Iligan City Medical Society  
33 b. Misamis Occidental (Oroquieta) Medical Society  
34 c. Lanao del Norte Medical Society  
35 d. Misamis Occidental (Ozamis) Medical Society  
36 e. Lanao del Sur Medical Society

37  
38 4. Regional Councils and their Composition

39  
40 4.1. There shall be Regional Councils representing each region.

41  
42 4.1.1. The Regional Council shall have the responsibility of notifying the  
43 members within the region of the qualifications and deadlines  
44 regarding election of national officers and shall see to it that  
45 there shall be candidates from within the region for such offices.

46 4.1.2. If no member submits a Certificate of Candidacy by the deadline  
47 set by the Election Code, it shall be the task of the Regional  
48 Council to identify “nominees” for Governor to obtain consent  
49 and the necessary supporting documents and to submit the

1 documents to the Commission on Elections in conformity with  
2 the deadline for filing the candidacy. These “nominees” shall be  
3 considered as candidates only if no member of the region  
4 applies or is qualified for candidacy as Governor of the region.

5 4.1.3 The Regional Council shall be composed of the Governors  
6 representing the Region and the Presidents of the Component  
7 Societies comprising the Region. Other officers may be  
8 included at the discretion of the Regional Council. In the event  
9 a Region is composed of only one Component Society, the  
10 Regional Council shall be composed of the Governor and the  
11 officers of the Component Society.  
12

#### 13 4.2. Meetings of the Regional Council

14  
15 4.2.1. The Regional Council shall meet at least four (4) times a year.  
16 The meetings shall be called by the Governor. A meeting may  
17 also be called upon the call of the majority of the members of  
18 the Regional Council.

19 4.2.2. Expenses for the meetings shall be taken from the fund  
20 provided by the Association to each Governor.

21 4.2.3. The meeting shall be held only within the region.

22 4.2.4. One of the meetings shall be reserved to discuss the conduct of  
23 the Regional Assembly.  
24

#### 25 4.3. Presiding Officer and Officers

26  
27 4.3.1. The Presiding Officer of the Regional Council shall be the  
28 Governor. In the absence of the Governor, the members of the  
29 Regional Council may temporarily elect a Presiding Officer.

30 4.3.2. In the event of the absence of the President of the Component  
31 Society, the Vice-President or any elected officer designated by  
32 the President may attend the Regional Council meeting.

33 4.3.3. At the first meeting of the Regional Council, there shall be  
34 appointed a Secretary who shall serve for one year. The  
35 Secretary shall record the proceedings of the Council. If the  
36 Region is composed of only one component society, the  
37 Secretary of the component society shall likewise be the  
38 Secretary of the Regional Council.  
39

#### 40 4.4. Miscellaneous Provisions

41  
42 4.4.1. To prevent taxing the members with dues and special  
43 assessments and since the meetings of the Regional Council  
44 are to be taken from the fund of each Governor, the Regional  
45 Council shall not levy any form of dues or special assessments  
46 on the members within the Region. The levying of dues shall  
47 remain the prerogative of the Association and the Component  
48 Societies.

1 4.4.2. The Regional Council may adopt reasonable rules and  
2 regulations. Such rules and regulations shall be forwarded to  
3 the Board of Governors for approval to ensure that the same  
4 are not in conflict with the Constitution, By-Laws, Codes,  
5 policies and pronouncement of the Board of Governors. The  
6 rules and regulations shall take effect only upon approval of the  
7 Board of Governors.

8 4.4.3. Failure to attend Regional Council meetings will be subject to  
9 disciplinary actions as provided for in the Administrative Code.

10 4.4.4. These rules shall be made part of the Administrative Code  
11 pertaining to Regional Councils and shall be approved upon a  
12 two-thirds vote of the Board of Governors.

13  
14 The Board of Governors may create or delist regions upon  
15 approval by two-thirds of the members of the Board. Without  
16 prejudice to new regions being formed or delisted by the  
17 Board of Governors, the regions are the following:

- 18  
19 a. Northeastern Luzon j. Western Visayas  
20 b. Northwestern Luzon k. Central Visayas  
21 c. Central Luzon l. Eastern Visayas  
22 d. Manila m. Western Mindanao  
23 e. Rizal n. Caraga Region  
24 f. Central Tagalog o. Northern Mindanao  
25 g. Quezon City p. Southeastern Mindanao  
26 h. Southern Tagalog q. Northcentral Mindanao  
27 i. Bicol

## 28 CHAPTER X

### 29 Disciplinary Action, Termination of Membership 30 and Process of Termination

31 All members shall adhere to the Articles of Incorporation, the Constitution,  
32 By-Laws, the Codes and official and lawful directives or orders of the Board of  
33 Governors, the national officers, the Commissions or Committees. A member  
34 shall faithfully pay all dues assessed by the Association and the component  
35 society.  
36  
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39

40 1. Termination of Membership Membership in the Association may be terminated  
41 on the following grounds:

- 42  
43 1.1. Non-payment of annual dues for three (3) consecutive years, if said dues  
44 are not settled within sixty (60) days after receipt of notification through  
45 the component society; or  
46 1.2. Committing an act inimical to the PMA by violating the Constitution and  
47 By-laws and Codes of the Association; or  
48 1.3. Voluntary withdrawal of the member, expressed in writing; or  
49 1.4. Revocation of license to practise his profession by the PRC.

1  
2 2. Procedures in Termination of Membership Any person may file a complaint  
3 against a member of the Association. The complaint shall be in writing and  
4 duly notarized. A complaint against an ordinary member shall be filed in the  
5 component society. If the component society refuses to accept the case or  
6 unreasonably delays the arbitration of the case, the complaint shall be filed  
7 with the Commission on Ethics.

8  
9 When one of the respondents is an officer, adviser or consultant of the  
10 component societies or their chapters, or a member, adviser or consultant of  
11 the Regional Council, complaints against him or her shall exclusively be  
12 heard by the Commission on Ethics. When the complainant and the  
13 respondent belong to different component societies, the case shall be filed  
14 before the Commission on Ethics.

15  
16 When one of the respondents is a National Officer, a member of the Board of  
17 Governors, an officer of the General Assembly, a Chairman, or Head or  
18 member of Commissions or Committees or the component society itself,  
19 complaints against him or her shall be heard exclusively by the Board of  
20 Governors.

21  
22 The Commission on Ethics on its own or upon referral by the Board of  
23 Governors, may investigate any member even without a complaint.

24  
25 2.1. In the Component Society Within fifteen days from receipt of the  
26 complaint, the component society shall conduct an investigation. Such  
27 investigation shall be just, fair and equitable, with the respondent being  
28 given an opportunity to be heard unless he or she has waived the  
29 same or when after being given a sufficient period to respond to the  
30 complaint, refuses to do so. The parties must appear before the  
31 component society without lawyers unless both parties are  
32 represented by lawyers. Strict technical rules of procedure or  
33 evidence shall not be observed by the component society during the  
34 investigation. The component society must exert effort to settle all  
35 complaints amicably. Within fifteen days from the termination of the  
36 investigation, the component society must decide the case. The  
37 decision shall be in writing and shall state the basis for the same and  
38 the conclusions. The decision shall be furnished to all parties and the  
39 National Secretariat.

40  
41 A party may appeal the decision of the component society to the  
42 Board of Governors within fifteen days from receipt of the decision.  
43 The Board of Governors shall decide the case within sixty days from  
44 submission whose decision shall be final.

45  
46 In case the decision of the component society involves the termination  
47 or suspension of membership, the Board of Governors shall take  
48 cognizance of the case even without any party appealing thereat.  
49

1 2.2. In the Commission on Ethics Within thirty days from receipt of the  
2 complaint, the Commission on Ethics shall conduct an investigation.  
3 Such investigation shall be just, fair and equitable, with the  
4 respondents being given an opportunity to be heard unless he or she  
5 has waived the same or when after being given a sufficient period to  
6 respond to the complaint, refuses to do so. The parties must appear  
7 before the Commission on Ethics without lawyers unless both parties  
8 are represented by lawyers. Strict technical rules of procedure or  
9 evidence shall not be observed by the Commission during the  
10 investigation. The Commission must exert effort to settle all  
11 complaints amicably. Within thirty days from the termination of the  
12 investigation, the Commission must decide the case. The decision is  
13 approved unless it is appealed to the Board of Governors. The  
14 decision shall be in writing and shall state the basis for the same and  
15 the conclusion. The decision shall be furnished to all parties and the  
16 National Secretariat.

17  
18 2.3. In the Board of Governors As far as practicable, the Board of  
19 Governors shall adopt the procedures outlined in cases before the  
20 component society and the Commission on Ethics.

### 21 22 3. Disciplinary Actions against Component Societies and their Chapters

23  
24 3.1. The following shall be grounds for disciplinary action against a  
25 component society and/or their chapters:

26  
27 3.1.1. Failure to submit the annual report for two (2) consecutive  
28 years; or

29 3.1.2. Failure to elect their officers for two (2) consecutive years;  
30 or

31 3.1.3. Failure to comply with other provisions required in a  
32 component society for two (2) consecutive years; or

33 3.1.4. Adopting By-Laws, policies, rules and regulations  
34 inconsistent with or violative of the Constitution, By-Laws,  
35 Codes, policies, rules and regulations of the Philippine  
36 Medical Association; or

37 3.1.5. Oppressive acts against the members of the Association;  
38 or

39 3.1.6. Disobedience to lawful orders of the Board of Governors,  
40 Commissions, Committees or Regional Councils; or

41 3.1.7. Malicious filing of suit/s against the Association or its  
42 officers and Board of Governors as determined by judicial  
43 and/or quasi judicial and administrative bodies; or

44 3.1.8. Levying of unreasonably high dues and assessments on  
45 members.

46 3.1.9. Failure to attend more than 50% of the total meetings of  
47 the Regional Council

48  
49 3.2. Procedures for Disciplinary Action against Component Societies

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All complaints against a component society shall be filed with the Board of Governors. All complaints, except those initiated by the Board of Governors, shall be in writing and shall be notarized. The Board of Governors, upon receipt of the complaint, shall notify the component Society concerned, through its President or any one of its officers, about the complaint. Within thirty days from receipt of the notice, the component society shall answer the complaint. Upon receipt of the answer of the component society or if the component society refuses to answer the complaint in which case it is deemed to have waived its right to do so, the Board of Governors shall conduct an investigation. The Board of Governors shall conduct the investigation in a just, fair and equitable manner. The decision of the Board of Governors shall be in writing and shall be furnished the component society concerned, through its President or any other officer. The decision of the Board of Governors shall be final.

- 3.3. PENALTIES The decision may involve the withdrawal/termination or suspension of recognition or reprimand of the component society or termination of membership of the erring officers. In the event the Board of Governors withdraw recognition of the component society, such aggrupation shall cease to be a component society of the Association. The Board of Governors shall take steps to protect the innocent members and towards this end, the Board may temporarily assign the innocent members, to another component society, pending the formation of a new component society in accordance with the By-Laws of the Association, if the members desire. The innocent members shall not lose their rights and privileges.

## CHAPTER XI

### Funds and Finances

1. Sources of Funds The funds of the Association shall be derived from dues and assessments, donations, bequests, contributions of life members, affiliation fees, as well as income from conventions, investments and projects of the Association, and income-generating facilities of the Association and such other means as approved by two-thirds (2/3) of the members of the board.
2. Disposition and Investment of Funds The funds of the Association shall be deposited in banks as designated by the board from time to time, or may be invested as approved by the board.
3. Classification of Funds The funds of the Association shall be classified as:
  - 3.1. General Funds These are funds of the Association available for use in the administration of the Association and to fund various purposes.

1 3.2. Trust Funds These are funds realized from contributions and fund  
2 drives for specific purposes, which cannot be appropriated except for  
3 the specific purpose for which they are collected. These funds may be  
4 invested for maximum returns through investment portfolios as may be  
5 approved by the Board, provided that unexpended balances of these  
6 special funds shall revert to the general funds upon completion of the  
7 projects for which the funds were originally collected and intended.

8 3.3. Life membership dues shall be placed in a trust fund called the  
9 physicians' fund. These funds shall be disbursed solely for the benefit  
10 of life members such as their participation in the administrative  
11 expenses of the Association. These funds may also be used for  
12 mutual aid and legal aid funds of the life members.

14 4. Fiscal Year The fiscal year of the Association shall be from June 1 to May 31  
15 of the following year.

17 CHAPTER XII

19 Publications and Codes

21 1. Journal of the Philippine Medical Association The official publication of the  
22 Association shall be known as the Journal of the Philippine Medical  
23 Association (JPMA), which shall include materials of scientific and medical  
24 interest, as well as those about the Association.

26 2. The Physician There shall be a newsletter, known as The Physician,  
27 containing news and information regarding the Association, to be  
28 disseminated among its members.

30 3. Administrative Code of the Philippine Medical Association The collection of  
31 rules, regulations and procedures necessary for the implementation of the  
32 By-laws and the resolutions of the Association, shall be known as the  
33 Administrative Code of the Philippine Medical Association. There shall be  
34 other Codes corresponding to the Commissions listed under Chapter VI of  
35 those By-laws.

41 CHAPTER XIII

43 Amendments, Effectivity and Repealing Clause

45 1. This Administrative Code may be altered, amended or repealed upon  
46 approval by a two-thirds vote of the Board of Governors.

48 2. All amendments approved by the Board shall become effective upon  
49 approval.

- 1  
2 3. Upon effectivity of the amendments to the Administrative Code, all existing  
3 provisions in the Code that are inconsistent with the amendments shall be  
4 deemed repealed.

5  
6 Approved by the undersigned officers and members of the Board of Governors  
7 during Ninth Regular Board Meeting on March 13, 1999, at the Philippine Medical  
8 Association Boardroom, Quezon City.

9  
10  
11 MODESTO O. LLAMAS, M.D  
12 President

13  
14  
15 ROMEO M. CRUZ, M.D.  
16 Vice-President

GIL C. FERNANDEZ, M.D.  
Secretary - General

17  
18 NENITA C. LEE TAN, M.D.  
19 National Treasurer

ARGENTE M. ALEJANDRO, M.D.  
Assistant Secretary-General

20  
21 SALVACION C. TULIAO, M.D.  
22 Governor

NEMESIA Y. MEJIA, M.D.  
Governor

23  
24 RICARDO D. FULGENCIO, II, M.D.  
25 Governor

ALBERTO J. DE LEON, M.D.  
Governor

26  
27 REY MELCHOR F. SANTOS, M.D.  
28 Governor

PACIENCIA B. CAUILAN, M.D.  
Governor

29  
30 RODOLFO P. DE GUZMAN, M.D.  
31 Governor

ISMAEL M. MERCADO, M.D.  
Governor

32  
33 VICENTE H. BANAL, M.D.  
34 Governor

MARIANO V. VILLAROSA, M.D.  
Governor

35  
36 DISI YAP-ALBA, M.D.  
37 Governor

ADELAIDA A. ASPERIN, M.D.  
Governor

38  
39 TIBURCIO S. MACIAS, M.D.  
40 Governor

RENE C. VARGAS, M.D.  
Governor

41  
42 ROBERTO V. ALCANTARA, M.D.  
43 Governor

APOLINARIO E. ARUELO, M.D.  
Governor

44  
45  
46  
47 ***AMENDED February 11, 2007***