



PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS

WESTERN REGION SAUDI ARABIA

JEDDAH-CHAPTER

Chartered 1995

Website: <https://psme-wrsa.com/>

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



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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: "Mechanical Engineers: Sustaining Digital Transformation Towards Industrial Excellence"

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

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ARTICLE II

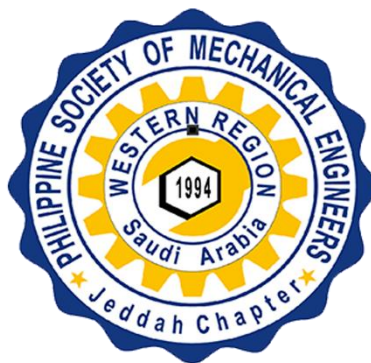
SEAL

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 Directors.



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 located in Jeddah, Kingdom of Saudi Arabia and the venue may be determined by the chapter Board of Directors.

ARTICLE IV

AREAS OF COVERAGE

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

Section 2. Any change in number of coverage area shall be determined by the Board of Directors

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 required fees or such amount as may be prescribed by the Chapter's Board of Directors. However, it can be extended to an associate Member, provided they cannot 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 Directors, provided that no adjustment may be made more than once a year.

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- 2.3. Life Members can retain their membership with the chapter even after leaving the Kingdom provided that they shall submit a formal written notification. Such notification shall be acknowledged and confirmed by the Membership Director or any member of the current Board

Section 3. **REGULAR MEMBER.**

The Regular Member shall be at least:

- 3.1 Registered Mechanical Engineer with BSME Degree from an institution duly recognized as such by the government;
- 3.2 Certified Plant Mechanic, graduated from a vocational or Trade school duly recognized by the government
- 3.3 Regular Members can retain their membership with the Chapter even after leaving the Kingdom provided that they shall submit a formal written notification. Such notification shall be acknowledged and confirmed by the Membership Director or any member of the current Board

Section 4. **ASSOCIATE MEMBER.**

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

- 4.1 Associate Member can retain their membership with the Chapter even after leaving the Kingdom provided that they shall submit a formal written notification. Such notification shall be acknowledged and confirmed by the Membership Director or any member of the current Board

Section 5. **ADMISSION OF MEMBERSHIP.**

Applicants for the admission into the Society or for advancement in grade in memberships, shall make application form and with such information as shall be required by the Board of Directors. Admission of membership shall take effect upon payment of required fees.

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 Member and Regular member 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 appointive position in the Chapter

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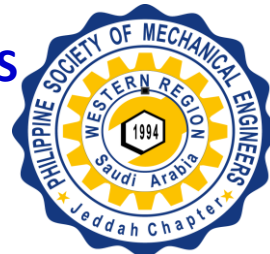
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Section 7.

VOTING MEMBERSHIP.

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

Section 8.

PROHIBITION.

No members shall misrepresent himself/herself in any manner in connection with the Society in advertisement, 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 an authorized special assessment 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.
- 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 Directors 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 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 this 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

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member may be eventually dropped from the roster of member in good standing, if he failed to make good his 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 Secretary and upon approval by the Chapter Board of Directors. 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 & assessments including those for the current year together with the required re-instatement fee in laws.

ARTICLE VII

THE CHAPTER BOARD OF DIRECTORS

Section 1.

COMPOSITION OF CHAPTER BOARD OF DIRECTORS.

The Board of Directors shall be elected by all Chapter members in good standing as of a particular date to be set by the incumbent Board. The Past Presidents of the Society shall sit as Ex-Officio Members of the Board of Directors in an advisory capacity. They may participate in the deliberation of the Board without the right to vote.

Section 2.

CHAPTER BOARD OF DIRECTORS.

The Chapter shall be govern by the Board of Directors, 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 Officers or Director shall be re-elected for a three (3) consecutive terms in the same office. Any officers and or Board of Directors who had not attended for three (3) consecutive months in any activities and meeting of the Chapter, without prior notification submitted to the Board of Directors, maybe automatically replaced by Chapter Board Members.

Section 4.

VACANCIES.

In case of any vacancy or vacancies in the Chapter Board of whatsoever reason, the remaining Board Member, If still constituting of the total number of the Board of Members shall appoint a Board member or Members to fill such annual

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election, provided that he 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 poster the PME, RMEE, and CPM certifications granted by the Republic of the Philippines.

In the performance of each duties and in the exercise of its power, the Chapter Board shall adhere to the policies, rules and guide-lines prescribed by the National Board of Directors.

Section 6.

BOARD MEETING.

Regular Meeting of the Chapter Board shall be at least once a month. The member of the Board shall agree on the fixed time, date, and venue of the meeting. 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 or 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 7.

QUORUM.

A majority, which consists of eight (8) members of the Board shall constitute a quorum for the transaction of business and in the presence of a quorum, a majority of the Board Members present those matters specifically requiring a different majority vote as herein provided.

7.1. A quorum can also be declared based on the number of Board of Directors available in the Kingdom

Section 8.

ABSENCE OR DISABILITY OF THE BOARD MEMBERS.

Unless otherwise provided for in this 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 another Member of the Board whenever such action s found necessary to carry out the normal business of the Society.

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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 Relation 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 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 Directors, Officers and committees acting within their respective legal authorities are complied with. He shall represent the Chapter on all occasions and in all matters where 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 Section 3 hereof. However, a past president can be elected to the office or board after two years from previous assumption of Presidency.

Section 3. EXECUTIVE VICE-PRESIDENT.

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

Section 4. VICE PRESIDENT INTERNAL AFFAIRS.

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

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Section 5.

VICE PRESIDENT EXTERNAL AFFAIRS.

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

Section 6.

SECRETARY

The Chapter Secretary shall keep the minutes of all meetings of the Chapter and the offices and thereof 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 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 shall perform such other duties as may be assigned to him by the Chapter President.

Section 7.

TREASURER

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

He shall remit to the PSME National Treasurer, the share of the National Office. He shall take charge of the funds, properties and accounts of the Chapter. He 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 shall render monthly reports to Chapter Members and to the PSME National Treasurer regarding the receipt and disbursement of fund and other amount under his responsibility. He shall perform such other duties as may be assigned to him 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 shall report to the Board the result of his examination. He shall perform such duties as may be assigned to him by the Chapter President.

Section 9.

PRESS RELATION OFFICER

The Chapter Press Relation Officer shall be responsible in fund raising campaign and in the Promotion of the Chapter's growth and development in Saudi Arabia so that the spirit of the Mechanical Engineering Profession could be enhanced

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and exchanges of acquired technical knowledge can constantly manifested. Other activities in line in public relations shall be part of his assignments whether inside or outside the organization. He shall perform such duties as may be assigned to him by the Chapter President.

Section 10.

DIRECTORS

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

10.1. DIRECTOR FOR MEMBERSHIP.

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

10.2. DIRECTOR FOR INFORMATION TECHNOLOGY.

The Chapter Director for Information Technology shall function as Editor-In-Chief. He shall be responsible to gather data and articles for publications, advertisements, and preparation of journals, tabloids, newsletters or news bulletin that may be issued during seminars or convention time in coordination with all Chapter Board of Directors. He 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 in preparation and maintaining for Continuing Professional Development (CPD) seminars, technical programs, conventions, and conferences, in order refresh and update members with the current and advance trends in Mechanical Engineering. He shall coordinate with the VICE-PRESIDENT for Internal & External Affairs. He shall perform such other duties as may be assigned to him by the Chapter President.

10.4. DIRECTOR FOR CODE OF ETHICS.

The Chapter Director for Code of Ethics shall be responsible for proposing Amendments of the Chapter By-Laws which may be dispensed with or by general consent and approved by the Chapter Board of Directors. He shall perform such other duties as may be assigned to him by the president.

10.5. DIRECTOR FOR PROFESSIONAL ENHANCEMENT.

The Chapter Director for Professional Enhancement shall conduct an intensive program in relative to the Mechanical Engineering Review and Board Examination. He shall coordinate with the PSME National Office and other PSME Chapters in Saudi Arabia concerning the guidelines, policies, board examination

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schedules and other related matters. He shall perform such other duties as may be assigned to him 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 transportations in coordination with the Vice-President for External Affairs. He shall perform such other duties as may be assigned to him by the Chapter President.

10.7. DIRECTOR FOR SPORTS.

The Chapter Director for Sports shall be responsible for sport activities, programs, schedules and solicitations for possible sponsors, in coordination with the Vice-President for External Affairs. He shall perform such other duties as may be assigned to him 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 Directors. The appointed coordinators shall serve as Ex-Officio Directors and may participate in the deliberations of the Board but without the power to vote.

ARTICLE IX

MEETINGS

Section 1. CHAPTER BOARD MEETINGS.

The Chapter Board of Directors shall hold a monthly meeting.

Section 2. ANNUAL MEETING OF CHAPTER MEMBERS.

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 place may be indicated in the notice of the meeting and as agreed upon by the Board of Directors.

Section 3. SPECIAL MEETINGS

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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. On such special meeting, no other business than those for which the meeting has been called for 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 of Director's meeting
- 5.2 A quorum can also be declared based on the number of Board of Directors available/present in the Kingdom
- 5.3 For Annual & Special Membership Meetings, 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:

- A) Call to order
- B) Proof of presence of quorum
- C) Reading and approval of minutes of previous meeting
- D) Report of the Treasurer
- E) Report of the President
- F) Report of the Commission on Election
- G) New Business
- H) Adjournment

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

- A) Call to order
- B) Proof of presence of quorum
- C) Reading and approval of minutes of previous meeting
- D) Report of the Treasurer
- E) Report of the President
- F) Report of the Auditor

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LEE I. BONIFACIO, RMEE, M.A., ASEAN Eng.

- G) Report of the Press Relation Officer
- H) Report of the Membership Director
- I) Report of the IT Director
- J) Report of the Technical Affairs Director
- K) Report of the Code of Ethics Director
- L) Report of the Professional Enhancement Director
- M) Report of the Sports Director
- N) 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 in an efficient and effective manner.

Section 2. MEMBERSHIP OF COMMISSION

The Chapter COMELEC shall be composed of a Chairman and 2 members. The COMELEC shall be appointed by the Board of Directors 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.

Section 3. ELECTION RULES

The Chapter COMELEC shall adhere to the election rules prescribed by the PSME-WRSA Jeddah Chapter Board of Directors 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 on 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.

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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 Chapter Board shall always be conducted on 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 Directors shall have the authority to create Standing, Special or AD-HOC 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:
 - a. Committee on Membership and Section formation
 - b. Committee on Finance, Ways & Means
 - c. Committee on Publication and Information
 - d. Committee on Projects
 - d.1 Planning Organization & development
 - d.2 Awards and Recognition
 - e. Committee on Programs
 - e.1 Meetings, Conferences and Continuing Education
 - e.2 Oath Taking and Pre-Board Examination
 - f. Committee on Constitution and By-Laws
 - f.1 Elections
 - f.2 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 functions. It shall have Chairman, and two (2) Members. 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

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been appointed, the Committee Chairman shall recommend to the Chapter President the Members to constitute his committee, and the Chapter President shall appoint such members as may have been recommended, unless, in his judgment there are valid reasons to overrule the Committee Chairman's recommendation.

Section 4.

COMMITTEE MEETINGS

The regular meetings of each Committee shall be held at least once a month. Special Meeting may also be held. Notices of meeting should be circulated to the committee Members at least one week prior to the meeting date.

If the Chapter President deems it necessary, he may request the Committee Chairman to call a regular or a special meeting. 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, other a statement of cash receipts and disbursements which shall be prepared by 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 provision of these By-Laws on committee composition and appointment of the committee Chairmen and Members.

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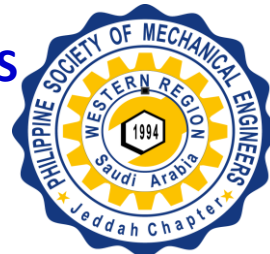
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ARTICLE XII

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 Directors. No application shall be it is accompanied by the required entrance fee.

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 Directors with the approval of Professional Regulation Commission. 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. 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 Directors, shall be collected from every person whose membership is sought to be reinstated.

Section 5. SPECIAL ASSESSMENTS

Special assessments as occasions Demand may suggest with an affirmative vote of the majority of all members present at any regular or special meeting of the members called for that purpose.

Section 6. DONATIONS

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

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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**.

Section 3. POSITIONS HONORARY

The leadership of PSME- WRSA 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.

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 name from the registry of CPM, RMEE, PME-shall be effective without the approval of the PSME National Board of Directors 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 Rule of Order" shall govern all meetings of Chapter members, Chapter Board or Committees.

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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 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.

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 National Organization who shall have the jurisdiction to hear and decide the case and forward 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 of 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 come final until approval by the Professional Regulation Commission.

ARTICLE XVI

AMMENDMENTS

Section 1.

AMMENDMENTS PROPOSALS

These By-Laws may be amended or repealed in 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 Directors 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 of the Chapter Board of Director is required for approval and ratification of such amendments prior presentation to the members

THEME: "Mechanical Engineers: Sustaining Digital Transformation Towards Industrial Excellence"

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Section 2.

RATIFICATION OF AMENDMENTS

The proposed amendments of these By-Laws shall be submitted to the Chapter Board of Directors at least thirty (30) days before a meeting is called to ratify the proposed By-Laws or Amendments. The By-Laws or Amendments, as adopted by the Chapter shall be forwarded to the PSME National Office within thirty (30) days for verification and comment.

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 approval by the **PSME-WRSA Jeddah Chapter Board of Directors**.

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 Directors may make necessary amendments, provided that it should not be effective during their term.

Section 2.

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

Section 3.

The **POLICY MANUAL**, as supplement of the Society's By-Laws Shall govern in cases vague, 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.

THEME: "Mechanical Engineers: Sustaining Digital Transformation Towards Industrial Excellence"

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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 Directors.

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

He 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 Directors 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 Directors regarding updates on the newsletter issues during BOD meetings
- Delegate tasks pertaining to 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) in order to decide on issues regarding Editorial Board and support staff member's non-performance of their duties and responsibilities prior to 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 the other 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 duties in the aforementioned capacity.

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RMEE, ASEAN Eng.
Executive Vice-President

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RMEE
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