CONSTITUTION AND BY-LAWS OF THE FACULTY CLUB

PREAMBLE

We, the professors of San Pedro College, invoking the help of the Almighty God, in order to found an organization that shall strengthen and uphold our role as Christian educators, committed to excellence in the formation of persons, with the purpose of promoting our moral, spiritual and social well being, do ordain and promulgate this Constitution and By-Laws.

ARTICLE I

NAME AND PURPOSE

Section 1
The name of this organization shall be SAN PEDRO COLLEGE FACULTY CLUB.

Section 2
The purpose of this club shall be to:

1. Serve as collaborator in the daily operation of the college and function as an auxiliary group for the progress and development of the school in accordance with the faculty manual.

2. Act as a consultative body and make representations on matters and issuances affecting the respective members of the club.

3. Upgrade the teaching profession in accordance with the ethical and legal norms, as well as the ecclesial laws and the moral teachings of the Church.

4. Uphold academic freedom as defined by the Faculty Manual of the college.

5. Encourage sharing of human and material resources among the members of the club.

6. Promote friendship and cooperation among the members of the club and with the faculty club of the other schools.

ARTICLE II

MEMBERSHIP

Section 1
Membership of San Pedro College Faculty Club Organization is categorized as Regular and Honorary members.

1. Regular members are those who are Full-time Faculty members of the college.

2. Honorary members are those former regular members who are promoted to the administrative positions and hold a Faculty Status. They shall attend meetings only upon invitation.

   Part-time Instructors of the college may likewise apply for honorary membership of the Faculty Club.

ARTICLE III

DUTIES AND RESPONSIBILITIES OF THE MEMBERS

Section 1
The Regular members shall have the duty to attend meetings called for by the Faculty Club.

Failure to attend meetings shall be fined for one hundred pesos (P100.00) penalty, except when such member is on leave or on official business. In case such member’s attendance is late for thirty minutes, a fine of fifty pesos (P50.00) shall likewise be imposed.

Such fines and penalty shall be collected through salary deductions.
Section 3  Both Regular and Honorary Members shall have the responsibility to pay for their financial obligations through salary deductions such as:
1. A membership fee of one hundred pesos (P 100.00)
2. A semestral fee of fifty pesos (50.00)

ARTICLE IV  RIGHTS AND PRIVILEGES OF THE FACULTY CLUB MEMBERS

Section 1  The Regular members shall have the following rights and privileges:
1. To vote and be voted upon.
2. To actively involve and participate in all activities held by the Faculty Club.
3. To participate in any discussion during the Faculty Meeting and General Assembly.
4. To enjoy such other rights and privileges as may be prescribed by the Faculty Club.

Section 2  The Honorary member shall have the same rights and privileges as referred to in the preceding section. The right to vote shall not be denied to any honorary member, however, holding any position shall be strictly prohibited.

ARTICLE V  COMPOSITION OF THE SPC FACULTY CLUB COUNCIL OF PRESIDENTS

Section 1  The Faculty Council shall be composed of the Presidents of all the Departmental Sub-Divisions of the college.

Section 2  The Executive President in the immediate preceding term shall become an Ex Officio member of the Faculty Council. He / She shall conduct the election for the members of the Faculty Council, and shall have the power to formulate rules and regulations in the conduct of the election.

Section 3  The Faculty Council of Presidents shall have the following officers which shall consist of the Executive President, Vice- President, Secretary, Treasurer, Assistant Treasurer, Auditor, who shall be elected by and among the presidents of each department and the Ex Officio member.

Section 4  No officer shall be elected for three consecutive terms for the same position. Voluntary renunciation of the office shall not be considered as an interruption of office for any length of time.

Section 5  The Officers shall be elected once a year on the second week of June.

Section 6  Majority of the members of the Faculty Council present shall constitute a quorum at any meeting of the club.

ARTICLE VI  OFFICE OF THE FACULTY COUNCIL OF PRESIDENTS

Section 1  The Policy-Making Power shall be vested upon the Faculty Council, except for major matters which resolution requires majority vote by the general assembly.

Section 2  Fifty Percent plus One (50% + 1) of the members of Faculty Council present shall constitute a quorum to transact business.

Section 3  The Regular Meeting of the Faculty Council shall be held every second Tuesday of the month. The 1st regular meeting may take place after the officers are inducted to office. Whenever needed, the Executive President may call for a Special Meeting for the Faculty Council.
ARTICLE VII

THE SPC FACULTY CLUB DEPARTMENTAL SUB-DIVISIONS

Section 1

The SPC Faculty Club shall have the following Departmental Sub-Divisions:

1.1 Arts and Sciences Department
1.2 Nursing Department and Respiratory Therapy Department
1.3 Medical Laboratory Science Department
1.4 Physical Therapy Department
1.5 Pharmacy Department

Section 2

Each Department shall have the following Officers: President, Vice-President, Secretary, Treasurer, Asst Treasurer; Auditor.

Election of such positions shall be made by and among the faculty members of the Department on the 1st week of June.

ARTICLE VIII

DUTIES AND FUNCTIONS OF THE MEMBERS OF THE FACULTY COUNCIL

Section 1

Executive President

1. Acts as Chairman in all meetings.
2. Calls a regular meeting of the Faculty Council and the General Assembly.
3. Presides in all meetings including the General Assembly.
4. Has access to all records of the Organization.
5. Represents the organization, together with the other members of the Faculty Council when necessary to the Administration.
6. Introduces the new members of the Faculty Club to General Membership.
7. Executes all laws, rules, regulations and provisions of the Constitution and By-laws.
8. Performs such other functions as may be required by the Faculty Club.

Section 2

Vice-President

1. Performs duties and functions of the Executive President in the latter's absence, for his unexpired term; in case of the President's resignation or cessation from office.
2. Performs other duties assigned to him by the Executive President.
3. Calls for the General Assembly to discuss the annual report of activities including the financial statement of the Club. This is to be scheduled on the first or second week of June as mentioned in Article XI Sec 1 in the By-Laws.
4. Performs such other functions as may be required by the Faculty Club.

Section 3

Secretary

1. Attends and takes the minutes of the meetings of the organization
2. Prepares the agenda of scheduled meetings upon consultation and approval of the President.
3. Disseminates necessary information to all members.
4. Acts as custodian to all records, documents and other properties of the organization.
5. Orientates the new faculty members, regarding the organization within a month of their employment.
6. Performs such other functions as may be required by the Faculty Club.

Section 4

Treasurer

1. Keeps records of all receipts and expenditures incurred.
2. Keeps an up-to-date financial statement.
Section 5

Assistant treasurer
1. Assist the duties and functions of the treasurer of the faculty club organization.
2. Automatically, takes cognizance of the duties and functions of the treasurer in default of the same.
3. Performs such other functions as may be required by the Faculty Club.

Section 7

Auditor
1. Examines and audits the books and accounts of the club quarterly.
2. Presents his/her audit report to the club during meetings.
3. Whenever necessary, he/she shall act as assistant to the secretary of the faculty club.
4. Performs such other functions as may be required by the Faculty Club.

ARTICLE IX
QUALIFICATION, DUTIES AND FUNCTIONS OF THE FACULTY CLUB
DEPARTMENTAL SUB-DIVISION OFFICERS

Section 1
Qualification
The qualification of the Departmental Sub-Division Officers shall require a minimum of three year residency at the time of election, except for the positions of the President and Vice President of which shall require a minimum of five year residency at the time of election.

Section 2
Duties and Functions
1. The Duties and Functions of the Department Sub-Division Officers are similar to every item provided in Article VIII, Sections 1-7 in the By-Laws. Provided, however that the Departmental Officers shall perform the function within the limits of their respective Departments.

2. The Departmental Sub-Division Officers may promulgate rules and regulations appertaining to the duties and responsibilities of every member in each department.

ARTICLE X
VACANCY OF OFFICE

Section 1
When the Executive President resigns or is promoted to administrative position or becomes incapacitated or dies, the Vice-President shall automatically become the Executive President of the Club.

Section 2
Any vacancies in other offices shall be filled through a special election called for by the Executive President of the Faculty Club by the concurrence of the majority votes of the members of Faculty Council.

ARTICLE XI
GENERAL ASSEMBLY
The General Assembly shall have the power to decide on major matters affecting the rights and privileges of the members of the Faculty Club.
Assembly shall be considered a major matter which shall require resolution by the general assembly.

Section 2 The general assembly shall have the power to promulgate policy concerning matters involving the general interest of the faculty club.

Section 3 The General Assembly shall be held once in a semester usually on the 1st or 2nd week of June and on the 2nd week of November.
Fifty Percent plus One (50% + 1) of the membership shall constitute a quorum to transact business.

Section 4 The Executive President may call for a Special Session of the General Assembly as may be required by the faculty Club.

ARTICLE XII MORTUARY FUND PROGRAM

Section 1 The existing Mortuary Fund Program of the Faculty Club shall continue to be in force and effective. However, the Faculty Council shall have the power to amend rules and regulations as may be required by the SPC Faculty Club.

Section 2 Any retired member may apply for registration to the mortuary program subject to the rules and regulations as may be required by the Faculty Council.

ARTICLE XIII AMENDMENT OR REVISION

Section 1 The Faculty Council of Presidents may propose amendments to or revision of the Constitution and By-Laws which shall require majority votes of all the members of the Council.
Such proposal of amendment to or revision of the Constitution and By-Laws shall be ratified by two thirds (2/3) of all the votes of the members of the General Assembly cast in a plebiscite.

Section 2 Any member of the Faculty Club may likewise propose amendment to or revision of the Constitution and By-Laws which shall require two thirds (2/3) of all the votes of the members of the General Assembly.

ARTICLE XIV TRANSIENT PROVISIONS

Section 1 For the purpose of transition of the organizational structure, the first election for the faculty club officers under this Constitution and By-Laws shall be held on the second week of June, 2012

Sections 2 The present set of elected officers in the June 10, 2011 faculty club election, shall continue to serve his/her term of office until the new set of officers is elected in accordance with the preceding section.

Section 3 The present president of each department shall be ex officio member of the Faculty Club Officers and shall serve his/her term of office until the new set of officers is elected in accordance with the preceding section.

ARTICLE XV EFFECTIVITY

Section 1 This Constitution and By-Laws shall take effect immediately upon the ratification of the majority votes cast in a plebiscite.

Section 2 The Faculty Council of Presidents shall supervise in the conduct of the plebiscite.
We, the undersigned, constituting a majority of the Officers of the San Pedro College Faculty Club do hereby certify that the foregoing instrument constituting Six (6) pages including this page is the Ratiﬁed Constitution and By-Laws of the SPC Faculty Club done through a plebiscite on August 8, 2011 at St. Therese Bldg., San Pedro College, Davao City.

Prof. Adella C. Bonoban-Sumalpong, MAT
Executive President

Prof. Cyril Clifford C. Mamocod, Ed. D.
Vice President

Prof. Maureen Jean B. Lara, MAIC
Secretary

Prof. Fatima Mae R. Tesoro, RPh, MSPharm
Asst. Secretary

Prof. Emily B. Cano, MAT-Math
Treasurer

Prof. Sheila Marie Y. Virtudazo, MBA
Auditor

EX OFFICIO MEMBERS

Prof. Wendell Burgos, MAPM
President, AS Department

Prof. Orlando Tuntuka, Jr., RN
President, BSN Department

Prof. Geramill J. Lara, RMT, MS
President, BMLS Department

Prof. Marissa P. dela Cruz, PTRP
President, PT Department

Prof. Fatima Mae R. Tesoro, RPh, MSPharm
President, Pharmacy Department

ACKNOWLEDGMENT

Republic of the Philippines  
City of TAGUM CITY  
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Before me, a Notary Public, in and for the CITY OF TAGUM City Philippines, personally appeared ______________________ with the Residence Certificate No. _____________________________ issued on ______________________ at Davao City, Philippines who has presented to me to be the same person who executed the foregoing instrument and have acknowledged to me that the same is his own free and voluntary act and deed.

WITNESS MY HAND SEAL at ______________________, on the day, year and place first above-written.

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