

## 2017 Guidelines for Affiliate Societies

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Committee on Affiliate Societies 2016-2017

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### 1. Definition:

An affiliate society is defined as a recognized society of the PMA distinct and separate from the defined recognized specialty divisions, sub-specialty and component society.

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### 2. Supervision:

An affiliate society shall be under the supervision of the Committee on Affiliate Societies.

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### 3. Qualifications

A society shall be deemed an affiliate society if it meets the following requirements:

3.1 All society shall be national in scope and shall have no less than 50 active members.

3.2 All members of the society shall be engaged in a common field of interest.

3.3 All physician members of the society shall be active members of their respective component medical societies.

3.4 The society shall have a Constitution and By-Laws not inconsistent with the By-Laws of the PMA. The By-Laws should not mention any trainings or other activities pertaining to any specialty.

3.5 Where a society has non-physician members, such membership shall not exceed 30%.

3.6 The society represents a field of interest where no other society of the same interest holds charter with the PMA.

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#### 4. Procedure of Affiliation:

The following procedures will apply to societies seeking affiliation with the PMA.

4.1 The president of the society shall file a letter of application to the President of the PMA through the Chairman of the Committee on Affiliate Societies enclosing the following documents:

- 4.1.1 Information Sheet ( Affiliate Form 17-001)
- 4.1.2 Membership Directory (Affiliate Form 17-002)
- 4.1.3 Board Resolution applying for affiliation with the Philippine Medical Association.

The application of the society will be sent through the Commission on Professional Specialization to the Specialty Division and/ or subspecialty society concerned for comment.

4.2 The Committee on Affiliate Societies shall pass on the merits of the application taking such inquiry as it may deem necessary and desirable and shall transmit its recommendation to the President.

4.3 The President shall present the application to the Board of Governors, which shall take a vote and act on the recommendation of the Committee.

4.4 The Chairman of the Committee shall communicate in writing with President of the Society informing the latter of the action on the application.

4.5 Where the action is favorable, the Affiliate Society will be recognized and awarded the Certificate of Affiliation.

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#### 5. Rights and Privileges of an Affiliate Society:

5.1 The affiliate society shall indicate its affiliate status with the PMA in all its official stationery, posters, printed programs and other means of communication. The phrase "A NON-SPECIALTY AFFILIATE SOCIETY OF THE PHILIPPINE MEDICAL ASSOCIATION" must be printed.

5.2 Its name shall be entered in the roster of affiliate societies of the PMA.

5.3 It shall have the privilege to participate in the scientific programs and affairs of the PMA.

5.4 This affiliation is renewable every three years.

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## 6. Duties and Obligations of an Affiliate Society

6.1 It shall actively participate in the activities of the PMA ( Medicine Week, Foundation Day, Annual Convention and Election) and assist the PMA in the attainment of its objectives.

6.2 The PMA Flag should be displayed honourably and the PMA hymn sang during official functions.

6.3 It shall pay an Affiliation Fee upon recommendation of the committee subject to the discretion of the Board .

6.4 Annual Dues payment should be settled before November 30 of each fiscal year.

6.5 It shall submit an Annual Activity Report to the Board of Governors through the Chairman of the Committee on Affiliate Societies not later than sixty (60) days before the Annual Convention of the PMA. The report should include the list of new members since its last annual report, activities carried out, proposals and recommendations.

6.6 It shall submit all scientific publications and newsletters to the PMA.

6.7 It shall ensure that its physician members are in good standing with their PMA component societies.

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## 7. Cancellation of Affiliation:

7.1 An affiliate society may terminate its affiliation with the PMA by a majority vote of its members and upon presentation of notice from the President of the Society to the President of the PMA through the Chairman of the Committee on Affiliate Societies.

7.2 By a 2/3 vote of the Board, the charter affiliation may be withdrawn for non-payment of dues or non-participation to PMA activities for three (3) consecutive years or other factors which are inimical to the integrity of the PMA.

7.3 Cancellation may be for cause as determined by the Board of Governors.