

**The Bylaws of the
Philippine Nurses
Association of
New York, Inc.**

ARTICLE I

NAME

The name of this professional organization is the **PHILIPPINE NURSES ASSOCIATION OF NEW YORK, INC.**, hereinafter referred to as the Association. The official abbreviation of the Association is PNA-NY, Inc. It is a tax-exempt 501 c-3 organization.

ARTICLE II

PURPOSE

The purpose of the Philippine Nurses Association of New York shall be to provide an organization that will uphold the image and foster the welfare of the Filipino-American nurses in the State of New York as a professional group.

OBJECTIVES

The objectives of the Association shall include, but not limited to the following:

1. To unite all Filipino-American nurses in the state of New York to promote the highest standards of professional quality practice, educational and cultural advancement, and socio-economic stability.
2. To uphold the rights and prerogatives of Filipino-American nurses practicing in the United States, within the framework of existing laws and organizational policies.
3. To study, discuss, and exchange information regarding problems and issues relevant to nursing practice, education, and research through networking with other professional nursing organizations.
4. To provide continuing education designed to assist nursing practitioners in identifying and fulfilling their career goals, professional responsibilities and cultural adjustments.
5. To secure and support legislation that would improve and enhance the practice of nursing as defined in New York State.
6. To participate actively in community activities that will enhance the purpose and objectives of the Association.
7. To mentor nursing students and other nurses, provide active participation, and facilitate membership to the organization after passing their licensure.

ARTICLE III

MEMBERSHIP AND DUES

Section I Membership

Membership in the Association is a privilege and is contingent on compliance with requirements as specified in the bylaws.

Section II Categories and Qualifications

Categories of membership in this Association are active, associate, international associate, honorary, student, retired, and lifetime.

- A. Active Membership: Any professional nurse of Philippine ethnic origin, currently registered under licensure laws of New York State, and/or any state in the continental United States.
- B. Associate Membership (non-voting members): Any professional nurse of Philippine ethnic origin registered under licensure laws of the Philippines or any other country outside the United States.
- C. Honorary Membership (non-voting members): Any outstanding leader in nursing and allied fields, a Philippine or United States government official, member of the diplomatic corps, or any individual who has made valuable contributions towards the achievement of the objectives of the Association and the nursing profession, who is conferred honorary Membership, by virtue of a two-thirds vote of the Board of Directors.
- D. International Associate Member (non-voting members): Any professional nurse of non-Philippine ethnic origin, who has been granted a license to practice as a registered nurse in their country of origin

- and/or any state in the United States.
- E. Student (non-voting members): Individuals maybe accepted as student members and remain as student members who are currently enrolled in an entry-level nursing program leading to eligibility for the national licensing (NCLEX) examination upon graduation.
 - F. Retired (voting members): Any Professional nurse of Filipino origin retired from active practice and had licensure to practice in the US.
 - G. Lifetime Membership (voting members, New York Chapter and National): A professional Filipino-American Nurse who has served as President in the Local Chapter and or National level who has been a member of PNA-NY.

Section III

Representation

- A. Active members are eligible to hold elective office, serve on elected or appointed committees, and exercise delegate power.
- B. Associate, Honorary, Student, and international associate members may serve as members of appointed committees, but cannot chair a committee nor hold elective office or vote during election.
- C. Honorary members have a voice and may serve as resource persons in matters relevant to their individual expertise but have no vote or delegate power.
- D. Retired members can chair a committee and hold elective office and can vote.
- E. The nurses' credentials shall be submitted to the Membership Committee upon application for membership, to determine membership status and eligibility.

Section IV

Ethical Standards

- A. By two-thirds ballot vote, the Board of Directors may censure or expel a member for cause, provided there was a hearing at which the member was permitted to defend himself/herself.
- B. Any member, suspended or expelled, may be reinstated by majority vote of the Board of Directors, making application as a new member, and paying current assessment and dues.

Section V

Membership Dues

- 1. Annual membership dues in the Association are determined by the Board of Directors.
- 2. Membership will be good for twelve (12) consecutive months from time of enrollment. The duration of membership are 1 year and 2 years. The full amount of dues shall be payable at the time of application and by the member's anniversary date each year thereafter. A notice of renewal will be sent to each member 60 days prior to his or her membership expiration date.
- 3. Changes in dues structure or rates shall be determined by the Board of Directors. No monies shall be refunded nor additional monies collected when a change in dues category is made within a membership year.
- 4. Reinstatement: Any member whose dues are not received 60 days after the due date shall be removed from the membership roster and all privileges from the Association shall be withdrawn. Reinstatement is effective by application and payment of membership dues.
- 5. The Board of Directors shall have the right to exempt members from payment of dues on the basis of:
 - a. Undue hardship
 - b. Educational leave of absence
 - c. Past Presidents of PNA-NY are automatically granted free lifetime membership after their term
 - d. Other acceptable reasons as determined by the Board of Directors.
- 6. All members exempt from payment of dues for those above reasons will retain voting privileges.

ARTICLE IV

MEETINGS, QUOROM - SPECIAL MEETINGS

Section I: Meetings

- A. Board of Directors:

1. Meets a minimum of 6-8 times a year, established time frames set annually, and scheduled appropriately for all concerned elected officers.
 2. Special meetings of the Board of Directors may be called by the President or upon written request of three (3) members of the Board of Directors.
 3. Notice of all meetings of the Board of Directors is sent to each member by mail, fax or phone at least ten (10) days prior to the meeting by the President and or Recording Secretary.
 4. Seven (7) members of the Board, two (2) of who are officers will constitute a quorum.
- B. Association Meetings
1. This Association shall hold an annual general membership meeting at such time and place deemed appropriate by the Board of Directors.
 2. Members will be notified at least fourteen (14) days prior to the scheduled date of the meeting. Notification shall be done thru most effective communication (i.e., e-mail, phone or official publication).
 3. Five percent (5%) of the membership, including three (3) members of the Executive Officers shall constitute a quorum for a business meeting. At no time shall the lack of quorum prevent those present from proceeding with a planned program.
 4. Special meetings of the Association may be called by the President, upon request of a quorum of the membership, or a quorum of the Board of Directors. The same rule of due notice to membership applies.

ARTICLE V

DUTIES AND RESPONSIBILITIES OF OFFICERS

Section I

The officers of this Association shall be President, President-elect, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer-elect, Auditor, and nine (9) Board Members.

Section II

The duties and powers of the officers of this Association shall be such as that are implied by the inherent nature of their respective titles and more specifically shall include the following:

- A. President
1. Will be responsible to the Board of Directors and have approval of the Board for all activities of this Association;
 2. At the start of office, recommends and presents a strategic plan to the Board that will include goals and objectives, preliminary proposal for projects, programs, or measures deemed necessary to achieve the purpose of this Association.
 3. Performs other duties customarily pertaining to the office and as vested by the Board of Directors such as recommending committee chairpersons, appoints special committees with approval of the Board, terminate ad hoc committees after projects have been terminated with the approval of the Board.
 4. Presides at all business meetings of the Board of Directors and annual general membership meetings of the Association.
 5. Represents the Association at meetings and functions of other professional nursing organizations or designates an alternate representative.
 6. Be a member ex-officio of all committees except the committee on nominations and elections.
 7. Sets and monitors the Association's annual budget in consultation with the Budget and Finance Committee and Executive Board.
 8. Countersigns check of the Association with the Treasurer.
- B. President-Elect
1. Works closely with the President on all endeavors of the organization to learn all the duties of the President
 2. Be familiar with and adhere to the duties of the Board of Directors as a whole and performs such other duties as may be delegated by the President or the Executive Board.

3. Prepares to become the next chapter president and succeed the Office of the President at the expiration of the President's term or earlier if the office becomes vacant for any reason.
 4. Performs other duties of the President in the absence or inability of the President to act.
- C. Vice-President
1. Performs the duties of the President-Elect in the absence or inability of the President-Elect to act
 2. Performs such other duties as may be delegated by the President or the Executive Board.
- D. Recording Secretary
1. Records and reports the proceedings of all business meetings of the Board of Directors and general membership in hard copy and electronic form.
 2. Preserves correspondence, reports, and records in permanent file, including the Bylaws of the Association in hardcopy and electronic form.
 3. Keeps on file all other pertinent information regarding projects, programs, and activities of the Association. Information may be filed in hardcopy and electronic form or best available technology.
 4. Keeps on file an accurate membership list as compiled and reported by the Treasurer-Elect who is the Chairman of the Membership Committee. Membership list can be filed in hardcopy and electronic form.
- E. Corresponding Secretary
1. Issues notices regarding general membership and Board meetings;
 2. Sends out information to members regarding projects and programs undertaken by the Association.
 3. Assists Recording Secretary in functions as delegated by the Board and assumes the duties of the Recording Secretary in his/her absence or incapacity to act;
 4. Performs corresponding functions as delegated by the President of the Board.
- F. Treasurer
1. Be responsible for the financial affairs of the Association;
 2. Keeps a record of all receipts and disbursements;
 3. Carries out appropriate banking transactions as designated by the Board;
 4. Issues checks of the Association, countersigned by the President, for purposes approved by the Board;
 5. Acts as Chairperson of the Budget and Finance Committee.
 6. Presents the monthly disbursements/expenses pertinent to the operations of the Association to the Board of Directors at its scheduled meetings through the year and presents financial records for examination by the Auditor at intervals designated by the Board.
 7. Submits a written report of the financial standing of the Association at the midyear meeting of the Board of Directors and at the annual membership meeting.
 8. Prepares and files the required annual financial and tax returns to the U.S. Internal Revenue Service through a certified public accountant.
 9. Maintains a balanced budget and present quarterly to the board of Directors.
- G. Treasurer-Elect
1. Works closely with the Treasurer on all financial affairs of the organization to learn all the duties of the Treasurer.
 2. Processes new membership applications and keeps accurate record of receipts of membership dues.
 3. Sends out membership renewal application forms to old members at the designated times for renewal notice to be sent.
 4. Forwards monies received and corresponding reports to the Treasurer.
 5. Prepares to become the next chapter treasurer and succeed the treasurer at the expiration of the treasurer's term or earlier if the office becomes vacant for any reason.
 6. Assumes other functions as delegated by the Treasurer with the approval of the Board and acts in the absence or incapacity of the Treasurer.
- H. Auditor
1. Be responsible for having all financial records of the Association audited annually by a professional auditor or certified public accountant.
 2. Together with the Treasurer, prepares the income tax return form and files it with the U.S. Internal Revenue Service and appropriate New York State agencies that has oversight over the

Association.

ARTICLE VI

BOARD OF DIRECTORS

Section I

The governing body of the Association is the Board of Directors, which consists of the officers and nine (9) elected Board Members. The Board has the power and authority over the affairs of the Association, except modification of the action of the general voting body of members. The corporate powers of the Association shall be exercised, its transactions conducted, and its prerogatives controlled by the Board of Directors.

Section II

Duties of the Board of Directors

1. Directs the operational and financial affairs of the Association in compliance with NY State laws for non-profit organization.
2. Establishes the administrative policies and procedures of the Association.
3. Reviews reports and recommendations of the President, standing committees/ad hoc and/or special committees, and determines actions to be taken.
4. Fosters the growth and development of the Association.
5. Authorizes the formulation and awarding of contracts.
6. Suspends or expels members of the Association for due cause, after a thorough investigation and hearing as provided in the bylaws.
7. Fills all vacancies, unless otherwise specified by the bylaws.
8. Authorizes the representation and participation of the Association in professional and community related-activities.
9. Reviews and authorizes publications proposed by any member as they affect the purpose, objectives and philosophy of the Association.
10. Performs other duties and exercises authority as prescribed in the bylaws.

Section III

Incumbent to perform the duties of the office, or the incumbent's removal from office, are filled in the following manner:

1. **PRESIDENT:**
President elect shall assume office for unexpired term and shall start her/his term upon completion of unexpired term.
2. **PRESIDENT-ELECT:** Vice President shall assume office.
3. **RECORDING SECRETARY:** Corresponding Secretary shall assume office.
4. **TREASURER:** Treasurer-Elect shall assume office.
5. The **EXECUTIVE BOARD** shall fill all other vacancies.
6. Any Board member filling any vacancy for an unexpired term of one year or more is deemed to have served one (1) year.
7. Any Board member's vacancy shall be filled by the next highest vote garnered from the latest election.
8. In the absence of nominee the President may appoint a Board member with the Board's approval.

Section IV

Eligibility to serve in elected capacity

- A. To be eligible to serve for any elective office, except for the office of President, President-Elect, and Vice President, a nominee must have active membership status for one year preceding nomination

- unless waived by the Board.
- B. To be eligible for the office of the President, President-Elect, Vice-President, or Treasurer, a nominee must have served two (2) years as a member of the Board of Director prior to the nomination unless waived by the Board.
- C. To be eligible for any of the elective offices, the nominee must have demonstrated active participation in activities of the Association, according to the criteria established by the Board.
- D. To be eligible for any elective office, the nominee must reside and/or work in the State of New York.

ARTICLE VII

ELECTIONS - TERMS - VACANCIES - NOMINATIONS & ELECTION COMMITTEE

Section I: Nomination and Election Committee

- A. The Nomination & Election Committee (NOMELEC) consisting of three (3) volunteer members, will be recruited and approved by the Board for a term of two (2) years.
- B. Membership status of NOMELEC members shall be verified by the Membership Committee prior to approval as members of the committee
- C. The Immediate Past-President is automatically appointed as Chairperson and one Advisor will serve as the Co-Chair of this committee.
- D. Duties of the Nominations & Election Committee:
 1. Prepares the eligibility criteria for nominations for office of the Association.
 2. Solicits nominations from the general membership with established time frames of submission.
 3. Prepares the list of eligible nominees with their written consent to serve and a statement of disclosure (actual or potential conflict of interest).
 4. Presents the final slate of nominees to the Board of Directors, membership at the Association's meeting prior to the election. Nominations will be accepted from the floor at this meeting provided written consent to serve was obtained and an eligibility criterion is observed. Nominations will be closed thereafter.
 5. Accepts mailed-in ballots from the membership and maintains its confidentiality until agreed time of count in appropriate setting as deemed by the Board of Directors.

Section II: Elections

- A. Election of officers and members of the Board of Directors shall be held biennially on every even-numbered year at the Annual business meeting of the Association held in June;
- B. Eligibility to vote will be validated against a current list of members provided by the Membership Committee, after which a ballot will be issued to the validated dues paid member;
- C. Voting is by ballot, plurality elects, and in case of a tie, choice shall be made by lot;
- D. The NOMELEC, Officers and Board of Directors specify the time frames for opening and closing the polling dates.
- E. The counting of ballots will be held at the date set by the Board of Directors.
- F. The NOMELEC Chairperson with the Board's approval will appoint a minimum of three (3) members of the Teller's Committee whose function will be as follows:
 1. Elect a chairperson of the Teller's Committee from within the five (5) appointed members.
 2. Open the mailed in ballots and verify their validity against current membership status and eligibility to vote based on the current membership rosters four (4) weeks prior to the election.
 3. Examine, verify, validate signatures and count the ballots.
 4. Report the results of the election at the next business meeting.
 5. Submit an official copy of the list of elected officers to the Recording Secretary, Corresponding Secretary and Treasurer.
 6. Destroy the ballots one month after the results of the election have been confirmed and accepted.

Section III: Terms of Office

All elected officers, members of the Board of Directors, and Nominations and Election Committee

- A. Will serve a term of two (2) consecutive terms except the President, President-Elect, and Treasurer-Elect.
- B. The President-Elect shall serve in the office for a two-year term and then shall assume the presidency for a two-year term.
- C. The absence of officers and members of the Board of Directors for more than fifty percent (50%) of the regular meetings within a year shall be ground for termination from office.
- D. The President will present the decision to terminate an officer or Board member during the monthly Board meeting.
- E. The Board will validate the justification for absence and call for a vote.
- F. Once a determination is made by the Board to terminate an officer or member of the Board, the President will send a postal certified letter with a return receipt to the concerned individual to formally notify him/her of the termination.

Section IV: Vacancies

Vacancies that occur in any elective office of the Association, due to inability or ineligibility of the incumbent to perform the duties of the office, or the incumbent's removal from office, are filled in the following manner:

1. **PRESIDENT:** President-Elect shall assume office, or Vice-President, if former is unable to do so.
2. **PRESIDENT-ELECT:** Vice-President shall assume office.
3. **RECORDING SECRETARY:** Corresponding Secretary shall assume office.
4. **TREASURER:** Treasurer-Elect shall assume office.
5. The **BOARD OF DIRECTORS** shall fill all other vacancies.
6. Any member filling any vacancy for an unexpired term of one year or more is deemed to have served one (1) year.
7. Any Board member's vacancy shall be filled by the next highest vote garnered from the latest election.
8. If the voted individual from the latest election is no longer available to serve as Board, the President will call for a volunteer from committee members who do not hold any elected position.
9. In the absence of a volunteer from committee members, the President may appoint a Board member from the general membership after validation from the Membership Committee and with the Board's approval.

ARTICLE VIII

COMMITTEES

Section I

The **standing committees** of this Association shall be:

- A. Bylaws and Policy Committee
- B. Membership
- C. Education / Professional Development Committee
- D. Budget and Finance Committee
- E. Ways and Means Committee
- F. Nominations and Election Committee
- G. Human Rights and Legislative Committee
- H. Public Relations Committee
 - a. Newsletter
 - b. Information Technology

Section II

The Chairperson and possible members of the standing committees shall be appointed by the President every

two (2) years by the approval of the Board. The Committee shall consist of a Chairman, usually a member of the Board and at least two (2) other active members. A majority of the members shall constitute a quorum.

Section III

Committee responsibilities shall be as follows:

A. Bylaws and Policy Committee

1. Reviews bylaws biennially to assure that they are in keeping with the philosophy and objectives of the Association, and based on this review submits recommendations to the Board of Directors.
2. Prepares and submits amendments, policies, and procedures which are considered to be advisable to facilitate the activities of this Association.
3. Presents the proposed amendments to the membership after review by the Board of Directors at least thirty (30) days prior to the voting.
4. Assists the Association in interpreting and implementing the bylaws.

B. Membership Committee

1. Promotes recruitment and retention, and enlarges the membership of the Association through marketing methods such as mail-outs and solicitation.
2. Encourages interest of potential and current members to actively participate in meetings and activities of the Association.
3. Maintains the roster of membership current and up to date in terms of paid dues.
4. Communicates and submits to PNAA the roster of membership for national election purposes as well as fiscal obligations as per PNAA requirement(s).

C. Education Committee/Professional Development

1. Promotes and maintains the educational goals of the Association.
2. Assists members in identifying and fulfilling their professional goals and responsibilities in the area of continuing education, upward mobility and career growth.
3. Plans and implements educational programs to meet membership needs.
4. Submits annual budget proposal for each educational program for Board approval.
5. Maintains records of every educational program that includes learning objectives, course outline, and program evaluation.
6. Maintains provider status of continuing education unit.

D. Budget and Finance Committee

1. Prepares an annual budget based on recommendations from the standing committees and the President during the biennial strategic meeting.
2. Presents prepared budget to the Board of Directors for approval prior to the annual business meeting.
3. Monitors the financial viability of the Association and submits recommendations to the Board for approval.

E. Ways and Means Committee

1. Secures funds to augment the treasury based on the NY State Law for non-profit organizations.
2. Submits annual fundraising activity proposal to the Board for approval.
3. Carries out measures to promote and sustain interest of the community in supporting the fundraising activities of the Association.
4. Collaborates with the budget and finance and educational committees in chairing registration process during all PNA-NY activities.

F. Nomination and Election Committee

- Refer to Article VII Section 1C.

G. Human Rights and Legislative Committee

1. Evaluates developments and issues relating to human rights.
2. Recommends relevant policies and positions on human rights to the Board of Directors at meetings.
3. Disseminates and communicates information on human rights and legislative proposals to members, other nurses, health professionals and the public. These issues may directly or indirectly affect the members of the Association.
4. Addresses and responds to concerns related to equal opportunity in human rights.
5. Complies with the Policy and Procedure of the PNAA Human Rights Committee in responding to human rights complaints.
6. Collaborates with other organizations/agencies in addressing and supporting legislation that affect the nursing profession and healthcare.

H. Public Relations Committee

1. Chaired by the newsletter editor-in-chief of the Newsletter.
2. Investigates and explores possible means of promoting the interest of the Association in the community.
3. Carries out measures and activities to increase interest in the Association.
4. Establishes liaison and cooperative relationships with other professional nursing organizations.
5. Develops press release and other publications

Member Communication

a. Newsletter

1. Responsible in establishing Newsletter policies and procedures.
2. Solicits articles from members for publication in the PNA-NY Newsletter quarterly.
3. Ensures that submitted articles meet PRIDE criteria established by PNAA.
4. Ensures that editorial staff will observe publishing ethics during article selection.

b. Information Technology

1. Responsible in establishing Website Policies and Procedures.
2. Maintains records of domain name and hosting services renewal.
3. Coordinates with other committees to ensure that all PNA-activities are posted in the website
4. Collaborates with the Newsletter Committee to ensure that Web contents remain current and updated quarterly.
5. Collaborate with the web developer in updating contents monthly: calendar of events, latest PNA activities, and announcements.
6. Communicates to the Board all inquiries received through email.
7. Seeks Board approval prior to responding to any inquiry or as directed.
8. Submits annual budget of website maintenance to the Board for approval.
9. Responsible for resolving issues that affect connectivity and/or access to PNA-NY website.
10. Collaborates with the PNAA Website Committee in maintaining links to the PNA-NY website.
11. Increase PNA-NY's visibility by providing timely, relevant contents to the national website and/or other professional healthcare-related website.

Section IV: Ad hoc/Special Committees

Ad hoc/Special Committees are appointed by the President with the approval of the Board of Directors for a specified special activity or project.

- A. The Chairman and members of the ad hoc/special committee shall be appointed by the President with

the approval of the Board of Directors. Composition will be a chairman and at least two (2) members; majority presence shall constitute a quorum.

- B. Upon project completion, a report, with its conclusions, finding and recommendations, is submitted to the President and the committee is dissolved.

Section V: Committee Reports

Each committee chairman submits a written report at the annual meetings of the Board of Directors and at the annual business meeting of the general membership. One copy of the President and another copy to the Recording Secretary for historical data file.

Section VI

All committees shall function under the direction of the Board of Directors.

ARTICLE IX

DELEGATES

Section I

Delegate(s) shall be appointed by the President, with the approval of the Board of Directors to represent the organization at any convention, meeting or assembly of other organizations as may be necessary to further the objectives of the Association. Such delegate(s) shall exercise only those powers and authority specifically vested upon them by the Board of Directors.

Section II

Eligibility to be a delegate shall be based on active participation in activities of the Association or by virtue of the duties specified for an officer or member of the Board of Directors, or appropriate committee.

ARTICLE X

ADVISORY COUNCIL

Section I: Advisory Council

The Advisory Council shall be comprised of past presidents of PNA-NY and/or past presidents of PNAA who have maintained good standing and active membership in PNA-NY Inc. Leaders who are recognized in their fields of endeavor and resource persons who have demonstrated interest in furthering the goals of this Association may be appointed to the Council by the Board. Criteria for membership of persons other than past presidents shall be determined by the Board.

Section II: Functions

Functions of the Advisory Council

- A. Advisory Group will designate a representative from the members of the advisory council (based on rotation) to attend the monthly board meeting of the association.
- B. Acts in an advisory capacity and participates in deliberations and recommendations of the Board of Directors.
- C. Participates in activities to further the purpose and functions of this Association.
- D. The advisory council represents one vote.

ARTICLE XI

FISCAL YEAR

Section I

The fiscal year of the Association will be from October 1 to September 30th of the following year.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Section I

Robert's Rules of Orders, revised, shall govern this Association in all cases not covered by these laws.

ARTICLE XIII

AMENDMENTS

Section I

Amendments to the constitution and bylaws will be made at any regular meeting or special meeting by a two-thirds (2/3) majority vote of the members present, provided that:

- A. The proposed amendments, after having been considered and recommended by the Board of Directors, are presented by mail, either electronic, PNA-NY website or postal, to current members at least thirty (30) days prior to the meeting at which time such proposed amendments are voted upon.
- B. Bylaws' review is instituted in order for PNA –NY to be synchronous with the bylaws of the Philippine Nurses Association of America, the parent organization. Clarity in language and new amendments are also incorporated.

ARTICLE XIV

OFFICIAL PUBLICATION

The official publication of the Association will be a newsletter, which will serve as a means of communication among its members and officers.

Submitted by: BYLAWS AND POLICY COMMITTEE on April 1993
Nelson Co, Linda Mangaoang, and May Mayor

Submitted by: BYLAWS AND POLICY COMMITTEE on June and July 1997
Approved by the Executive Board Members at the September meeting and ratified by the Members in October 18, 1997.
Linda Mangaoang, Lolita Compas, Lorna Schneider and Windelina Tirona

Reviewed and revised by:
BYLAWS AND EXECUTIVE BOARD MEMBERS on June 2, 2001.
Marilou Strider, Elvira Agustin, Susan Amaut, Vernie Bacolot, Marcy Suba, Edwin Adlawan, Windelina Tirona, Fele Magdamo and Lolita Compas.

Ratified by the Members: December 7, 2001.

Reviewed and Amended by:
BYLAWS AND EXECUTIVE Committee on September 8, 2005.
Eugene Ragat, Gerald Gutierrez, Melrene de Chavez, Zita Concepcion-Viste, Leonila Mariazeta, Pio Paunon, Stella Reiss, Ian Saludaes, Ester Suelto, Clemencia Wong

EXECUTIVE BOARD on November 10, 2005.
Susan Amaut, Vernie Bacolot, Susan Gador, Mary Joy Garcia-Dia, Leonila Mariazeta, Araceli Mendoza Tita Aguilar Niere, Pio Paunon, Reynaldo Rivera, Stella Reiss, Clemencia Wong.

Ratified by Members: December 9, 2005

Reviewed and Revised by:

BYLAWS AND EXECUTIVE Committee on November 18, 2006.
Davy Diongson, Mary Joy Garcia-Dia, Leonila Mariazeta, Reynaldo Rivera, Vernie Bacolot,
Susan Gador, Majella Venturanza, Leonida Lacdao, Zita Concepcion-Viste, Stella Reiss,
Melrene DeChavez, and Rosario Mayor, Gerardo Valdrez, Clemencia Wong.

Ratified by Members: May 15, 2007

Reviewed and Revised by:

BYLAWS, BOARD OF DIRECTORS and ADVISORY BOARD on September 24, 2009.
Leonila Navarro-Mariazeta, Araceli Mendoza, Vernie Bacolot, Leonida Lacdao, Stella
Reiss, Carmen Meliton, Susana Consolacion, Leonila Quinones, Windelina Tirona, Cynthia
Margalit, Clemencia Wong, Susan Gador, Mary Joy Garcia-Dia, Lolita Compas, and Rosario
Mayor.

Ratified by Members: November 18, 2009