

**THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS**

**ISABELA STATE UNIVERSITY – ILAGAN STUDENT CHAPTER**

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City of Ilagan, Isabela

# **CONSTITUTION AND BY - LAWS**

# **THE PHILIPPINE INSTITUTE OF CIVIL ENGINEERS**

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### **PREAMBLE**

We, the members of the Philippine Institute of Civil Engineers Isabela State University – Ilagan Student Chapter (PICE ISU-I SC), established on June 20, 1996, united in the pursuit of academic excellence, professional growth, and ethical civil engineering practice, do hereby establish this Constitution. Guided by the principles of leadership, service, integrity, and unity, we commit to uphold the values of the civil engineering profession, foster camaraderie among members, and contribute meaningfully to the advancement of our university and the community. Through this Constitution, we affirm our dedication to responsible membership, active participation, and the continued legacy of PICE within ISU-Ilagan.

## **ARTICLE I. GENERAL PROVISIONS**

### **SECTION 1. NAME OF THE ORGANIZATION**

The name of the organization shall be the PHILIPPINE INSTITUTE OF CIVIL ENGINEERS ISABELA STATE UNIVERSITY - ILAGAN STUDENT CHAPTER, acronym as PICE ISU-I SC, and hereafter to as Chapter Institute.

### **SECTION 2. HEADQUARTERS**

The Institute shall maintain a headquarter office at the Civil Engineering Building located at Isabela State University - Ilagan Campus, City of Ilagan, Isabela.

### **SECTION 3. OBJECTIVES**

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The objective of the Institute shall be:

- The advancement of the knowledge of civil engineering education.
- The fostering and improvement of civil engineering education.
- The education improvement of its members.
- The physical, mental, and social improvement of its member.
- The maintenance of high ethical standards in the education of civil engineers.
- The development of fellowship among civil engineering students.
- The acquisition, ownership, management, and disposal of real and/or personal property incidental to or in the furtherance of the above objectives of the Institute.

### **SECTION 4. INSTITUTE SEAL AND BANNER**

The Institute Seal shall be adopted from the corporate seal used by the National Administration Office. Revision, alteration or changes shall be made after a thorough study by a Committee appointed for the purpose, approved by the Board of Directors and ratified by the majority of the members present during an assembly of the Institute or by the Electoral College acting as representative body for the general membership in accordance with the provisions of Section 1b of Article IV of these Constitution and By - Laws.

The Banner of the Institute shall be of standard design with the Institute Seal as central motif. Below the Seal shall be inscribe the words PICE ISU - SC.

### **SECTION 5. JUDICIAL POWERS AND PERROGATIVES OF THE INSTITUTE**

The Institute shall have the legal power appertaining to a judicial person particularly the power to sue and to be sued; to enter into contract; to acquire and hold real and personal property for educational purposes and to mortgage,

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lease, sell, transfer, convey, or otherwise disposed of the same; to solicit and receive public and private donations and contribution; to accept real and/or personal property given as a gift or bequest by public entities and/or private individuals or institutions and to do such acts maybe necessary and proper to put into effect or promote the objectives for the institute is organized.

### **SECTION 6. NOTICES AND PROCESSES**

Services of all notices and processes for the institute shall be rendered on the Chapter Administration Officers who shall forward the said notice to the Chapter Secretary. Notices and processes intended for any of the different year level maybe served to either the Classroom Presidents or its Secretary. Except otherwise provided by theses By - Laws, notices to be served upon any member of the Institute by the Administration Officer shall be deemed as having been given when the notice have been served through a telephone, letter or other available means of fast communication in addition to posting at the Bulletin Board of the Institute.

## **ARTICLE II. MEMBERSHIP**

### **SECTION 1. REGULAR MEMBERSHIP**

Any of the bona fide student of all year level enrolled at the Isabela Stated University in the degree of Bachelor of Science in Civil Engineering and who shall fulfill all other requirements for membership set forth in these Constitution and By - Laws shall be eligible for membership.

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## **SECTION 2. RESPONSIBILITIES OF MEMBERS**

Members of the Institute shall be under the obligations to:

- adhere to the Code of Ethics for Civil Engineers and to inform the Secretary or the Administrative Officers of any infringement thereof by any infringement therefore by any Civil Engineering students that may come to their knowledge.
- actively participate in the affairs of the Institute; and
- regularly pay all fees, dues, and other assessments as these become due.

## **SECTION 3. DISCIPLINARY ACTION ON MEMBERS**

The Board of Directors may, in its discretion, place a member of inactive status after duly appraising the member of his/her offense, temporarily divesting him/her of his/her membership privileges and/or relieving him/her of his/her normal dues and obligations.

The Board of Directors may likewise consider proceedings leading towards the disciplinary action of any member upon information coming from to its notice or upon the written complaint of any two members of the Institute. If the complaint appears to warrant further action, the board shall formally advise the member concerned in writing of the desires, present his/her defense, in person or through counsel on date set forth in the notification letter. The decision of the Board shall be taken after evaluation of evidence adduced in the case. At least two-thirds (2/3) vote of the entire Board shall be required for expulsion of any member while all other disciplinary action can be taken by majority vote thereof unless otherwise provided in these Constitution and By - Laws. In an expulsion case, the respondent may elect to appeal. Appeal shall be submitted to the Membership Committee in a form prescribe by the Board of Directors, which shall include a statement of the charges, the action of the Board thereon,

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and the statement of the person making the appeal. In the absence of the general membership meeting, the appeal may be taken up in the Electoral College acting as a representative body of the Institute, in accordance with the provisions of Section 1b of Article IV of these Constitution and By - Laws. The vote of majority of the ballot cast in the general membership meeting or in the Electoral College, as the case maybe, provided there is a quorum, shall be required to affirm or reverse the action of the Board.

### **SECTION 4. TERMINATION OF MEMBERSHIP**

Membership in the Institute shall be terminated or forfeited for any of the following cases:

- a. Death automatically terminates membership.
- b. Non-payment of fees and dues immediately terminates membership. Any member whose membership is forfeited, terminated or placed under inactive status shall be divested of all rights and privileges available to members in good standing; and
- c. Violation of the Code of Ethics of Civil Engineers or judicial conviction of an offense involving moral turpitude is subject to disciplinary action in accordance with the preceding section. After verification of such violation or conviction of the Board of Directors, termination or forfeiture of membership shall be effective upon affirmative vote of at least ten (10) Directors.

### **SECTION 5. REINSTATEMENT OF LOST MEMBERSHIP**

Only membership lost due to causes (b) and (c) of the preceding Section and membership is placed on inactive status under Section 3 of this article maybe eligible for reinstatement of fulfilling previous requirements and delinquencies

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and paying reinstatement fee in accordance with Section 2 Article VIII of these Constitution and By - Laws.

A member placed by the Board of Directors on inactive status under Section 3 of these Article maybe reinstated at the discretion of the Board. A reinstated member shall pay all back dues and assessments including those for the current semester together with the required Reinstatement Fee.

The Board, however, may adopt measures which will provide incentives including waiver and/or discounts in the payment of reinstatement fee and back dues and assessments, to member who desire to be reinstated upon the recommendation of the Board of Directors. Any scheme of the Board involving waiver and/or discounts in the payment of back and assessments shall subject to ratification of the Electoral College prior to its effectivity.

## **ARTICLE III. MANAGEMENT OF THE INSTITUTE**

### **SECTION 1. THE BOARD OF DIRECTORS**

The governing body of the Institute shall be vested in a Board of Directors which shall manage the affairs of the Institute in conformity with the provisions of these Constitution and By - Laws.

### **SECTION 2. COMPOSITION OF THE BOARD**

The Board of Directors shall consist of thirty (30) members. The first fifteen shall be elected by all members of the Institute while the second set of officers can be appointed through executive power. All Board of Directors shall be of third, fourth- and fifth-year level of good scholastic standing who are all member of the organization. Each of the advisers or the faculties of the organization are

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allowed to recommend a maximum of one student which will receive an automatic inclusion in the BOD.

### **SECTION 3. TENURE OF THE BOARD**

The members of the Board of Directors shall hold office for one (1) year and until their successors shall have been elected and qualified Directors shall not hold office for more than three (3) consecutive term in the same office.

### **SECTION 4. POWERS AND FUNCTIONS OF THE BOARD**

The Board of Directors shall have control and supervision over the business and affairs of the Institute. The Board shall also have powers and authorities as herein provided in these Constitution and By - Laws or as expressly conferred upon it by the statutes of the Philippines.

Without prejudice to the general powers herein above conferred, the Board of Directors shall have the following expressed powers:

- To make and change rules and regulations provided these are not inconsistent in these Constitution and By - Laws or of the policies of the Institute.
- Appoint personnel as it may deem fit the necessary needs for carrying out the business and affairs of the Institute as well define their duties, responsibilities and compensation.
- Plan, organize, direct, control activities of the Institute; and  Approve or ratify expenditures of the Institute.

### **ARTICLE 5. ADVISER**

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The Institute may likewise engage the service of an adviser to provide advice or counseling in the normal business of the Institute. Adviser may participate in the deliberation of the Board but without the right neither vote nor appoint a member in any position.

### **ARTICLE 6. COMPENSATION**

Officers and Directors of the Institute shall serve without compensation, but the Board may provide reimbursement for transportation and other necessary expenses incurred in the performance of their duties.

### **ARTICLE 7. MEETING OF THE BOARD**

The Board of Directors shall hold meetings twice every semester at the office of the Institute or at such place as the Board may designate.

Special meetings of the Board may be called by the President or upon written request of at least five (5) Directors with at least one (1) day prior notice of such special meeting to each Director, either by personal service or in writing with the agenda of the meeting.

### **SECTION 8. QUORUM OF THE BOARD OF MEETING**

A majority of the members of the Board of Directors shall be necessary at all board meetings to constitute a quorum for the transaction of business.

### **SECTION 9. MEETINGS OF BOARD MEETINGS**

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Meetings of the Board of Directors shall be kept and carefully preserved as a record of the business transacted at such meetings.

## **SECTION 10. ABSENCE OR DISABILITY OF BOARD MEMBERS**

Unless otherwise provided for in these Constitution and By - Laws, the Board may delegate or entrust, temporarily or permanently, the powers, duties and functions of the absent, sick or disabled officer to any other member of the Board whenever such action is found necessary to carry-out the normal business of the Institute.

## **SECTION 11. RESIGNATION OR REMOVAL OF OFFICERS FROM OFFICE AND FILING OF VACANCIES**

Any officer or director of the Institute may resign at any time. Upon his resignation, it shall be his/her duty to give an accounting to his/her duties, responsibilities and function to the Board of Directors, which is authorizes to accept by resolution, the resignation of any Elective Officer during his term, and resulting vacancy may be filled by the remaining members of the Board as provided below.

If the Board should determine after proper inquiry that any of the Directors had for any reason permanently unable to perform his/her duties, the Board may declare his seat vacant through a resolution of most of the remaining members.

If any vacancy or vacancies, other than by removal or expiration of term, exist in the Board, by reason of death, resignation or otherwise, the ranked sixteenth (16<sup>th</sup>) in terms of number of votes received during the annual election of members of the Board of Directors will automatically fill the vacant position. In any case, the next ranked in terms of number of votes received during the

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election of members of the Board of Directors shall fill the vacant positions until such all-vacant positions have been filled up.

## **ARTICLE IV. APPLICATION AND ELECTION OF THE BOARD OF DIRECTORS**

### **SECTION 1. THE ELECTORAL COLLEGE**

The members of the Board of Directors shall be elected annually by an assembly of voting members. This assembly shall be called the Electoral College. The assemblage of the college shall be held at the Office of the Institute or in any place within the University agreed upon by the Board during the first week of May provided that proper notice shall be served to all the voting members. The exact date, time and place of the election shall be determined by the Board.

Twenty five percent (25%) of the Institute in the College shall constitute a quorum to undertake its business, except in those cases provided for by the Law.

In addition to its primary function of electing the members of the Board, the College shall:

- a. Act as a Constituent Assembly to ratify amendments to the article of incorporation of the Institute and/or this Constitution and By - Laws as approved by the Board of Directors in accordance with Section 1 Article X of these Constitution and By - Laws; or
- b. Act as representative body of the Institute to vote on all matters wherein the University Code requires to vote or written assent of the General Membership of the Institute.

### **SECTION 2. COMPOSITION OF THE ELECTORAL COLLEGE**

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All first year and fifth year students of good standing enrolled at Isabela State University - Ilagan Campus shall automatically become voting members or delegates to the College.

### **SECTION 3. APPLICATION OF CANDIDATES TO THE BOARD OF DIRECTORS**

Candidates for membership to the Board of Directors shall apply to the Application Committee composed of five (5) members from the current members of the Board of Directors. It is the decision of the Board who will act as Chairman of the Application Committee. Any member may submit writing his/her application to the Committee provided that such application is found by the Committee to be duly qualified for application as herein called for. Application of candidates may be received by the Committee not less than seven (7) days before the day of the election, otherwise the application will be nullified by the Committee.

Any members who are fourth and fifth year standing immediately prior to the day of election may apply, provided he shall fulfill all other qualifications set forth in these Constitution and By - Laws. No member who is not up to date in the payment of his dues and fees at least one month before the election shall be eligible for any office. Furthermore, members of the Board whose attendance both in regular and special meetings and major regular activities, is fifty percent or lower, shall not be qualified to run for Directorship for the succeeding year's election only. The immediate past President shall have no voting right neither shall apply.

### **SECTION 4. CONDUCT OF THE ELECTION**

There shall be an Election Committee thereafter referred to as COMELEC composed of five (5) regular members of the Institute to be appointed by the

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Board of Directors for the preparation of all election paraphernalia and physical arrangements, distribution of ballots and supervision of casting thereof, canvassing of votes, declaration and proclamation of winning candidates and other matters regarding the election. The COMELEC shall promulgate rules governing the conduct of election, subject to approval by the Board, and its decision is final. Members of COMELEC are disqualified to be a candidate and are prohibited from engaging in any form of electioneering activities.

### **SECTION 5. CASTING OF VOTES**

Ballots shall be distributed individually to each voting members at the time and place designated for the election. No proxies shall be allowed. Each member shall fill secretary his/her ballot and without outside assistance and interference. The voting member may or not be completely fill all the slots with the name of his chosen qualified candidate. After filling his/her ballot, the delegate shall personally drop it in the designated ballot box.

### **SECTION 6. CANVASSING OF VOTES**

After the voting members shall have cast their ballots within the specified time, the Chairman of the COMELEC shall immediately canvass the votes cast to determine the votes obtained by its candidate. Any ballot containing name or names of unqualified candidate shall be excluded in the canvassing of votes.

### **SECTION 7. PROCLAMATION OF ELECTED DIRECTORS**

Immediately upon completion of the canvass of the vote cast as provided in Section 6 above, the Chairman of the COMELEC shall proclaim the result of the election. Fifteen (15) top ranked candidates in terms of votes received among all other candidates shall be proclaimed as the winning candidates to occupy

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the allocated slots in the Board. In case/s of tie/s, the winning candidate/s shall be drawn by slots.

### **SECTION 8. ELECTION OF THE OFFICERS OF THE BOARD**

Immediately after the proclamation of the result of the election, members of the Incoming Board shall without further notice convene under the supervision of the Chairman of COMELEC to elect by secret ballot from among themselves the Officers of the Board and of the Institute for the incoming school year as provided in these Constitution and By - Laws. The tenure of the new Board shall start at the first day of the school year following their election.

## **ARTICLE V. CHAPTER OFFICERS**

### **SECTION 1. OFFICERS OF THE INSTITUTE**

Unless otherwise provided, the elective officers of the Institute shall consist of the President, two (2) Vice Presidents, internal and external, 2 Secretaries, internal and external, Treasurer, Auditor, Business Manager, and Public Relation Officer.

### **SECTION 2. DUTIES OF THE PRESIDENT**

The duties of the President of the Institute are:

- Shall be the Chief Executive of the Institute.
- Shall preside over all meetings of the Institute, of the Electoral College and of the Board of Directors.
- Shall implement the decision on the resolutions of the Board of Directors and shall have the general supervision over all the affairs of the Institute.

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- Shall sign all negotiable instruments, checks, notes, contracts, and other papers of the Institute; and
- Shall perform all duties and functions inherent in the office of the President and such other duties and functions as may be assigned to him from time to time by the Board of Directors.
- Shall appoint the other fifteen (15) Board of Directors

## **ARTICLE VI. CHAPTER COMMITTEES**

### **SECTION 1. FORMATION OF COMMITTEES**

To attain the objective of the Institute and assist in undertaking its activities, the Board of Directors shall have the authority to create standing, special and temporary ad-hoc committees and to define their respective powers, prerogatives, function, duties and responsibilities.

Until otherwise provided, the standing committees enumerated in this article are hereby established. These standing committees shall have one or two regular members appointed by the President of the Board of Directors unless otherwise provided in this Constitution and By - Laws.

### **SECTION 2. COMMITTEE ON MEMBERSHIP**

The principal function of this committee shall be to accept application to membership of all members of the Institute. This committee shall prepare complete roster and directory of members.

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## **SECTION 3. COMMITTEE ON ACADEMICS**

The committee shall arrange of the schedule of each session of peer teaching to the member of the Institute. The committee shall encourage the member to participate in the program and activities organize by the Board of Directors to promote and enhance their academic performances.

## **SECTION 4. COMMITTEE ON EVENTS AND SPORTS**

This committee shall prepare and process and pertinent papers and documents in preparation and conduct of programs and activities of the organization. It shall be the duty and responsibility of the committee to explain the programs and activities of the Institute. The committee shall submit a report to the Board of Directors to the expenditures that may include the performances of such programs and activities.

## **SECTION 5. COMMITTEE ON GRIEVANCE**

This committee shall make rules and policies of the proper conduct of the members of the Institute. In any case, the committee shall take charge on the disciplinary actions toward all members of the Institute in accordance with Section 3 Article II in this Constitution and By - Laws.

## **SECTION 6. COMMITTEE ON SOCIO-CULTURAL AFFAIRS**

## **SECTION 7. COMMITTEE ON BUSINESS MANAGEMENT**

The Committee on Business Management is tasked with overseeing the financial, logistical, and operational aspects of the organization. This includes managing budgets, coordinating resources, planning events or projects, and ensuring that all business-related functions run efficiently. The committee also develops strategies for sustainability, monitors expenditures, and may work

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closely with other committees to support their needs from a business standpoint.

### **SECTION 8. COMMITTEE ON DOCUMENTATION**

### **SECTION 9. COMMITTEE ON CREATIVES**

The Committee on Creatives oversees all visual, multimedia, and promotional outputs of the organization. This includes designing logos, posters, social media content, videos, and other materials that reflect the organization's identity and goals. The committee ensures brand consistency and helps effectively communicate messages to internal and external audiences. It often collaborates with other committees for event promotion, campaigns, and public engagement.

## **ARTICLE VII. FEES, DUES AND DONATIONS**

### **SECTION 1. ANNUAL DUES**

Institute members shall pay an annual due divided into two (2) installments payable at every semester. Annual due which are to be leveled upon all members shall be fixed at Two Hundred Pesos (Php 200) and shall be payable two (2) days prior to the semester midterm examination to remain a member in good standing in accordance with Section 5 of this Article and retain a privilege to vote and be voted upon during election. At the option of the member payment of these dues shall be made to the Classroom Treasurer to which the member belongs but remittance thereof by the Classroom Treasurer must be received by the Chapter Treasurer one (1) day before the midterm examination of every semester. Members who are not paid with their dues shall be drop from the rolls of members in good standing and until reinstated under Section 5 of Article of this Constitution and By - Laws, shall temporarily lose all membership privileges as stated in Section 4 thereof.

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### **SECTION 2. REINSTATEMENT FEE**

Membership dropped for nonpayment of his fees and dues defined in Section 4b Article II of these Constitution and By - Laws shall pay a fee of fifty pesos (Php. 50.00) upon reinstatement to regular membership in accordance with Section 5 Article II, in addition in paying all delinquent semester dues and other special assessment, if any.

In addition, members who fail to attend events organized by the organization shall pay a sanction of fifty pesos (Php. 50.00) per member per event.

Moreover, members of the Board of Directors are required to pay sanctions for not attending meetings and event preparations. They shall pay one hundred pesos for the first offense (Php. 100.00), one hundred fifty pesos for the second offense (Php. 150.00), and two hundred pesos (Php. 200) for the third offense. Offenses resets when payments are settled.

### **SECTION 3. INSTITUTIONAL FEES**

In the furtherance of the objectives of the Institute, the encouragement of the cooperative with other allied school organizations with common interest and the development of physical and mental aspect of the Institute members, the Board of Directors may determine and collect fees as approved by the Institute as the need may arise. The Board may determine and set the time of collection and the date of remittance of such fees to the Chapter Treasurer.

### **SECTION 4. INCREASE OF FEES AND DUES**

All fees and dues provided in these Constitution and By - Laws may be increased by the Board of Directors as the need arise and duly ratified by the Electoral

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College acting as Constituent Assembly or by the General Membership provided in Section 2 Article X of these Constitution and By - Laws. In no case shall increase be need oftener than once every two (2) years.

### **SECTION 5. MEMBERS IN GOOD STANDING**

Every member who is up to date in payment of all fees, dues and all authorized special assessment as provided in these Constitution and By - Laws shall be declared "Members in Good Standing" and shall enjoy membership privileges of the Institute under Section 3 and Section 4 Article II of these Constitution and By - Laws.

## **ARTICLE VIII. FISCAL CONTROL**

### **SECTION 1. FISCAL YEAR**

The Institute shall operate on Fiscal coinciding with school year beginning at the first day of the first semester and ends on the day before the annual election meeting of the Board.

### **SECTION 2. FUNDS**

The Funds of the Institute shall consist of all dues, fees, contributions and other amounts which has been or shall receive or collected under pertinent provisions of these Constitution and By - Laws. Such funds shall be subjective to audit at the end of second semester by the elected auditor by the Board.

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## **ARTICLE IX. MEETINGS OF THE INSTITUTE**

### **SECTION 1. ANNUAL ELECTION MEETING**

As provided in Section 1 Article IV of these Constitution and By - Laws, the Electoral College shall meet at the office of the Institute or any other place as agreed upon by the Board at the first week of May of each year, at the exact date, time and place determined by the Board for the purpose of electing new members of the Board of Directors of the following school year and to undertake such other functions as may be required by the College.

### **SECTION 2. ASSEMBLANCE OF THE INSTITUTE**

As much as practicable, but not oftener than once a semester, there may be a General Assembly of the Institute at the time and place determined by the Board. The General Assembly shall take up general matters regarding the activities of the Institute.

### **SECTION 3. NOTICE OF THE GENERAL ASSEMBLY**

Calls of holding of a General Assembly shall be transmitted in writing and other means of communicating to the member of the Institute.

### **SECTION 4. QUORUM**

Unless otherwise provided by the law, ten percent (10%) of the members in attendance shall be necessary to constitute a quorum for the General Assembly.

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## **ARTICLE X. AMENDMENTS**

### **SECTION 1. AMENDMENT PROPOSALS**

Proposals to amend these Constitution and By - Laws shall be considered by the Board of Directors upon written petition of at least twenty-one (21) regular members or upon recommendation of the Committee created by the Board of Directors for the purpose. Most of the Board is required for approval of such amendments prior to presentation for ratification as provided in Section 2 thereof.

### **SECTION 2. RATIFICATION OF AMENDMENTS**

The proposed amendments to these Constitution and By - Laws as approved by the

Board with Section 1 thereof shall be submitted to the Electoral College sitting as Constituent Assembly in accordance with Section 1a Article V of these Constitution and By - Laws to ratify the amendments. A two-thirds (2/3) affirmative shall be Electoral College delegates in attendance shall be required for such ratification.

### **SECTION 3. EFFECTIVITY OF THE AMENDMENTS**

Amendments so adopted and take effect immediately upon approval by the Electoral College.

## **ARTICLE XI. TRANSITORY PROVISIONS**

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## **SECTION 1. RELATIONSHIP WITH THE NATIONAL CHAPTER**

The Chapter Institute shall be semi-autonomous with the National Chapter and may adopt its own Constitution and By - Laws which must not be conflict with the Constitution and By - laws of the National Chapter as provided in Section 3 Article XI of the Constitution and By - Laws of the National Chapter.