



PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS

WESTERN REGION SAUDI ARABIA

JEDDAH CHAPTER

Chartered 1995



"MOST OUTSTANDING CHAPTER YEARS 2005, 2006, 2007, 2011, 2012, 2013 and 2023"

2026 BOARD OF TRUSTEES

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JULIUS N. CAÑECA, PME
RMP
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Director

ALEX I. TAM, RMEE
Plant Tours Director

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RMEE
Sports Director

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, PME, AE, RMP
Immediate Past President

PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS (PSME) WESTERN REGION SAUDI ARABIA JEDDAH CHAPTER [AFFILIATED TO PSME-NATIONAL] CHARTERED 1995

CONSTITUTION AND BY-LAWS

ARTICLE I

NAME AND OBJECTIVE

Section 1.

NAME:

The name of the association shall be:

PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS WESTERN REGION SAUDI ARABIA JEDDAH CHAPTER

Section 2.

OBJECTIVES.

The objectives for which such association is organized are as follows:

1. To enable the Mechanical Engineering profession to discharge its public responsibilities effectively;
2. To promote and maintain high professional standards in the Mechanical Engineering profession;
3. To develop among the members high ideals of competence, ethical conduct, integrity and civic consciousness;
4. To foster cordial, harmonious and fruitful relations among its members,
5. To protect and enhance the integrity of certificates of registration, i.e. PME, RMEE and CPM.

THEME: "Innovating for a Sustainable Future: Advancing Mechanical Engineering in the Age of Smart Technology"

-----PAST PRESIDENTS-----

2024 – John Ray O. Madla, PME, AE, ACPE, RMP	2017 – Elmer B. Quanico, RMEE	2009 - Julio D. Caringal, PME	2001 - Dionisio A. Lora Jr., PME
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ARTICLE II

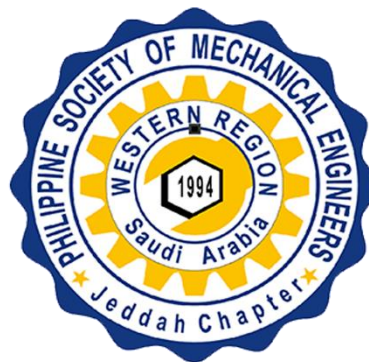
SEAL

SEAL

The seal of the chapter shall be the same as the official seal prescribed by the organization of the Philippine Society of Mechanical Engineers. Likewise, a local seal shall be adopted as agreed by the **Board of Trustees**.



National Seal of Philippine Society of Mechanical Engineers



Seal of Philippine Society of Mechanical Engineers –Western Region Saudi Arabia
Jeddah Chapter

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ARTICLE III

OFFICE

Section 1. OFFICE

The principal office of the chapter shall be in Jeddah, Kingdom of Saudi Arabia and the venue may be determined by the chapter **Board of Trustees**.

ARTICLE IV

AREAS OF COVERAGE

Section 1. The areas of coverage of the organization shall be as follows: Jeddah, Makkah, Rabigh, Yanbu, Medina, Tabuk, Taif, Baha, Abha, Jizan, and Najran

Section 2. Any change in the coverage area shall be determined by the **Board of Trustees**

ARTICLE V

MEMBERSHIP

Section 1. ORGANIZATION STRUCTURE. GRADES OF MEMBERSHIP

The member of the Society shall be designated as follows: (A) Life Member, (B) **Regular Member**, and (C) **Associate Member**.

Section 2. LIFE MEMBER

2.1. A Life Member shall be a **Regular Member** who has paid the required fees or such amount as may be prescribed by the Chapter's **Board of Trustees**. However, life membership can be extended to **Associate Members**, provided they do not hold elective office.

2.2. Life Membership shall be made available to **Regular Members** for a fee as prescribed in accordance with the fee set by PSME National. Future adjustments may be prescribed by the **Board of**

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Trustees, provided that no adjustment may be made more than once a year.

2.3. Life Members will keep their membership with the chapter even after leaving the Kingdom unless they have submitted a written notification of request to transfer to another chapter. Such notification shall be acknowledged and confirmed by the Membership Director and the Chapter President.

Section 3. REGULAR MEMBER

The **Regular Member** shall be at least:

- 3.1 Registered Mechanical Engineer with a BSME Degree from an institution duly recognized as such by the government.
- 3.2 A Certified Plant Mechanic shall have a BSME degree duly recognized by the government.
- 3.3 **Regular Members** can renew their membership with the Chapter even after leaving the Kingdom, provided that they shall pay the membership fee and submit a written notification. Such payment and notification shall be acknowledged and confirmed by the Membership Director and Chapter President.

Section 4. ASSOCIATE MEMBER

An **Associate Member** shall be a graduate in Mechanical Engineering or a Certified Plant Mechanic without a BSME degree.

- 4.1 **Associate Members** can renew their membership with the Chapter even after leaving the Kingdom, provided that they shall pay the membership fee and submit a written notification. Such payment and notification shall be acknowledged and confirmed by the Membership Director and Chapter President.

Section 5. ADMISSION OF MEMBERSHIP

Applicants for admission into the Society or for advancement in membership grade shall apply by logging in to the PSME Members' gateway and providing the required information. Admission of membership shall take effect upon payment of the required fees through the payment channel of the PSME Members' Gateway.

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Section 6. RIGHTS AND PRIVILEGES

- 6.1 All classes of membership shall enjoy the rights and privileges as provided by the Chapter; however, only Life Members and **Regular Members** may vote.
- 6.2 Any Life Member or **Regular Member** residing in the Western Region of Saudi Arabia shall be eligible for any elective position in the Chapter
- 6.3 Any member has the privilege to hold an appointive position in the Chapter.

Section 7. VOTING MEMBERSHIP

This shall consist of Life Members and **Regular Members** who have paid their membership dues and are in good standing.

Section 8. PROHIBITION

No member shall misrepresent himself/herself in any manner in connection with the Society in advertisements, letterhead or printed matters.

Section 9. MEMBERS IN GOOD STANDING

Every member who is up to date in the payment of all fees, dues, and authorized special assessments shall be considered "member in good standing," provided that such member is not under suspension from the practice of the Mechanical Engineering by the PRC or from membership privileges in the Society.

ARTICLE VI

TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Section 1. LOSS OR SUSPENSION OF MEMBERSHIP

The Membership of Society shall be terminated or forfeited for any of the following causes:

- 1.1. Death automatically terminates membership.

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1.2. Any member may resign from membership in the Chapter by notice in writing submitted to the Chapter Secretary, provided that such resignation shall be effective as of the date fixed in said notice, subject to the acceptance by the **Board of Trustees**, which shall be given within thirty (30) calendar days from the receipt of said notice. The voluntary termination of membership set forth above shall not be understood as termination of membership with the PSME. This type of membership termination shall be communicated directly to the PSME National Office.

Section 2. **FAILURE TO PAY DUES OR OTHER ACCOUNTS.**

Any member whose dues or other accounts remain unpaid after the prescribed last day of payment as provided in these By-Laws shall be suspended upon the expiration of sixty (60) calendar days from the date that notice to that effect is sent via messenger, e-mail, or telephone call. Provided further that said suspended member may be eventually dropped from the roster of members in good standing, if he/she fails to make good his/her unsettled accounts within a suspension period of twelve (12) months, or until reinstated in Section 3 thereof.

Section 3. **REINSTATEMENT OF MEMBERSHIP.**

Reinstatement of Membership may be made through a written notice by the member addressed to the chapter Membership Director and upon approval by the Chapter President. Such approval shall be made within thirty (30) calendar days from receipt of the said notice. A re-instated member shall pay all back dues and assessments, including those for the current year, together with the required re-instatement fee in laws.

ARTICLE VII

THE CHAPTER BOARD OF TRUSTEES

Section 1. **COMPOSITION OF THE CHAPTER BOARD OF TRUSTEES**

The **Board of Trustees** shall be elected by all Chapter members in good standing as of a particular date to be set by the incumbent Board. The

THEME: "Innovating for a Sustainable Future: Advancing Mechanical Engineering in the Age of Smart Technology"

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Past Presidents of the Society shall sit as Ex-Officio Members of the **Board of Trustees** in an advisory capacity. They may participate in the deliberation of the Board without the right to vote.

Section 2. CHAPTER BOARD OF TRUSTEES.

The Chapter shall be governed by the **Board of Trustees**, composed of fifteen (15) members who shall be elected during the General Membership with the provision of the Omnibus election code.

Section 3. TERMS OF OFFICE OF BOARD MEMBERS.

Except for the Ex-Officio members, the Board Members shall have a term of one (1) Gregorian Calendar year. No Officer or Director shall be re-elected for three (3) consecutive terms in the same office. Any officers and/or **Board of Trustees** who have not attended for three (3) consecutive months in any activities and meetings of the Chapter, without prior notification submitted to the **Board of Trustees**, may be automatically replaced by Chapter Board Members.

Section 4. VACANCIES

In case of any vacancy or vacancies in the Chapter Board for whatsoever reason, the remaining Board Members shall meet and agree to fill such vacancy/vacancies, provided that he/she shall serve as Board Member for the remaining unexpired term for the Board Member being replaced.

Section 5. DUTIES AND POWER

It shall be the duty of the Chapter Board to conduct the business and affairs of the Chapter and to perform such acts as shall protect and foster the PME, RMEE, and CPM certifications granted by the Republic of the Philippines.

In the performance of each duty and in the exercise of its power, the Chapter Board shall adhere to the policies, rules, and guidelines prescribed by the National **Board of Trustees**.

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2024 – John Ray O. Madla, PME, AE, ACPE, RMP	2017 – Elmer B. Quanico, RMEE	2009 – Julio D. Caringal, PME	2001 – Dionisio A. Lora Jr., PME
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MEng-ME
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VP Internal Affairs

NORIEL J. NOLLORA, RMEE
VP External Affairs

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Secretary

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Press Relations Officer

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RMP
Code of Ethics Director

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Professional Enhancement
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ALEX I. TAM, RMEE
Plant Tours Director

MARK HAROLD A. RAMIREZ
RMEE
Sports Director

ORLAN C. MORIONES
, PME, AE, RMP
Immediate Past President



Section 6. **ABSENCE OR DISABILITY OF THE BOARD MEMBERS.**

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

ARTICLE VIII

EXECUTIVE OFFICERS

Section 1. **ELECTIVE OFFICERS.**

The Chapter shall have a President, Executive VP, VP- Internal Affairs, VP- External Affairs, Secretary, Treasurer, Auditor, Press Relations Officer, and seven (7) Directors as Committee Chairman.

The President shall be the presiding officer of the Chapter Board.

Section 2. **PRESIDENT.**

The Chapter President shall be the Chairman of the Chapter Board and the Chief Executive Officer of the Chapter and exercise general supervision over the affairs thereof. He/ She shall see to it that the By-Laws, as well as resolutions, directives, and policies issued in pursuance thereof by the PSME National **Board of Trustees**, Officers, and committees acting within their respective legal authorities, are complied with. He/She shall represent the Chapter on all occasions and in all matters where it should be represented.

No person shall be President for more than one (1) term except for the purpose of filling up the vacancy as provided for in Article VII, Section 4. However, a past president can be elected to the office or board after two years from the previous assumption of the presidency.

Section 3. **EXECUTIVE VICE-PRESIDENT.**

The Chapter Executive Vice-President shall perform such functions as may be delegated to him by the Chapter President. In the event of the death, resignation, incapacity, or permanent absence of the Chapter

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Sports Director

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President, the Executive Vice-President shall coordinate all the organized committees and ensure all planned activities are implemented on time. In the event of non-compliance, rescheduling/planning has to be obtained from the concurrence of the Board.

Section 4. **VICE PRESIDENT INTERNAL AFFAIRS.**

The VP- Internal Affairs shall monitor all internal activities such as meetings, events and conferences, social, annual general membership meetings, public and information, SPLE, Newsletter, yearbooks, website, rules and by-laws, and elections. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

Section 5. **VICE PRESIDENT EXTERNAL AFFAIRS.**

The VP- External Affairs shall monitor all external activities such as Sports, Industrial Research and Technical Development, Plant Tours, Technical Seminars and CPD, Members' Interest and development, ways and means, and financial. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

Section 6. **SECRETARY**

The Chapter Secretary shall keep the minutes of all meetings of the Chapter and the offices thereof, and he shall be responsible for giving all the notices required to be given for meetings, as well as for all other matters concerning the Chapter. He/She shall prepare and submit monthly to the PSME National Office, the minutes of all meetings and such other reports as may be required by the PSME National Office from time to time. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

Section 7. **TREASURER**

The Chapter Treasurer shall collect all fees, dues or contributions from the Chapter Members as required by these By-Laws and may be authorized by the PSME National Treasurer to receive accounts receivable and dues to the PSME National Office from whatever source that may be received through the Chapter.

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He/She shall coordinate with the PSME National office regarding the apportioned amount receivable by the Chapter, as all membership fees are to be directly received by the PSME National Office from the members through its Members' Gateway. He/She shall take charge of the funds, properties and accounts of the Chapter. He/She shall keep all unmerited funds of the National Office separately from the funds pertaining to the Chapter and shall have no authority to disburse PSME National Office and/or Regional/Sectoral Board funds, except to remit them to the PSME National Treasurer. He/She shall render monthly reports to Chapter Members and to the PSME National Treasurer regarding the receipt and disbursement of funds and other amounts under his/her responsibility. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

Section 8. **AUDITOR**

The Chapter Auditor shall examine the accounts and records kept by the Chapter treasurer at least once a year. He/She shall report to the Board the result of his/her examination. He/She shall perform such duties as may be assigned to him/her by the Chapter President.

Section 9. **PUBLIC RELATION OFFICER**

The Chapter Public Relations Officer shall be responsible for fundraising campaigns and for the Promotion of the Chapter's growth and development in Saudi Arabia, so that the spirit of the Mechanical Engineering Profession can be enhanced and exchanges of acquired technical knowledge can be constantly manifested. Other activities in line with public relations shall be part of his assignments, whether inside or outside the organization. He/She shall perform such duties as may be assigned to him/her by the Chapter President.

Section 10. **DIRECTORS**

The Seven (7) Directors shall be the Chairman of the Different Committees as enumerated in section 1 and section 7 of Article XI of these By-Laws.

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Immediate Past President

10.1. DIRECTOR FOR MEMBERSHIP

The Chapter Director for Membership shall be responsible for the Membership growth. He/She shall coordinate with the Treasurer concerning the Membership renewal, issuance of membership IDs and certificates. He/She shall update the membership status from time to time and render a report during the Chapter's monthly meeting. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

10.2. DIRECTOR FOR INFORMATION TECHNOLOGY

The Chapter Director for Information Technology shall function as Editor-In-Chief. He/She shall be responsible for gathering data and articles for publications, advertisements, and preparation of journals, tabloids, newsletters, or news bulletins that may be issued during seminars or convention time in coordination with the Chapter **Board of Trustees**. He/She shall perform other duties as may be assigned by the Chapter President.

10.3. DIRECTOR FOR TECHNICAL AFFAIRS

The Chapter Director for Technical Affairs shall be in charge of preparing and maintaining the Continuing Professional Development (CPD) seminars, technical programs, conventions, and conferences, in order to refresh and update members with the current and advanced trends in Mechanical Engineering. He/She shall coordinate with the VICE-PRESIDENT for Internal and External Affairs. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

10.4. DIRECTOR FOR CODE OF ETHICS.

The Chapter Director for Code of Ethics shall be responsible for proposing amendments to the Chapter By-Laws, which may be dispensed with or by general consent and approved by the Chapter **Board of Trustees**. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

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10.5. DIRECTOR FOR PROFESSIONAL ENHANCEMENT

The Chapter Director for Professional Enhancement shall conduct an intensive program relative to the Mechanical Engineering Review and Board Examination. He/She shall coordinate with the PSME National Office and other PSME Chapters in Saudi Arabia concerning the guidelines, policies, board examination schedules and other related matters. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

10.6. DIRECTOR FOR PLANT TOURS

The Chapter Director for Plant Tours shall be responsible for the preparation/arrangement of plant visitation schedules and programs to selected contracting and maintenance companies, manufacturing companies and factories, as well as means of transportation in coordination with the Vice-President for External Affairs. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

10.7. DIRECTOR FOR SPORTS

The Chapter Director for Sports shall be responsible for sports activities, programs, schedules and solicitations for possible sponsors, in coordination with the Vice-President for External Affairs. He/She shall perform such other duties as may be assigned to him/her by the Chapter President.

10.8. DEPUTY DIRECTORS

The Deputy Directors shall be recommended by the Chapter President and those names shall be submitted for selection and appointment by the Chapter **Board of Trustees**. The appointed coordinators shall serve as Ex-Officio Directors and may participate in the deliberations of the Board, but without the power to vote.

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ALEX I. TAM, RMEE
Plant Tours Director

MARK HAROLD A. RAMIREZ
RMEE
Sports Director

ORLAN C. MORIONES
, PME, AE, RMP
Immediate Past President



ARTICLE IX

MEETINGS

Section 1. CHAPTER BOARD MEETINGS

Regular Meeting of the Chapter Board shall be at least once a month. The members of the Board shall agree on the fixed time, date, and venue of the meeting. The format of the meeting depends on the necessity of the situation, which shall be agreed upon by the majority members of the **Board of Trustees** (in person, online via Zoom, or hybrid format). During the meeting, Chapter activities shall be discussed, and the Chapter Treasurer shall render a report on the financial affairs of the Chapter. No prior notices shall be required for a monthly meeting unless (1) it is held at a time, date or place different from the previously agreed upon or fixed by the Board, or (2) a subject matter requiring approval by at least a majority of the members of the Board shall be taken up during the meeting. The notice, if required, shall be either in writing on a group chart or by telephone call and shall be served to the Board Members at least three (3) calendar days prior to the date of the meeting. Failure to give such notice or irregularity therein shall not affect the validity of the regular meeting or any proceeding thereat if all the Board Members are present at such meeting.

Section 2. GENERAL MEMBERSHIP MEETINGS

2.1 ANNUAL MEETING

There shall be an Annual General Meeting of all members of the chapter during which the Chapter President shall render his annual report and the Chapter Treasurer, his financial report to the members. The Annual General Membership Meeting shall be held during the last quarter of the Gregorian Year at such date, time, and place as may be indicated in the notice of the meeting and as agreed upon by the **Board of Trustees**.

THEME: "Innovating for a Sustainable Future: Advancing Mechanical Engineering in the Age of Smart Technology"

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Executive Vice President

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VP Internal Affairs

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VP External Affairs

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2.2 MID-YEAR MEETING

The Mid-Year General Membership meeting shall be held during the 2nd Half of the Gregorian Year at such date, time, and place as may be indicated in the notice of the meeting and as agreed upon by the **Board of Trustees**.

Section 3. SPECIAL MEETINGS

Special Meeting of the Members of the Chapter may be held at any time (a) upon call by the Chapter President, (b) pursuant to the resolution of the Chapter Board, or (c) upon written request of not less than fifteen (15) Members in Good Standing. At such a special meeting, no other business than that for which the meeting has been called may be taken up and acted upon.

Section 4. NOTICE

Notice to General Membership meetings shall be sent not later than fifteen (15) days prior to the meeting. Written notice shall be sent via either text messages, social media, recognized group chats and e-mail to all members of the Chapter.

Section 5. QUORUM

5.1 Eight (8) members present shall constitute a quorum for the Chapter Board meeting. However, a quorum can also be declared based on the number of **Board of Trustees** available/present in the Kingdom.

5.2 For General and Special Membership Meetings, a quorum shall be declared if 30% + 1 of the total number of active members available in the Kingdom are in attendance.

Section 6. ORDER OF BUSINESS

6.1 The order of business at the Annual General Membership Meeting of the Chapter Members shall be as follows:

- Call to order
- Proof of the presence of a quorum
- Reading and approval of minutes of the previous meeting
- Report of the President

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Immediate Past President

- e) Report of the Treasurer
- f) Report of the Committee Chairman
- g) Report of the Commission on Election
- h) New Business
- i) Adjournment

6.2 The order of business at the Regular Board Meeting shall be as follows:

- a) Call to order
- b) Proof of the presence of a quorum
- c) Reading and approval of minutes of the previous meeting
- d) Report of the President
- e) Report of the Secretary
- f) Report of the Treasurer
- g) Report of the Auditor
- h) Committee Reports
- i) Adjournment

ARTICLE X

ELECTIONS

Section 1. COMMISSION ON ELECTION

There shall be a Chapter Commission on Elections (COMELEC) to supervise the conduct of elections of Board Members. It shall be the duty of the Chapter COMELEC to conduct the elections efficiently and effectively.

Section 2. MEMBERSHIP OF THE COMMISSION

The Chapter COMELEC shall be composed of three (3) members with the Immediate Past President (IPP) being the Chairman and two (2) members recommended by the Chapter President. The two (2) members shall be approved by the **Board of Trustees** upon the recommendation of the Chapter President, for a term of one year. The appointments shall be made at the beginning of each Gregorian Calendar Year. No member of the Chapter COMELEC shall be a candidate for any elective office in the Chapter during his term of office.

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Section 3. ELECTION RULES

The Chapter COMELEC shall adhere to the election rules prescribed by the PSME-WRSA Jeddah Chapter **Board of Trustees** concerning all elections.

Section 4. ELECTION OF MEMBERS OF THE CHAPTER BOARD

The members of the Chapter shall elect the Members of the Chapter Board during the period of any General Membership Meeting in the third Quarter of the Gregorian Year. All questions and conflicts regarding the manner of holding Chapter Elections, as well as the result thereof, shall be decided by the Chapter COMELEC.

Section 5. CHAPTER BOARD MEMBERS

The Chapter Board Members shall be elected by all voting Members of the Chapter.

Section 6. CHAPTER BOARD MEMBERS QUALIFICATION

A Life Member or **Regular Member** in good standing residing in the western region of Saudi Arabia.

Section 7. MANNER OF VOTING

Voting for the election of the Chapter Board shall always be conducted at any general membership meeting. The candidates receiving the highest number of votes shall be declared elected by the Chapter COMELEC.

ARTICLE XI

CHAPTER COMMITTEES

Section 1. STANDING COMMITTEES

1.1 To assist and attain the objectives and activities of the Society, the **Board of Trustees** shall have the authority to create Standing,

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Immediate Past President

Special or ADHOC Committees and to define their respective powers, prerogatives, functions, duties and responsibilities.

1.2 There shall be six (6) Standing Committees for the Society, namely:

- Committee on Membership and Section formation (Membership Director)
- Committee on Finance, Ways and Means (Chapter Treasurer)
- Committee on Publication and Information (IT Director)
- Committee on Projects (VP External Affairs)
 - Planning Organization and development
 - Awards and Recognition
- Committee on Programs (VP Internal Affairs)
 - Meetings, Conferences and Continuing Education
 - Oath Taking and Pre-Board Examination
- Committee on Constitution and By-Laws (COE Director)
 - Elections
 - Professional Practice, Codes and Standards

Section 2. COMMITTEE COMPOSITION

A Committee shall be composed of not less than three (3) or not more than five (5) Members in Good Standing according to each function. It shall have a Chairman and two (2) Members. The Committee Chairman shall be appointed by the Chapter President and confirmed by the Chapter Board.

Section 3. APPOINTMENT OF COMMITTEE CHAIRMEN AND MEMBERS

The Committee Chairman shall be appointed by the Chapter President and confirmed by the Chapter Board. Within fifteen (15) calendar days after he has been appointed, the Committee Chairman shall recommend to the Chapter President the Members to constitute his/her committee, and the Chapter President shall appoint such members as may have been recommended, unless, in his/her judgment, there are valid reasons to overrule the Committee Chairman's recommendation.

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Immediate Past President



Section 4. COMMITTEE MEETINGS

The regular meetings of each Committee shall be held at least once a quarter. If the Chapter President deems it necessary, he/she may request the Committee Chairman to call special meetings. Notices of meeting should be circulated to the committee Members at least one week prior to the meeting date.

The Chapter President and/or the Executive Vice President may attend any Committee meeting.

Section 5. COORDINATION OF THE COMMITTEE ACTIVITIES

Committee activities shall be coordinated and reported to the Chapter Board by the respective Board Member responsible thereof. The Board Members in charge of the coordination and liaison work over a particular Committee may attend the meetings of that Committee.

Section 6. COMMITTEE REPORTS

Minutes of all Regular and Special Meetings shall be furnished with the Chapter Secretary for the information of the members of the Chapter Board not later than ten (10) days after the holding of any activity.

The reports to be submitted shall include, among others, a statement of cash receipts and disbursements, which shall be prepared by the Committee Chairman, certified by the Chapter Treasurer and audited by the Chapter Auditor.

Section 7. SPECIAL COMMITTEE

The President shall have the power to constitute and appoint a Special Committee to attain the objectives of the PSME. Special Committee shall not be governed by the provisions of these By-Laws on committee composition and appointment of the committee Chairmen and Members.

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ARTICLE XII

FINANCES

Section 1. FISCAL YEAR

The fiscal year of the **PSME-WRSA Jeddah Chapter** shall begin with the first day of January and shall end with the last day of December of each calendar year.

Section 2. ENTRANCE FEE

New members who have never previously been members of any PSME Chapter shall pay an entrance fee at the amount equivalent to that prescribed by the PSME National **Board of Trustees**. No application shall be processed unless it is accompanied by the required entrance fee, as provided in Section 7 hereof.

Section 3. DUES AND OTHER ACCOUNTS

Members shall pay their Annual membership dues at an amount equivalent to that prescribed by the PSME National **Board of Trustees**, with the approval of the **Professional Regulation Commission (PRC)**. However, any duly approved change in the rate of annual membership dues shall not become effective until the next succeeding year and only after due notice shall have been given to the membership, as provided in Section 7 hereof.

Membership dues shall be apportioned as follows:

- Seventy-five percent (75%) for the Chapter,
- Twenty-five percent (25%) for the National Office.

Section 4. REINSTATEMENT FEE

A Reinstatement Fee at an amount equivalent to that prescribed by the PSME National **Board of Trustees** shall be collected from every person whose membership is sought to be reinstated, as provided in Section 7 hereof.

THEME: "Innovating for a Sustainable Future: Advancing Mechanical Engineering in the Age of Smart Technology"

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Immediate Past President



Section 5. SPECIAL ASSESSMENTS

Special assessments may be levied as circumstances demand, subject to an affirmative vote of the majority of all members present at any regular or special meetings of the members called for that purpose.

Section 6. DONATIONS

The Chapter **Board of Trustees** may accept donations from private, public, or government sources, subject to the requirements of pertinent or appropriate laws. Such donations shall be audited at the end of each year.

Section 7. PAYMENT OF FEES TO THE NATIONAL OFFICE

All the payments mentioned in this Section shall be made through the Memberships' Portal of the PSME National Office.

ARTICLE XIII

SPECIAL PROVISION

Section 1. NON-POLITICAL ASSOCIATION

The Chapter shall strictly be non-political, and any member indulging in any activity which tends to impair this basic feature is strictly prohibited and shall be penalized in the discharge of his function.

Section 2. PSME FOUNDATION SUPPORT

The Chapter supports the **Philippine Society of Mechanical Engineers Foundation**.

Section 3. POSITIONS HONORARY

The leadership of PSME- WRSJ Jeddah Chapter shall serve primarily the interest of the Mechanical Engineering Profession and its Members and the attainment of the objectives of the National Organization.

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Section 4. GRIEVANCE PROCEDURES

The Chapter shall provide in the By-Laws for the Grievance procedures for the enforcement and maintenance of discipline among all members, but no action involving the suspension or loss of membership or the removal of his/her name from the registry of CPM, RMEE, PME-shall be effective without the approval of the PSME National **Board of Trustees**, with concurring approval of the Professional Regulation Commission.

ARTICLE XIV

RULES OF ORDER

Section 1. RULE OF ORDER

The Rule of Parliamentary Procedures contained in the latest edition of "Robert's Rules of Order" shall govern all meetings of Chapter members, Chapter Board or Committees.

ARTICLE XV

RULES OF PROFESSIONAL CONDUCT

Section 1. PROFESSIONAL ETHICS

To strengthen the foundation of the Mechanical Engineering Profession in the Kingdom, there must be unity of purpose and a clear concept of obligations of Mechanical Engineers to their Profession, to their clients or Employees, to their Colleagues in the Profession, and to the public. These obligations include the maintenance of high standards of technical competence, morality, and integrity. For this purpose, the Code of Professional Ethics for PME, RMEE, and CPM, as promulgated by the Board of Mechanical Engineering, is hereby made part of these By-Laws to which all Members of this Chapter must adhere.

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Section 2.

VIOLATION OF THE CODE OF PROFESSIONAL ETHICS

Any violations of the provisions of the Code of Professional Ethics committed by a Member of the Chapter shall be referred to the Board of the National Organization, which shall have the jurisdiction to hear and decide the case and forward it to the Board of Mechanical Engineering. The Board, after the hearing, may reprimand the Member, recommend the suspension of his membership from the PSME for a period not exceeding five (5) years; or recommend the revocation of his Membership from the PSME if adjudged guilty of the offenses complained of. The suspension or revocation of membership shall not be final until approval by the Professional Regulation Commission.

ARTICLE XVI

AMENDMENTS

Section 1.

AMENDMENTS PROPOSALS

These By-Laws may be amended or repealed in whole or in part by the affirmative vote of the majority of the members in Good Standing or upon the recommendation of the Committee created by the **Board of Trustees** at any regular meeting or any special meeting duly called for the purpose. The power to repeal or amend these By-Laws may be delegated to the Chapter Board in the manner provided by the Philippine Corporate Law. A majority vote of the Chapter **Board of Trustees** shall be required for approval of such amendments before presentation to the General Membership.

Section 2.

RATIFICATION OF AMENDMENTS

The proposed amendments to these By-Laws shall be submitted to the Chapter Members at least thirty (30) days before a meeting is called to ratify the proposed Amendments. The proposed amendments to these By-Laws shall be ratified by the affirmative vote of the majority of the members present during the membership meeting. The Amended By-Laws, as adopted by the Chapter, shall be forwarded to the PSME National Office within thirty (30) days for reference.

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ARTICLE XVII

TRANSITORY PROVISIONS

Section 1. EFFECTIVITY DATE OF NEWLY AMENDED BY-LAWS

The provision of the newly amended By-Laws shall take effect immediately upon ratification by the **PSME-WRSA Jeddah Chapter**.

ARTICLE XVIII

POLICY MANUAL

Section 1. There shall be a **POLICY MANUAL** of the organization, the purpose of which is to Institute rules governing the organization and the conduct of its business. The **Board of Trustees** may make necessary amendments, provided that such amendments shall not take effect during their current term.

Section 2. The **POLICY MANUAL** shall provide discipline measures for any violation of its Operation and By-Laws.

Section 3. The **POLICY MANUAL**, as a supplement to the Society's By-Laws, shall govern in cases vague or non-provisions of the Society's By-Laws.

ARTICLE XIX

OFFICIAL NEWSLETTER AND WEBSITE

Section 1. There shall be an **OFFICIAL NEWSLETTER** of the organization, the purpose of which is to keep the members abreast of the latest news and updates in and around the organization.

Section 2. The **OFFICIAL NEWSLETTER** shall be named **Jeddah Prime Movers**.

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Section 3. Jeddah Prime Movers shall embody the PSME-WRSA Jeddah Chapter, and thus, it should display professionalism, integrity, and respect in all of its sections.

Section 4. Jeddah Prime Movers shall be issued quarterly.

Section 5. The Editor-in-Chief shall be the IT Director or any Director as prescribed by the Chapter **Board of Trustees**.

Section 6. EDITOR-IN-CHIEF. The Editor-in-Chief shall be the final authority and decision-making entity in all matters about the newsletter.

He/she shall have the following duties and responsibilities:

- Assure the quality and on-time release of all four newsletter issues per year to the PSME-WRSA Jeddah Chapter **Board of Trustees** and General Membership
- Preside during Editorial Board meetings
- Perform final editing and review of all newsletter entries
- Report to the PSME-WRSA Jeddah Chapter **Board of Trustees** regarding updates on the newsletter issues during BOT meetings
- Delegate tasks about or relating to the completion of newsletter issues to the Section Editors, namely the News, Features, Technical, and Sport Editors, to the Layout Editor and to the support staff
- Coordinate with the Managing Editor (Internal) to decide on issues regarding the Editorial Board and support staff members' non-performance of their duties and responsibilities before proposing sanctions for the said individual/s to the Editorial Board
- Coordinate with the Managing Editor (Circulations) regarding the distribution of the newsletter to all PSME-WRSA Jeddah Chapter members, sponsors and various dignitaries who have been included in a way or another in the newsletter's quarterly issues

A PSME-WRSA Jeddah Chapter Member shall be Editor-in-Chief for as long as he is voted by the Editorial Board, accepts the election/appointment and is capable of performing his/her duties in the aforementioned capacity.

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