



# **PMA**

# **ADMINISTRATIVE**

# **CODE**

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## CHAPTER I

### Membership in the Philippine Medical Association

#### 1. Acceptance of New Members

- 1.1. All physicians licensed by the Professional Regulation Commission (PRC) to practice medicine in the Philippines are eligible for membership in the Philippine Medical Association (PMA).
- 1.2. Membership in the Philippine Medical Association shall be coursed through the component societies.
- 1.3. Admission of new members shall be in accordance with the following procedure:
  - Application in writing to a component medical society, with an accompanying personal data sheet of applicant;
  - Acceptance of application by the component medical society;
  - Payment of component society and PMA dues;
  - Endorsement of application and transmittal of dues by the component society to the PMA;
  - Notification of acceptance of applicant's membership sent to the component society and to the applicant by the PMA Secretariat; and
  - Inclusion of the new member in the official roster of PMA members.

#### 2. Limitation of Membership

- 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.

#### 3. Transfer of Membership

- 3.1. Transfer of membership from one component medical society to another shall be accomplished through the following procedure:
  - Written application for transfer submitted to the secretary of the component society to which the member belongs;
  - Payment of all national and local dues and arrears to the component society to which the member belongs;
  - Favorable endorsement of the application by the first component society to be sent to the other component society where member wishes to transfer;
  - Acceptance by the component society to which the member wishes to transfer;
  - Notice of transfer to the Secretary-General of the Association by the component societies;

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

The transferring member shall be eligible to vote in the society where he has transferred only in the administrative year following the payment of dues in the new component society.

Any controversy or problem that may arise from transfer of membership from one society to another shall be referred for settlement to the Membership Committee of the Association. Any decision reached by the Committee may be appealed to the Board of Governors.

#### **4. Termination (Refer to Chapter X, page 42)**

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

- Any act inimical to the profession as provided for in the Code of Medical Ethics, and/or any act inimical to the Association;
- Revocation of member's license to practice medicine by the Professional Regulation Commission, Board of Medicine; and
- Voluntary resignation from the Association.

#### **5. Reinstatement**

- 5.1. A member shall be reinstated provided that all indebtedness to the Association and to the component society shall have been paid and all other requirements of the Board of Governors shall have been complied with.
- 5.2. A member who has voluntarily withdrawn from the Association shall be reinstated by following the prescribed procedure for new members, with reinstatement of rights, privileges and benefits following the guidelines provided for by the Mutual Aid Code and the Election Code.
- 5.3. The reinstatement of a member whose membership has been terminated either for cause or for the revocation of his license to practice medicine shall be made only upon approval by the Board of Governors.

#### **6. Classification of Members**

**6.1. Regular Member** - A regular member shall be considered in good standing if:

- The member has a valid Professional Regulation Commission license.
- The member has paid all national and local dues and arrears, as well as all assessment fees that may be imposed by duly authorized bodies of the Association within the prescribed periods;
- The member has complied with the requirements of the Commission on Continuing Medical Education, with regard to attendance of scientific activities of the Association;
- The member has complied with the attendance and participation requirements of the component society and the Association.
- The member is not under suspension either by the Professional Regulations Commission or by the PMA.

**6.2. Life Member** - A life member is a regular member of the Association, who, after having been a member in good standing for at least 10 consecutive years, has opted to pay the life membership dues (at the time of the approval of this Code, in the amount of P20, 000.00) in pursuance with *Board Resolution No. 092, Series of 2010-11*.

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

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

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

- 6.3.2 The governing body of the component society, after approving the application for emeritus membership, shall endorse the request to the Board of Governors through the regional governor.
- 6.3.3 The Board of Governors, upon the favorable recommendation of the Committee on Membership Services, shall consider the application. If the Board approves, the status of emeritus membership shall be granted the applicant.
- 6.3.4 An emeritus member shall be exempt from the payment of regular membership dues of the Association. However, he has to pay each special assessment imposed by the Association, and the Board of Governors shall determine the amount each time a special assessment is made.
- 6.3.5. The obligation of the emeritus member to pay dues in the component society shall be in accordance with its policy.

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

## **7. Rights and Privileges**

A member in good standing shall be entitled to the following rights and privileges:

- To participate in all activities and functions of the Association and of its component societies;
- To vote and be voted upon, as stipulated in the Election Code of the Association;
- To be eligible for appointment to committees and constitutional bodies;
- To receive benefits as provided for in the Mutual Benefits Program; and
- To enjoy such other rights and privileges as may be granted him from time to time.

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

## **CHAPTER II**

### **Delinquency and Amnesty**

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

#### **2. Delinquency in Financial Obligations**

- 2.1 A regular member of the PMA shall be deemed inactive if he fails to pay the membership annual dues of P 1,500.00 as per Board Resolution No. 119, Series of 2016 and the component society dues, to the treasurer of the component society of which he is a member, not later than the last working day of September of each administrative year.

2.2 A member shall be considered inactive in the payment of dues for purposes of eligibility to participate in the PMA National Elections and benefits of the Association if he has not paid said dues on the last working day of September of the administrative year. Eligibility to participate in the elections of the Association shall be defined by the Election Code of the Association.

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

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

2.4.1 Death and Disability Benefits as provided for in the Death and Disability Benefits Rules and Regulations of the Mutual Aid Code;

2.4.2 Legal Aid Benefits as provided for in the Legal Aids Benefits Rules and Regulations of the Mutual Aid Code, for failure to pay dues on the last working day of September of the administrative year; and

2.4.3 The right to vote and be voted upon.

**3. Amnesty** - The indebtedness of a member to the Association may be waived by a majority vote of the Board of Governors and a majority vote of the General Assembly for justifiable reasons as the need arises. This will entitle the member to be reinstated. However, his right to vote shall be suspended for one year and his right to be voted upon shall be suspended for five consecutive years immediately preceding the election. His mutual aid (death, disability and legal aid) benefits shall be suspended for the first fiscal year following the fiscal year of reinstatement. Reinstated members by special order or amnesty shall receive Death and Disability Aid benefits in increments following the guidelines prescribed by the Mutual Aid Code. No amnesty can be declared within five (5) years from the date the General Assembly last approved an amnesty. A member can avail of amnesty only once throughout his PMA membership.

3.1 The procedure to avail of amnesty is as follows:

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

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

3.1.3 Application for amnesty shall be received any time from June 1st until last working day of September the component society.

3.1.4 A member shall pay the annual dues as approved by the Board of Governors at the current rate, exclusive of the annual dues for the current year that he applies for amnesty. Payment for amnesty must be received on or before November 30 of the fiscal year by the component society, and remitted to the PMA on or before December 31 of the same year.

3.1.5 Upon approval of the Board, the member is reinstated. Entitlement to Legal Aid benefits shall be restored after the fiscal year following reinstatement. Entitlement to Death and Disability Aid benefits shall be restored in increments following the guidelines prescribed by the Mutual Aid Code. The right to vote shall be restored after the fiscal year following reinstatement. The right to be voted upon shall be restored only after having been a member in good standing for at least 5 consecutive years immediately preceding the election, as prescribed by the Election Code.

- 3.2 For purpose of eligibility to life or emeritus membership, “continuous membership” shall mean uninterrupted and continuous payment of dues to the component society and to the Association and shall not include the years when a member incurs arrears. For one who avails himself of amnesty or for one who has been reinstated, continuous membership shall start on the date a member is reinstated.
- 3.3 A member who has arrears may apply for life membership only after he has paid all arrears at current rates and after being a member in good standing for 10 consecutive years.
- 3.4 A member who has applied for amnesty may apply for life membership. To be a member in good standing, a life member should also pay component society dues.
- 3.5 The procedure for reinstatement of a member dropped from the roster of the Association is as follows:
- 3.5.1 There should be a record of a member's termination or voluntary resignation in the component society and the PMA Secretariat. The component society shall determine the deficiency of the member that led to his being dropped from the rolls.
- 3.5.2 The member shall pay all arrears.
- 3.5.3 The member shall pay the current dues within the prescribed period of that particular year that he is being reinstated.
- 3.5.4 The member shall be considered as a reinstated member with the benefits due a reinstated member.

#### **4. Delinquency in Attendance**

- 4.1 A member, who is deemed delinquent due to his failure to comply with the following requirements shall be cause for suspension of his membership, as well as rights and privileges, until such requirements shall have been complied with:
- 4.1.1 Attendance requirement (including life members) of the Continuing Medical Education Program; and
- 4.1.2 Attendance requirement (including life members) of at least one (1) annual convention of the Association in last three years.

### **CHAPTER III**

#### **Board of Governors and Officers**

##### **1. Composition**

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

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

## **2. General Powers**

2.1 The Board of Governors shall exercise the corporate powers of the Association.

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

- 3.1. To approve the program of activities of the Association for the year;
- 3.2. To approve the appointments of the President for officers and other positions;
- 3.3. To fill vacancies in the Board; (Refer to page 10, no.5).
- 3.4. To amend, change or alter the Constitution and/or the By-Laws of the Association by a two-thirds vote of the Board, and for ratification, by two-thirds vote of the general membership of the Association;
- 3.5. To promulgate the Association's Administrative Code that shall contain rules and regulations, procedures, and other provisions necessary to implement the By-Laws and to amend said Code as deemed necessary from time to time by two-thirds vote of the members present;
- 3.6. To prepare and submit the annual budget of the Association to the General Assembly at least 30 days before the annual convention;
- 3.7. To approve reports from the national officers, of the standing and special committees and other bodies of the Association and submit the same to the General Assembly;
- 3.8. To approve all contracts entered into in behalf of the organization by its authorized officers or agencies;
- 3.9. To approve awards, recognition and other honors to be conferred on any person, group or institution for distinguished achievement and meritorious services to the Association, upon recommendation of appropriate committees.
- 3.10. To perform such other functions as provided for in the By-Laws, Corporation Code of the Philippines, and other pertinent laws, rules and regulations.

**4. Tenure of Office** - A governor shall hold office for a term of one year or until his successor shall have been duly elected and qualified, or appointed by the Board of Governors as endorsed by the Regional Council concerned. He may be re-elected to the same office in the Board for not more than once.

**5. Replacement in Case of Vacancy** - By a majority vote of the Board of Governors, if still constituting a quorum, a vacancy in the Board, by reason of resignation, incapacity or death of a member, shall be filled from among the members of the same region as that of the governor being replaced, provided that the appointee shall serve only the remainder of the unexpired term of the one being replaced.

The Governor and the presidents of the component societies of the region, in consultation with the other officers of the societies comprising the region, shall submit at least two (2) recommendees from the region, to the Board of Governors. The Board of Governors shall elect the replacement from among the recommendees by majority vote. In case no candidate shall present himself for the position of Governor of a Region in the Board, when the Board is formed, the position shall be considered vacant and shall be filled in accordance to the procedure outlined above. Until it is filled, the Governor for the region in the previous Board shall serve in a holdover capacity.

**6. Removal from Office** - The officers and members of the Board may be removed from office for culpable violation of the By-Laws by a two-thirds vote of the Board in two successive meetings and duly ratified by the General Assembly.

## 7. Meetings

**7.1 Number** - The Board shall hold regular meetings once a month on such date and at such time as the Board may designate, through the President. Notice of said meetings, specifying the agenda, shall be sent to each Governor at least two (2) weeks before the date of the regular meeting. The President shall call a special meeting of the Board at his instance or upon written request of at least five (5) members of the Board. Notice of such meetings shall be sent at least 48 hours before the special meeting.

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

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

**7.4 Agenda** - The agenda of each meeting of the Board shall consist of the following:

- a. Call to Order
- b. Quorum
- c. Invocation
- d. National Anthem
- e. PMA Hymn
- f. Approval of the Agenda
- g. Approval of the Previous Minutes and Resume of the Board Resolutions
- h. Matters Arising from the Minutes
- i. Report of the President
- j. Report of the Vice-President
- k. Report of the Secretary-General
- l. Report of the National Treasurer
- m. Report of the Governors
- n. Specific Matters scheduled for Discussion
- o. Committee Reports
- p. Other Matters
- q. Adjournment

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

**7.6. Rules of Procedure** - Robert's Rules of Order shall be observed.

### 7.7. Documentation

- a. The Secretariat shall tape and take notes of the proceedings. Minutes of the meeting embodying the substantial transactions of the Board, including reasons for such actions, should be submitted to the Secretary General for review.
- b. A resume of resolutions shall also be made by the Secretary General.
- c. Both the minutes and resume of resolutions shall be sent to the Board of Governors at least 2 weeks before the next Board meeting.
- d. In case of controversy regarding a point in the minutes or resume, the transcription or original tape recording may be referred to.



## **7.8. Allowances for Meetings**

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

## **7.9. Transmission of Reports to the General Assembly**

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

# **8. Officers**

## **8.1. National Officers**

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

## **8.2. Tenure of Office**

- 8.2.1 The President, the Vice-President, the National Treasurer and the Governors shall hold office for a term of one year and until their successors shall have been duly elected and qualified, or appointed.
- 8.2.2 The Secretary-General shall be appointed by the Board of Governors, upon the recommendation of the President, for one year, unless earlier terminated by the Board.

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

## **8.4. Succession**

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

- 8.4.2 In case the Vice-President, who for some reason has taken over the position of the President on a permanent basis, subsequently resigns, or becomes incapacitated or suffers removal or death, the Board of Governors shall elect among themselves within thirty (30) days a replacement who shall succeed as president, and who shall serve the remainder of the unexpired term.
- 8.4.3 In case of resignation, incapacity, removal or death of the Vice-President, the Board of Governors shall elect among themselves the replacement who shall serve the remainder of the unexpired term.
- 8.4.4 In case of resignation, incapacity, removal or death of the National Treasurer, the Board of Governors shall appoint a replacement to serve the remainder of the unexpired term. If the replacement of the National Treasurer is not an elected member of the Board, such National Treasurer shall be a non-voting member of the Board.

**8.5. President** - The President shall be the Chief Executive Officer of the Association. He shall perform the following functions:

- 8.5.1 To preside over the meetings of the Board of Governors;
- 8.5.2 To exercise general supervision over the business of the Association and over its officers;
- 8.5.3 To appoint members of constitutional bodies, standing committees and such other officers as provided for in the By-Laws;
- 8.5.4 To sign and to execute in the name of the Association, contracts, deeds or other instruments authorized by the Board of Governors, except in cases where the signing and execution shall have been expressly delegated by the Board to some other officer or agent of the Association.
- 8.5.5 To implement all orders and resolutions of the Board;
- 8.5.6 To perform all duties pertinent to the office of the Chief Executive of the Association, and such other duties as may be assigned by the Board from time to time.
- 8.5.7 Incidental Duties - The incidental duties of the President are as follows:
- To visit component societies;
  - To attend scientific conventions and seminars of national importance; and
  - To represent the PMA in national governmental or private inter-sectoral meetings.
- 8.5.8. Office - The President shall hold office at the PMA Building.
- 8.5.9 Allowances - The President shall have a representation allowance as provided for in the annual budget of the Association.

## **8.6. Vice-President**

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

## **8.7. Secretary-General**

8.7.1. Functions - The Secretary-General shall perform the following functions:

- a. To take custody of all records and seal of the 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. **General Assembly** - The General Assembly shall discharge the powers and functions of the members of the Association in all instances where the vote, action, or ratification by the members may be exercised by a representative body as provided for by law.
2. **Composition** - The General Assembly shall be composed of the officers and members of the Board of Governors and the representatives of component medical societies and one representative each for the specialty divisions. The number of representatives from each component society shall depend on the number of members of the society. The president of the component society shall automatically be the chief and, if the society has less than one thousand members in good standing, the only representative of the society. If the society has more than one thousand members, and for every fraction greater than four hundred ninety-nine thereof, an additional representative shall be elected by the members of the component society as part of the same process instituted to elect the officers of the local society, and shall not qualify to represent the component society unless so elected.
3. **Alternate Representatives** - If any representative to the General Assembly shall be unable to attend the sessions, he shall be replaced by the vice-president of the component society, or other elected officers of the society, or alternate delegates specifically elected for this specific situation, as the society determines.
4. **Decisions of the General Assembly** - Unless otherwise provided for in the Constitution of the Association, or the By-Laws, or the Corporation Code of the Philippines, the acts of the General Assembly shall be approved by a simple majority. There shall be two types of voting over matters presented to the General Assembly for decision, which are as follows:
  - 4.1. **Approval by Ordinary Vote** - This is a type of voting in which the vote of each voting member present shall count as one vote.

**4.2. Approval by Weighted Proxy Vote** - In this type of voting the weight of the vote of each representative member shall depend on the vote of the delegate plus the proxy votes entrusted to him. A proxy vote should indicate the designation of the delegate as proxy, and which should be duly recorded by the Secretary of the Assembly. The designation of an officer or an individual as proxy shall be valid for one year from the date the proxy vote is signed. Therefore, if the signatory of a proxy is personally present in the assembly, the proxy power designated to another person is not valid. Approval by Weighted Proxy Vote shall be called for only in matters requiring a specified majority of the membership of the Association.

**5. Date, Procedure and Conduct of General Assembly** - The General Assembly shall convene on any day during the annual convention, which shall be held in the month of May of each year. The procedure for registration of members and the conduct of assembly affairs shall be governed by the Standing Rules of the Assembly and the Revised Robert's Rules of Order.

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

**7. Functions** - The functions of the General Assembly are the following:

7.1 To ratify amendments to the Constitution and to the By-Laws of the Association as approved by a two-thirds vote of the Board and ratified by a two-thirds majority of the general membership of the Association;

7.2 To review and ratify the proposed annual budget as recommended by the Board;

7.3 To review the acts and ratify the resolutions of the national officers and the Board;

7.4 To perform such other functions as are provided for in the By-Laws;

7.5 To decide on the site and the dates of the succeeding convention; and

7.6 To act as representative body of the Association and to vote on all matters in which the Corporation Code of the Philippines requires the votes or written assent of the members of the Association.

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

**9. Quorum** - The presence of a majority of the members of the General Assembly shall constitute a quorum.

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

## CHAPTER VI

### Commissions

1. **Purpose** - There shall be seven (7) Commissions as described in this Chapter to control and supervise specific functions and activities of the Association.
2. **Composition** - Unless specifically provided for in Section 3 of this Chapter, the Commissions shall consist of six members, each member appointed for three (3) years on a staggered basis so that one third of the Commissioners shall be appointed each year. The Chair of each Commission shall also be appointed for each administrative year. All appointments shall be made by the President with the concurrence of the Board.
3. **List of Commissions** - The Commissions shall be the following:
  - 3.1 **Commission on Ethics** - The Commission on Ethics shall govern the conduct of members in their relationship with one another, with the Association, and with the public. It shall establish its procedures for dealing with complaints raised and/or referred to it, and make recommendations for the resolution of such cases. The Commission shall also proclaim, with the approval of the Board, a Code of Ethics for the guidance of the members of the Association.
  - 3.2 **Commission on Continuing Medical Education** - This Commission shall enforce and administer all provisions, rules and regulations and policies related to Continuing Medical Education (CME) as outlined in the CME Code. It shall also make provisions for the recording of CME activities of the members for purposes of complying with the requirements of the Professional Regulations Commission and for membership in the PMA.
  - 3.3 **Commission on Elections** - The Commission on Elections (COMELEC) shall have the exclusive power to enforce the provisions, rules and regulations, and policies relative to the conduct of the elections in the Association. Each year, the Commission shall elect the Chair, Vice-Chair, and Secretary of the Commission from among its members.
  - 3.4 **Commission on Mutual Aid** - This Commission shall study and undertake research pertaining to the welfare and benefits for the members of the Association and their dependents. Moreover, it shall develop, organize and establish mutual aid programs to promote legal protection and legal assistance, death benefits, health benefits, disability benefits, and other such programs that will assist in the promotion of the social and the material well-being of members and their dependents. The rules for the implementation of mutual aid benefits shall be recommended by the Commission to the Board, and upon approval shall be incorporated into a Mutual Aid Code (MAC).
  - 3.5 **Commission on Professional Specialization** - This Commission shall govern the activities of members who have undergone specialized training in the different fields of medicine, the formation and organization of professional societies in specialized disciplines, and shall determine the relationship of such specialty societies with one another. Towards this purpose, and upon approval by the Board, the Commission shall proclaim a Code on Professional Specialization (CPS) which shall serve as a guide for specialty professional societies. This Commission shall be composed of the immediate past president or duly designated representative of each of the eight (8) specialty divisions, and a chairman to be appointed by the President with the concurrence of the Board. Specialty and subspecialty societies shall pay an annual dues of One Thousand Pesos (P1,000.00) to the PMA.

**3.6 Commission on Legislation** - The Commission shall study, evaluate, and comment on matters pending in the legislative and executive branches of government, make public papers outlining the position of the Association on such matters, and influence public opinion on issues related to the practice of medicine and related matters. It shall also, whenever possible, influence the introduction of new legislation favorable to the profession and the members of the Association. Details governing the activities of the Commission shall be incorporated into the Administrative Code of the Association.

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

## **CHAPTER VII**

### **Committees**

1. **Appointment of Members** - The members of the Standing Committees shall be appointed by the President with the concurrence of the Board for a term of three years arranged on a staggered basis. The Chair each year shall be appointed by the President from among the members of the Committee.
2. **Standing Committees and Functions** - The Standing Committees of the Association and their functions shall be the following:

#### **2.1. Committee on Food, Drugs and Cosmetics**

To represent the PMA in the Department of Health (DOH) activities affecting food, drug and cosmetics; and

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

#### **2.2. Committee on Hospitals and Laboratories**

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

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

#### **2.3. Committee on Research, Education and Culture**

To promote research awareness and to conduct contests; and

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

#### **2.4. Committee on Finance**

To look after the financial affairs of the PMA.

2.4.2 Subcommittee on Ways and Means

To conduct fund raising activities.

2.4.3. Subcommittee on Investments

To recommend areas of possible investment of the PMA funds for maximum returns.

**2.5. Committee on Budget**

To prepare and to submit a budget to the Board at least two months before the Annual Convention.

**2.6. Committee on Archives**

2.6.1 To organize and to record the historical events of the Association, and to preserve all the significant memorabilia of every administration.

**2.7. Committee on External Affairs**

2.7.1 To enhance and to develop PMA-Government relationship:

To study and recommend ways and means of participating in government health programs;

To work for maximum participation of PMA in the National Health Program; and

To study and recommend measures to improve the lot of government physicians.

2.7.2. To actively participate in Community Service:

To promote health education program; and

To recommend the implementation of family planning projects.

**2.8. Committee on Emergencies and Disasters**

2.8.1. To promote and organize activities towards emergency and disaster preparedness (typhoon, earthquake, fires and other calamities);

2.8.2 To organize Emergency and Disaster Program team in each component society;

2.8.3 To organize and consolidate all emergency and disaster activities of medical societies; and

2.8.4 To support and participate in the government's effort in responding to emergencies and disasters. (National Disaster Coordination Council and Office of Civil Defense)

**2.9. Committee on Affiliate Societies**

2.9.2 To evaluate applicants for affiliation and to make recommendation to the Board; and

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

**2.10. Committee on Special Projects**

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

**2.11. Committee on By-Laws and Codes**

2.11.1 To review the By-Laws and Codes;

2.11.2 To recommend amendments; and

2.11.3 To draft new provisions.



#### **2.12. Committee on Membership Section and Development**

- To encourage membership in the Association;
- To study programs and benefits that may attract membership to the Association; and
- To study and assist in placement of new physicians.

#### **2.13. Committee on Sports Development**

- To promote and to develop sports awareness among the members; and
- To organize sports activities for the members.

#### **2.14. Committee on Awards**

- To review and to improve the guidelines of the various PMA awards;
- To nominate and to screen candidates for awards.
- To submit names of awardees for approval of the Board; and
- To recommend special awards when appropriate.

#### **2.15. Committee on Legal Affairs**

- 2.15.1. To handle legal matters of concern to the PMA.

#### **2.16. Committee on Physical Plan and Development**

- 2.16.1. To plan PMA infrastructures, and to study their improvement.

## **CHAPTER VIII**

### **Ad Hoc Committees**

#### **1. Relative Unit Value (RUV)**

- To coordinate various specialty and subspecialty societies, on matters related to the RUV for recommendation to the Board; and
- To update RUV when necessary.

#### **2. Treatment Protocol**

- To prepare treatment protocol: and
- To update treatment protocol

#### **3. Environmental Health and Ecology**

- To study and recommend PMA activities in Environmental Health and Ecology; and
- To coordinate with and support government's efforts in this issue.

#### **4. AIDS and HIV**

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

## CHAPTER IX

### Component Societies and Regions (Regional Councils)

#### General Provisions

1. The political subdivisions of the Association are the Regions (Regional Councils) and the Component Societies, including their chapters. The Board of Governors shall exercise control and supervision over the Regional Councils and the component societies and their chapters. The Board of Governors, by a two-thirds vote of its members, shall have the power to realign regions and component societies and their chapters for purposes of contiguity and convenience decided by the majority of the members (and for other justifiable purpose) after due notification and hearing of all parties involved.
2. **Component Societies** - Component societies are basic units of the Association. Applicants for membership in the Association shall course their applications through the component societies. The component societies shall be governed by a president, a vice-president, a secretary, a treasurer and whatever additional officers the members may deem necessary or desirable. The actions of the executive officers of the component societies shall be approved by a governing body elected for such purpose by the members. Component societies must follow and adhere to all the policies, rules and regulations of the PMA. The By-Laws and rules and regulations of the component societies must conform to and not be violative of the Articles of Incorporation, Constitution, By-Laws, Codes and other rules and regulations of the PMA and those which are not, should be amended immediately. All component societies must adhere to and follow the official lawful directives, orders or policies of the Regional Council. The Board of Governors, by a vote of two-thirds of all the members of the Board, may withdraw recognition, suspend or reprimand component societies violating this provision after due process.
  - 2.1. Creation of New Component Societies Pursuant to Article IX of the (New) By-Laws, new component societies may be formed in two ways: first for provinces or cities, and, second for geographically contiguous areas.
    - 2.1.1 Members residing or practicing within a province or city, whatever their number, by virtue of it being a province or a city, may form a component society. Such component society starts its existence upon recognition by the Board of Governors.
    - 2.1.2 For areas which are not cities or provinces, thirty or more members residing or practicing in a geographically contiguous area may form a component society upon the approval of the original mother society, the Regional Council and the Board of Governors. The withholding of approval by the original mother society and the Regional Council and the board of governors shall be based on valid and justifiable ground.
  - 2.2. Component Society Meetings
    - 2.2.1. A component society shall have a business meeting of the general membership at least once a year.
    - 2.2.2. The society should hold scientific meetings at least four (4) times a year.
- 2.3. **Functions of Component Officers** - The component officers shall:
  - 2.3.1 Protect and defend the Constitution and By-Laws of the Philippine Medical Association and abide by all its provisions;
  - 2.3.2 Perform all functions pertinent to the offices of the respective component society and such other duties as from time to time may be assigned by the Board of Governors;
  - 2.3.3 Perform all other functions as provided for in the Administrative Code; and
  - 2.3.4 Perform all functions as provided for in the By-Laws of the component society as well as in the By-Laws of the Association.

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

**3.1. Northeastern Luzon**

- a. Apayao Medical Society
- b. Batanes Medical Society
- c. Cagayan Medical Society
- d. Ifugao Medical Society
- e. Isabela Medical Society
- f. Kalinga Medical Society
- g. Nueva Vizcaya Medical Society
- h. Quirino Province Medical Society
- i. Santiago City Medical Society
- j. Western Isabela Medical Society

**3.2. Northwestern Luzon**

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

**3.3. Central Luzon**

- a. Bataan Medical Society
- b. Bulacan Medical Society
- c. Nueva Ecija Medical Society
- d. Pampanga Medical Society
- e. Tarlac Medical Society
- f. Zambales Medical Society
- g. Olongapo City Medical Society
- h. Angeles City Medical Society
- i. Aurora Medical Society

**3.4. Manila**

- a. Manila Medical Society

**3.5. Rizal**

- a. Muntinlupa City Medical Society
- b. Pasig City Medical Society
- c. Rizal Parañaque City Medical Society
- d. Eastern Rizal Medical Society
- e. Malabon-Navotas Medical Society
- f. Antipolo City Medical Society
- g. Mandaluyong City Medical Society
- h. Taguig City Medical Society
- i. Las Piñas City Medical Society
- j. Taytay-Angono-Cainta Medical Society

**3.6. Central Tagalog**

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

**3.7. Quezon City**

- a. Quezon City Medical Society

**3.8. Southern Tagalog**

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

### **3.9. Bicol**

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

### **3.10. Western Visayas**

- a. Aklan Medical Society
- b. Antique Medical Society
- c. Canlaon Medical Society
- d. Capiz Medical Society
- e. Iloilo Medical Society
- f. Negros Occidental Medical Society
- g. Guimaras Medical Society

### **3.11. Central Visayas**

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

### **3.12. Eastern Visayas**

- a. Biliran Medical Society
- b. Eastern Samar Medical Society
- c. Leyte Medical Society
- d. Northern Samar Medical Society
- e. Ormoc City Medical Society
- f. Samar Medical Society
- g. Southern Leyte Medical Society

### **3.13. Western Mindanao**

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

### **3.14. Caraga Region**

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

### **3.15. Northern Mindanao**

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

### **3.16. Southeastern Mindanao**

- a. Cotabato City Medical Society
- b. Davao Medical Society
- c. Davao del Norte Medical Society
- d. Davao del Sur Medical Society
- e. Davao Occidental Medical Society
- f. Davao Oriental Medical Society
- g. PMA-General Santos City Chapter Inc.
- h. North Cotabato Medical Society
- i. Sultan Kudarat Medical Society
- j. South Cotabato Medical Society
- j. Compostela Valley Medical Society

### **3.17. Northcentral Mindanao**

- a. Iligan City Medical Society
- b. Misamis Occidental (Oroquieta) Medical Society
- c. Lanao del Norte Medical Society
- e. Misamis Occidental (Ozamis) Medical Society
- e. Lanao del Sur Medical Society

## **4. Regional Councils and their Composition**

### **4.1. There shall be Regional Councils representing each region.**

- 4.1.1. The Regional Council shall have the responsibility of notifying the members within the region of the qualifications and deadlines regarding election of national officers and shall see to it that there shall be candidates from within the region for such offices.
- 4.1.2. If no member submits a Certificate of Candidacy by the deadline set by the Election Code, it shall be the task of the Regional Council to identify “nominees” for Governor to obtain consent and the necessary supporting documents and to submit the documents to the Commission on Elections in conformity with the deadline for filing the candidacy. These “nominees” shall be considered as candidates only if no member of the region applies or is qualified for candidacy as Governor of the region.
- 4.1.3 The Regional Council shall be composed of the Governors representing the Region and the Presidents of the Component Societies comprising the Region. Other officers may be included at the discretion of the Regional Council. In the event a Region is composed of only one Component Society, the Regional Council shall be composed of the Governor and the officers of the Component Society.

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

- 4.2.1 The Regional Council shall meet at least four (4) times a year. The meetings shall be called by the Governor. A meeting may also be called upon the call of the majority of the members of the Regional Council.
- 4.2.2 Expenses for the meetings shall be taken from the fund provided by the Association to each Governor.
- 4.2.3 The meeting shall be held only within the region.
- 4.2.4 One of the meetings shall be reserved to discuss the conduct of the Regional Assembly.

### 4.3. Presiding Officer and Officers

The Presiding Officer of the Regional Council shall be the Governor. In the absence of the Governor, the members of the Regional Council may temporarily elect a Presiding Officer.

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

At the first meeting of the Regional Council, there shall be appointed a Secretary who shall serve for one year. The Secretary shall record the proceedings of the Council. If the Region is composed of only one component society, the Secretary of the component society shall likewise be the Secretary of the Regional Council.

### 4.4. Miscellaneous Provisions

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

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

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

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

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

- |                       |                          |
|-----------------------|--------------------------|
| a. Northeastern Luzon | j. Western Visayas       |
| b. Northwestern Luzon | k. Central Visayas       |
| c. Central Luzon      | l. Eastern Visayas       |
| d. Manila             | m. Western Mindanao      |
| e. Rizal              | n. Caraga Region         |
| f. Central Tagalog    | o. Northern Mindanao     |
| g. Quezon City        | p. Southeastern Mindanao |
| h. Southern Tagalog   | q. Northcentral Mindanao |
| i. Bicol              |                          |

## CHAPTER X

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

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

**1. Termination of Membership** - Membership in the Association may be terminated on the following grounds:

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

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

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

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

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

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

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

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

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

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

### **3. Disciplinary Actions against Component Societies and their Chapters**

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

- 3.1.1 Failure to submit the annual report for two (2) consecutive years; or
- 3.1.2 Failure to elect their officers for two (2) consecutive years; or
- 3.1.3 Failure to comply with other provisions required in a component society for two (2) consecutive years; or
- 3.1.4 Adopting By-Laws, policies, rules and regulations inconsistent with or violative of the Constitution, By-Laws, Codes, policies, rules and regulations of the Philippine Medical Association; or
- 3.1.5 Oppressive acts against the members of the Association; or
- 3.1.6 Disobedience to lawful orders of the Board of Governors, Commissions, Committees or Regional Councils; or
- 3.1.7 Malicious filing of suit/s against the Association or its officers and Board of Governors as determined by judicial and/or quasi judicial and administrative bodies; or
- 3.1.8 Levying of unreasonably high dues and assessments on members.
- 3.1.9 Failure to attend more than 50% of the total meetings of the Regional Council

#### **3.2 Procedures for Disciplinary Action against Component Societies**

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 aggregation 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.
  - 3.2 **Trust Funds** - These are funds realized from contributions and fund drives for specific purposes, which cannot be appropriated except for the specific purpose for which they are collected. These funds may be invested for maximum returns through investment portfolios as may be approved by the Board, provided that unexpended balances of these special funds shall revert to the general funds upon completion of the projects for which the funds were originally collected and intended.
  - 3.3 **Life membership dues** shall be placed in a trust fund called the physicians' fund. These funds shall be disbursed solely for the benefit of life members such as their participation in the administrative expenses of the Association. These funds may also be used for mutual aid and legal aid funds of the life members.
4. **Fiscal Year** - The fiscal year of the Association shall be from June 1 to May 31 of the following year.

## **CHAPTER XII**

### **Publications and Codes**

1. **Journal of the Philippine Medical Association** - The official publication of the Association shall be known as the Journal of the Philippine Medical Association (JPMA), which shall include materials of scientific and medical interest, as well as those about the Association.
2. **The Physician** - There shall be a newsletter, known as The Physician, containing news and information regarding the Association, to be disseminated among its members.
3. **Administrative Code of the Philippine Medical Association** - The collection of rules, regulations and procedures necessary for the implementation of the By-laws and the resolutions of the Association, shall be known as the Administrative Code of the Philippine Medical Association. There shall be other Codes corresponding to the Commissions listed under Chapter VI of those By-laws.

## CHAPTER XIII

### Amendments, Effectivity and Repealing Clause

1. This Administrative Code may be altered, amended or repealed upon approval by a two-thirds vote of the Board of Governors.
2. All amendments approved by the Board shall become effective upon approval.
3. Upon effectivity of the amendments to the Administrative Code, all existing provisions in the Code that are inconsistent with the amendments shall be deemed repealed.

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

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MODESTO O. LLAMAS, M.D.  
President

ROMEO M. CRUZ, M.D.  
Vice-President

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

NENITA C. LEE TAN, M.D.  
National Treasurer

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

SALVACION C. TULIAO, M.D.  
Governor

NEMESIA Y. MEJIA, M.D.  
Governor

RICARDO D. FULGENCIO, II, M.D.  
Governor

ALBERTO J. DE LEON, M.D.  
Governor

REY MELCHOR F. SANTOS, M.D.  
Governor

PACIENCIA B. CAUILAN, M.D.  
Governor

RODOLFO P. DE GUZMAN, M.D.  
Governor

ISMAEL M. MERCADO, M.D.  
Governor

VICENTE H. BANAL, M.D.  
Governor

MARIANO V. VILLAROSA, M.D.  
Governor

DISI YAP-ALBA, M.D.  
Governor

ADELAIDA A. ASPERIN, M.D.  
Governor

TIBURCIO S. MACIAS, M.D.  
Governor

RENE C. VARGAS, M.D.  
Governor

ROBERTO V. ALCANTARA, M.D.  
Governor

APOLINARIO E. ARUELO, M.D.  
Governor

***AMENDED February 11, 2007***