

**IIEE CONSTITUTION AND BY-LAWS
IMPLEMENTING RULES AND REGULATIONS**

**ARTICLE I
NAME, TYPE of ORGANIZATION and PLACE of OFFICE**

RULE 1. This resolution shall be known as "The Implementing Rules and Regulations of the IIEE By-Laws as Amended in the year 2019"

RULE 2. Acronyms

2.1 BOG	-	IIEE Board of Governors
2.2 CPD	-	Continuing Professional Development
2.3 COFNAP	-	Council of Former National President
2.4 ELECOM	-	Election Committee
2.5 IIEE	-	Institute of Integrated Electrical Engineers of the Phil., Inc
2.6 PEE	-	Professional Electrical Engineer
2.7 PPC	-	Professional Practice Committee
2.8 PRBEE	-	Professional Regulatory Board of Electrical Engineering
2.9 PRC	-	Professional Regulation Commission
2.10REE	-	Registered Electrical Engineer
2.11RME	-	Registered Master Electrician
2.12Regular Member	-	A Licensed Electrical Professional

**ARTICLE II
PURPOSE and OBJECTIVES.**

RULE 3. Purpose and Objectives

- 3.1 To enroll the membership and unite all electrical practitioners into one dynamic national professional association;
- 3.2 To foster and maintain on the part of its members high ideals of integrity, professional competence, and ethics in electrical engineering profession;
- 3.3 To promote and safeguard the professional rights and interests of its members in the exercise of their profession as licensed electrical practitioners;
- 3.4 To develop and foster the advancement of education in the field of electrical engineering;

- 3.5 To promote and maintain fellowship (comradeships) and cooperation among its members;
- 3.6 To provide a forum for interchange and dissemination of technical knowledge, information, ideas and experience for the professional growth of its members and the continuous improvement of relationship with the public, other professional associations, and the government agencies of the Republic of the Philippines relevant international organizations.;
- 3.7 To promote and encourage scientific inquiries, researches and studies in electrical engineering and allied sciences in connection herewith to cooperate with other engineering and technical societies and entities, local and international and with the government of the Republic of the Philippines or any of its agencies, and the application of the yields of such inquiries, researches and studies to the benefit of the science and the profession of electrical engineering, to the welfare of the Philippines and to general well-being of mankind;
- 3.8 To render encouragement, assistance and guidance to all those who desire electrical engineering or its allied sciences as their field of study and endeavor such as, but not limited to, electrical trades, and students of electrical field;
- 3.9 To promote public awareness and educate on the safe and efficient use of electricity in order to protect lives, properties and environment. Such activities include the following:
To include the following:
 - 3.9a Energy conservation
 - 3.9b Sustainable energy
 - 3.9c Efficient use of electricity
 - 3.9d Safe, efficient and sustainable practices
 - 3.9e Protecting lives, environment and properties
- 3.10 To promote and ensure the development of a strong good governance culture, comply with the Code of Good Governance for its officers and the Institute, keep abreast with recent developments and principles as promulgated by the Securities and Exchange Commission; and
- 3.11 To promote Corporate Social Responsibilities.

ARTICLE III MEMBERSHIP

RULE 4. Requirements to Qualify as Regular Member ID Grade

- 4.1 A holder of a valid Professional License as a PEE or REE or RME;
- 4.2 For new Electrical Engineering Board Passers, submit a copy of PRC License I.D., or a copy of the PRC official release of successful examinees bearing his name, as the case may be. Provided, That within seventy-five (75) days after the oath-taking ceremony, he must submit a copy of the PRC license Identification Card;
- 4.3 Payment of relevant membership fees; and
- 4.4 Duly accomplished IIEE Application for Membership Form or Printed Copy of duly accomplished online application.

RULE 5. Requirements to Qualify as a Life Member

- 5.1 Duly accomplished IIEE Application Form for Life Membership;
- 5.2 A holder of a valid Professional License as a PEE or REE or RME;
- 5.3 Has completed Twelve (12) consecutive years as regular member; and
- 5.4 Must be a member of good standing.

RULE 6. Requirements to Qualify as Senior Member

- 6.1 Duly accomplished IIEE Application Form for Senior Member and endorsement of three (3) active Senior Members;
- 6.2 A holder of a valid Professional License as a PEE or, REE or RME;
- 6.3 Has been a Life Member for at least five (5) years;
- 6.4 With at least ten (10) years of active professional practice in the field of electrical engineering; and
- 6.5 Shall have shown significant performance of at least seven (7) years in one or more fields of electrical engineering including but not limited to:
 - 6.5a Construction
 - 6.5b Consultancy
 - 6.5c Design
 - 6.5d Education
 - 6.5e Operation/ Maintenance
 - 6.5f Management
 - 6.5g Manufacturing
 - 6.5h Marketing
 - 6.5i Research and Development
 - 6.5j Testing and Commissioning

6.5k Any relevant experience other than the above mentioned

Note:

Having served the Institute as Regional Governor for two (2) terms; or has actively participated as a member of any Standing Committee of the Institute for a minimum of Four (4) years is an advantage.

RULE 7. Requirement to Qualify to the Grade of Fellow

- 7.1 Has been invited by the Institute;
- 7.2 Has been a Senior Member for a minimum of Four (4) years; and
- 7.3 Has done an exceptional contribution and dedication to the Institute and to the Electrical Engineering Profession.

RULE 8. Requirement to Qualify as Honorary Member

- 8.1 Commendable individual whether Filipino or foreigner notwithstanding a non-electrical professional but whose contribution to the welfare and advancement of the Institute;
- 8.2 Has made an exemplary contribution to the welfare and advancement of the Institute and the IIEE General Membership; and
- 8.3 A commendable individual who has been accorded honours and distinction accorded to an Electrical professional.

RULE 9. Requirement to Qualify as Auxiliary Member

- 9.1 A degree holder of Bachelor of Science in Electrical Engineering or Electrical Technology;
 - 9.1.1 A licensed electrical professional but a non-graduate of Bachelor of Science in Electrical Engineering or Electrical Technology
- 9.2 Has remarkable interest in the activities of the Institute;
- 9.3 Has shown support in the Mission, Vision and objectives of the Institute in general; and
- 9.4 Duly accomplished forms provided for the purpose.

RULE 10. Requirements to Qualify as Student Member

- 10.1 Currently enrolled in any School, College or University recognized by the Government for Electrical Engineering and Electrical Technology courses;
- 10.2 The School, College or University offering Electrical Engineering and Electrical Technology courses must be accredited by the Institute;
- 10.3 Has interest in the objectives of the Institute;
- 10.4 Has a proven good moral aptitude; and
- 10.5 Has accomplished forms provided for the purpose.

ARTICLE IV
ADMISSION, DISCIPLINARY ACTION AND EXPULSION OF MEMBERS

RULE 11. Admission as Member

- 11.1 A duly accomplished Application for Membership shall be submitted to the Chapter or the National Office;
- 11.2 If the application is through the Chapter, it shall be submitted to the National Office for confirmation of the Board of Governors upon recommendation of the Membership Committee;
- 11.3 An Oath of Membership shall be issued by the National Office and send the same to the Chapter as a proof that the Application for Membership has been Approved; and
- 11.4 Any incumbent National and Chapter Officer may administer the Oath of Membership to the newly admitted members.

RULE 12. Requirement for Renewal of Membership

- 12.1 An application form for renewal of membership shall be properly accomplished;
- 12.2 Has paid the required dues;
- 12.3 Proof of participation in the activities of the Chapter and the Institute (seminars, fora, elections, and others) within the period covered;
- 12.4 Has not been convicted of any crime involving moral turpitude before any Court;
- 12.5 For those with ongoing case but without decision with finality membership can still be renewed;
- 12.6 Has no pending disciplinary actions issued by the Institute; and
- 12.7 For those working abroad, proof of employment or other similar documents.

RULE 13. Subject for Disciplinary Action

- 13.1 Culpable violation of the By-Laws;
- 13.2 Violation of the Code of Ethics; or
- 13.3 For conduct contrary to the best interest of the Institute as may be determined by the Board taking into account the attending facts.

RULE 14. Suspension or Expulsion from the Institute

- 14.1 Any member may be suspended or expelled from the Institute following the Rules in Handling Cases promulgated by IIEE;
- 14.2 Life or Senior Members who has committed and convicted in any of the violation of Rule 13 shall be automatically expelled from the Institute; and
- 14.3 A member may be expelled from the Institute if there are at least three (3) suspensions issued within three (3) consecutive years.

RULE 15. Reinstatement of Membership

- 15.1 Any suspended or expelled member maybe reinstated after the judgement has been served and obligations have been settled, but in no case a promissory note suffice settlement of any case presented;
- 15.2 The suspended or expelled member shall be properly notified in writing as to the effectivity of the lifting of his suspension or expulsion as approved by the Board of Governors;
- 15.3 Upon receipt of the notice of lifting of suspension or expulsion the member shall present to the Institute a copy of the notice and the member shall be accorded with all the rights and privileges; and
- 15.4 Expelled members may regain their membership status as a new member after compliance of requirements.

RULE 16. Filing of Complaint

Any complaint shall be in accordance to the IIEE Rules in Handling Cases.

**ARTICLE V
RIGHTS AND OBLIGATIONS OF MEMBERS**

RULE 17. All members of the Institute in good standing and reputation shall be entitled to all rights and privileges enumerated as follows:

- 17.1 Regular Members shall receive the IIEE magazine;
- 17.2 Members shall be notified in advance of all General Meetings and Technical Conferences intended for the general membership and sponsored by or under the auspices of the Institute;
- 17.3 Members shall be notified of approved major policy changes that affects the general membership at least thirty (30) days before its implementation;
- 17.4 Members may attend and participate in the Institute's activities: Technical meetings, conferences, conventions, symposia, and business meetings, and other competency development programs conducted by the Institute. provided that the prescribed registration fees, if any, have been paid;
- 17.5 Regular Members shall vote or may be voted upon for any office in accordance with the relevant provisions in the IIEE Constitution and By-Laws;
- 17.6 Members shall have the right to purchase copies of the Philippine Electrical Codes, standards and other IIEE publications at discounted rates;
- 17.7 Members shall have the right to access the IIEE Library, IIEE Website, and other official publications;
- 17.8 Regular Members shall have the right to request for technical information and audited financial statement;

17.9 Regular Members shall have the right to request the assistance of IIEE in their renewal of professional identification card with the Professional Regulation Commission; and

17.10 Members shall enjoy other rights and privileges which may be deemed beneficial to the membership as approved by the Board of Governors.

RULE 18. All members are obliged to:

18.1 Attend seminars and trainings for competency development;

18.2 Vote during Annual National or Chapter Elections. A member is required to vote at least thrice (3X) on the last three (3) years, either national, chapter or both, before a certificate of good standing can be issued;

18.3 Actively participate in the Institute's activities and programs;

18.4 Pay regularly their annual dues; and

18.5 Abide by the provisions of the Professional Practice Manual.

For this purpose, a member in good standing constitutes compliance to Rule 18 and other supplementary requirements stipulated in the latest revision of Chapters Manual of Operation.

ARTICLE VI FEES AND DUES

RULE 19. Registration Fees to be paid by members shall be prescribed and updated as necessary by the Board of Governors. Each new Life Member shall pay a life membership fee in accordance to the guidelines set by the Board of Governors;

RULE 20. The Board of Governors shall prescribe the annual membership dues for regular, auxiliary and student members. In the case of senior, life or honorary members, no annual dues shall be collected;

RULE 21. The funds of the national organization shall come from its share of the annual dues and life membership fees, contributions and special assessments which the Board of Governors may prescribe for the members, donations which are received by the Institute from time to time and from other legitimate sources;

RULE 22. Thirty percent (30%) of the annual membership dues from regular members shall form part of the national operating fund and the remaining seventy percent (70%) shall be for the Chapter's operational expense and benefits funds; and

RULE 23. Life membership fees shall form the LIFE MEMBERSHIP FUND. The annual proceeds of this Fund shall be apportioned as follows: 25% shall be reverted back to the fund, 75% of the remaining annual proceeds will be apportioned 30% and 70% by the National Office and the Contributing chapter, respectively.

RULE 24. Any member who has not paid his membership dues shall be considered as "Dues-Delinquent Member" thereby, ceases to be a member in good standing as defined in the by-laws. However as soon as the "Dues-Delinquent Member" settles his outstanding accounts, he shall be reinstated as a member following all the other requirements therefor.

RULE 25. The Board of Governors may prescribe revision of the registration fees for regular members, life members and annual dues.

ARTICLE VII MANAGEMENT OF THE INSTITUTE

RULE 26. The Affairs of the Institute

The National President shall be the official spokesperson of the Institute. This function may be delegated to any officer or member of the Board of Governors (BOG) in his absence.

RULE 27. Governance of the Institute

- 27.1 The governance of the Institute requires the daily presence of a National Officer at the National Office;
- 27.2 The National President shall schedule from among the Executive Committee members to be present at the National Office at least once a week; and
- 27.3 Schedule of the Officers of the Day shall be posted and disseminated by the Institute.

RULE 28. The Regional Governor is the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Region

- 28.1 Regional Governors shall conduct visits to each chapter under the area of responsibility at least once a year or as often as necessary; and
- 28.2 Prepare regional plans and programs in compliance to the National vision, mission and objectives.

RULE 29. The Chapter President is the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Chapter

- 29.1 The actions of the Chapter President shall conform to the IIEE By-Laws and other policies; and
- 29.2 For local affairs, the Chapter President shall be guided by the Board of Directors.

RULE 30. Management of the Institute

The National President shall be the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Institute who shall base his actions on the IIEE By-

Laws, National Operating Manual, Corporate Code of Good Governance and other operating policies and guidelines set and approved by the IIEE Board of Governors.

RULE 31. Meetings of the Executive Committee

The Executive Committee (EXCOM) shall hold meetings at least once a month which shall be held at the National Office or as maybe designated by the EXCOM.

RULE 32. Meetings of the Board of Governors (BOG)

The Board of Governors shall hold at least one meeting per month, provided that the venue thereof shall be at the national office at least once every quarter.

RULE 33. Posting of Policies

All policies acted and approved by the Board of Governors (BOG) of general concern shall be posted within one (1) month at the IIEE website.

RULE 34. Staffing of the National Secretariat

- 34.1 Hiring and removal of personnel shall be deliberated by the Executive Committee in accordance to the latest Employees Manual and Department of Labor and Employment (DOLE) to be endorsed by the National Secretary to Board of Governors (BOG) for appropriate action;
- 34.2 Hiring of personnel shall be based on the Table of Organization (TO) duly approved of the Board of Governors; and
- 34.3 Job Description (JD) of the personnel in the National Secretariat shall be defined and updated by the Executive Committee as necessity may require in order to attain the objectives of the Institute duly approve by the Board of Governors.

**ARTICLE VIII
THE BOARD OF GOVERNORS**

RULE 35. The Board of Governors (BOG) shall consist of the following:

- 35.1 National President
- 35.2 National Vice-President for Internal Affairs
- 35.3 National Vice-President for External Affairs
- 35.4 National Vice-President for Technical Affairs
- 35.5 National Secretary
- 35.6 National Treasurer
- 35.7 National Auditor
- 35.8 Ten (10) Local Regional Governors
- 35.9 One (1) Foreign Regional Governor

They are elected from among active members in good standing and reputation.

- RULE 36.** For purposes of representation, Regional Governors shall be elected from regions in accordance to the Constitutions and By-Laws. The Board of Governors shall prescribe guidelines on territorial jurisdiction for each region.
- RULE 37.** Local Region shall have a minimum of ten (10) regions, but not over the number in accordance to the administrative regional subdivision in the Philippines.
- RULE 38.** Foreign Region shall be determined in accordance to the territorial subdivision as promulgated by the United Nations or as maybe defined by the Board of Governors.
- RULE 39.** In case of vacancy in the Board of Governors caused by death, removal, resignation, sickness and/or permanent incapacity, it shall be filled by the Board of Governors from the candidates in the last election who are still willing to serve, starting with the non-winning candidate who garnered the highest number of votes. Should a vacancy still exist, after this procedure, the incumbent Board of Governors, by majority vote, shall fill-up the vacancy from among qualified members in good standing and reputation, who shall serve the unexpired portion. Filling up of vacancies in the National Secretary, National Treasurer and National Auditor shall follow the succession protocol as established by the BOG.
- RULE 40.** In case of vacancy including resignation or incapacity of an Immediate Former President, the immediately preceding former National President shall function as Ex-Officio Member of the Board of Governors.
- RULE 41.** Any member of the Board of Governors who has been absent for four (4) cumulative meetings of the Board shall be automatically considered resigned from the Board, but not necessarily from the Institute.
- RULE 42.** The venue of the Board of Governor's meetings may be changed from time to time at the discretion of the Board, but it should conduct at least one (1) meeting per quarter at the National Office.

ARTICLE IX DUTIES AND RESPONSIBILITIES

- RULE 43.** BOARD OF GOVERNORS shall be the policy making body and shall have the power to act for and in behalf of the Institute and shall be responsible for doing whatever may be deemed necessary for the furtherance of the purposes and the attainment of its objectives.
- 43.1 Formulate strategies, policies, plans and programs for the furtherance of the institutes operations;
- 43.2 Review and/or update strategies, policies and programs adaptable to the needs of time;

43.3 Study strategies, policies and programs its effects and costs to the institute and propose any amendments that are doable; and

43.4 Formulate programs for the development of future leaders of the Institute.

RULE 44. EXECUTIVE COMMITTEE (EXCOM) shall be the over-seer and accountable of the general administration of the institute.

44.1 Act on matters of general administration and deliberate on issues that need Board approval during the Board meeting;

44.2 Resolve matters involving routine concerns and issues which the Board of Governors may refer for further action and which shall not involve alterations of policy and procedures;

44.3 Recommend to the Board of Governors reforms and measures which may involve modification and ratifications of IIEE policies and procedures;

44.4 Evaluate, select and recommend the hiring, termination of employees of the Institute for approval of the Board of Governors

44.5 Perform such other functions as may be vested by the Board of Governors.

RULE 45. THE HEAD OF THE NATIONAL SECRETARIAT shall handle the operational management of the National Secretariat and shall report to the National President thru the National Secretary.

45.1 Shall have the authority and responsibility to implement policies, strategies, programs and action plans duly approved by the Board of Governors through the direction of the National President.

ARTICLE X CREATION OF COMMITTEES

RULE 46. Upon assumption of office, the National President shall appoint from among active members in good standing and reputation who are qualified for the position as Chairman of the following standing committees and endorse to the Board of Governors for approval:

46.1 Bids and Awards Committee (BAC)

46.2 Electrical Safety Committee (ESC)

46.3 Legislation and Legal Affairs Committee (LELAC)

46.4 Membership and Chapter Development Committee (MCDC)

46.5 Philippine Electrical Code Committee (PEC)

46.6 Professional Practice Committee (PPC)

- 46.7 Publications Committee (PubCom)
- 46.8 Research and Development Committee (R&DC)
- 46.9 RME Affairs and Electrician Academy Committee (RMEAC)
- 46.10 Scholarship and Academic Affairs Committee (SAAC)
- 46.11 Selection and Awards Committee (S&AC)
- 46.12 Standards Committee (StandCom)
- 46.13 Student Affairs Committee (SAC)
- 46.14 Training and Continuing Professional Development Committee (TCPDC)

RULE 47. The Chairperson of Committees upon receipt of respective appointments shall nominate from qualified members in good standing the composition of members of their committee to be approved by the National President. Membership shall depend upon the volume of work accorded to the committee.

RULE 48. The Board of Governors may create Ad Hoc Committees, they deemed necessary to implement special projects or for special purposes needed to implement specific task for the year.

RULE 49. Removal of committee chairman on grounds of loss of trust and confidence shall be upon the recommendation of the National President and duly approved by the Board of Governors.

RULE 50. Creation of Specialty Council

50.1 The Board of Governors shall invite from among the members in good standing and reputation with exemplary and proven expertise in a specific field of practice of Electrical Engineering to become members of the Specialty Council.

50.2 The Board of Governors shall recommend members of the Specialty Council to the Professional Regulation Commission (PRC) for confirmation.

50.3 The Council shall conduct technical evaluation to candidates who are members in good standing with exemplary expertise, based on the criteria formulated by the Professional Regulation Commission (PRC).

RULE 51. The Electrical Specialty Council of the Professional Regulation Commission, through the Professional Regulatory Board of Electrical Engineering shall issue Certificate of Specialty to deserving nominees.

RULE 52. Creation of IIEE Council of Former National Presidents (COFNAP) The Former IIEE National President shall organize themselves and form the Council of Former National President. They shall act as consultants of the Institute, when the Board of Governors, deemed their presence is of importance.

RULE 53. Grade of Fellows

53.1 The grade of Fellow shall be accorded by invitation.

- 53.2 Those who have been awarded the Grade of Fellow shall organize themselves and form the College of Fellows.
- 53.3 The College of Fellows shall formulate criteria for the selection of Fellow members.
- 53.4 The College of Fellows shall select from among Senior Members in the active practice for at least 20 years and has rendered exemplary contribution to the Institute in general and significantly render service to the profession for not less than 10 years.

ARTICLE XI
DUTIES AND ACCOUNTABILITIES OF THE NATIONAL OFFICERS

RULE 54. The primary duties of the National President are as follows:

- 54.1 The Chief Executive Officer (CEO) and the Chief Operating Officer (COO) of the Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE);
- 54.2 Creates, communicates and implements the organization's vision, mission and overall direction;
- 54.3 Manages, hires, and dismiss erring IIEE employees as approved by the Board of Governors (BOG);
- 54.4 Leads, guides, directs and evaluates the secretariats, and ensures they are carrying out the daily operations of the institute;
- 54.5 Presides all meetings with the Board of Governors (BOG), Executive Committee (EXCOM) and the General Membership to make sure that the decisions the organization needs to make are prescient and strategic;
- 54.6 Confirms that all officers, members and employees are conveying the Institute's philosophies and guidelines to their own chapters and teams so that all members and employees understand the mission and vision of the Institute;
- 54.7 Oversees all the financials aspects of the Institute and maintains awareness of both external and internal opportunities for expansion, stakeholders, new industry developments and standards;
- 54.8 Execute orders and resolutions of the BOG effectively;
- 54.9 Implement all approved contracts and agreements unilaterally or in conjunction with other officers, duly authorized by the BOG;
- 54.10 Endorse chairmanship of the Standing and Ad Hoc Committees for evaluation and confirmation of the BOG;
- 54.11 Present and submit during the General Membership Meeting a written report on the performance of the Institute during the term and the preceding year as well as the reports regarding the operations of the Institute, to the BOG and members;
- 54.12 Designate a Secretary for the Board and Executive Committee meetings;

RULE 55. The primary duties of the National Vice-President for Internal Affairs are as follows:

- 55.1 The Vice-President for Internal Affairs shall exercise and discharge all the powers and duties of the National President in case of absence or disability of the latter;
- 55.2 Assist the National President whenever necessary especially on matters pertaining to the internal affairs of the Institute including the overall supervision of all chapters;
- 55.3 Act as the Convention Bureau Chairman of Mid-Year and Annual National Convention and oversee the conduct of all the Regional Conferences;
- 55.4 Oversee the IIEE foreign regions; and
- 55.5 Oversee the standing and ad hoc committees that is relative to his office.

RULE 56. The primary duties of the National Vice-President for External Affairs are as follows:

- 56.1 The Vice-President for External Affairs shall exercise and discharge all the powers and duties of the Vice-President for Internal Affairs in case of absence or disability of the latter;
- 56.2 Assist the National President whenever necessary especially on matters pertaining to the external affairs of the Institute;
- 56.3 Act as the Exhibit Bureau Chairman of Mid-Year and Annual National Convention and oversee the sponsorship of all the Regional Conferences;
- 56.4 Establish linkages with the private and government agencies, foreign entities and international accords for the advancement of the mission and vision of the Institute; and
- 56.5 Oversee the standing and ad hoc committees that is relative to his office.

RULE 57. The primary duties of the National Vice-President for Technical Affairs are as follows:

- 57.1 The Vice-President for Technical Affairs shall exercise and discharge all the powers and duties of the Vice-President for External Affairs in case of absence or disability of the latter;
- 57.2 Assist the National President whenever necessary especially on matters pertaining to the direction and coordination of all the technical activities of the Institute;
- 57.3 Formulate uniform technical programs, modules and training materials for continuing professional development undertaking;
- 57.4 Take charge in the dissemination and archiving of developed technical programs, modules and training materials;
- 57.5 Develop training-the-trainers program for the Institute; and
- 57.6 Oversee the standing and ad hoc committees that is relative to his office.

RULE 58. The primary duties of the National Secretary are as follows:

- 58.1 The National Secretary shall be In-charge of all correspondence and records except those pertaining to the office of National Treasurer.
- 58.2 Formalize all resolutions in a duly approved format for signature of the Board of Governors.
- 58.3 Execute all resolutions of the Board relative to the office;
- 58.4 Take charge in the preparation, issuance and dissemination of notice of meetings;
- 58.5 Prepare the order of business and review the draft of the minutes of meetings for finalization and signature of the Board of Governors;
- 58.6 Oversee the Standing and Ad-hoc Committees that are relative to the office; and
- 58.7 Act as the administrative overseer of the National Secretariat and Corporate Social Responsibility (CSR) projects.

RULE 59. The primary duties of the National Treasurer are as follows:

- 59.1 The National Treasurer shall be the custodian of the finances and assets of the Institute;
- 59.2 Responsible for all the books of accounts and other relevant financial instruments;
- 59.3 Facilitate the collection of all membership dues, contributions and donations from different sources;
- 59.4 Ensure that the revenues are properly deposited in the official banking institutions designated by the Board of Governors;
- 59.5 Ensures that the disbursement is within the Manual of Approvals and released only upon the authorization of the Board of Governors;
- 59.6 Ensure the timely filing and payments of all mandatory government obligations;
- 59.7 Act as the administrative overseer of the Institute's finances; and
- 59.8 Provide and explain the financial reports during the general membership meetings or as maybe required.

RULE 60. The primary duties of the National Auditor are as follows:

- 60.1 The National Auditor shall regularly monitor the finances and assets of the Institute;
- 60.2 Review and examine all the Institute's collection, disbursements and audit the book of accounts;
- 60.3 Conduct auditing of chapters and submit reports on compliance of chapters;
- 60.4 Develop and recommend improvements on policies and procedures in the disbursement of funds for approval by the Board of Governors; and
- 60.5 Audit efficiency and effectiveness of the financial processes and perform risk assessment of the Institute and recommends remedial measures.

RULE 61. The primary duties of the Regional Governors are as follows:

- 61.1 The Regional Governors is the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Region.
- 61.2 Act as the official representative of the Region to the Board of Governors.
- 61.3 Responsible to organize and implement activities for the development and programs of the chapters under their respective area of responsibilities;
- 61.4 Render reports to their respective members of all activities in the national level; and
- 61.5 Submit at least a monthly report to the Board of Governors (BOG) of all the chapter activities within the region.

RULE 62. The grounds for the removal of an IIEE officer who violated Art. XI Sec. 9 is provided in Art. XII of the IIEE By-Laws.

ARTICLE XII GROUNDS FOR REMOVAL FROM OFFICE

RULE 63. The Officers of the Institute may be removed from office, on impeachment for violation of any of the following to wit:

- 63.1 Culpable Violation of the Constitution and By-Laws of the Institute
- 63.2 Bribery
- 63.3 Graft and Corruption
- 63.4 Misappropriation of funds
- 63.5 Engaging business with the Institute directly or indirectly
 - 63.5a Any elected officer of the Institute who did not disclose during his application for election and term of office, any relative within the fourth degree of consanguinity and affinity having business with the Institute shall be sanctioned under this Article.
 - 63.5b In cases of an elected officer whose services is needed by the Institute due to the expertise required, the BOG may consider his/her services in accordance to IIEE approved policies and procedures.
- 63.6 Conviction of Administrative and Criminal cases.
- 63.7 Other analogous circumstances

RULE 64. Procedure for the removal from office

The grounds for the removal of an IIEE officer is provided under this Article. The foregoing rules of procedure shall govern the Institution in removal of any of its officers which violated any of the grounds enumerated under Art. XII.

RULE 65. Applicability of Rules

These Rules shall apply to all proceedings for removal of any officer (National or Chapter) of IIEE who has culpably violated the By-Laws of the Institute; and/or has committed bribery, graft and corruption, misappropriated funds, engaged in business with the IIEE, directly or indirectly; convicted of either administrative or criminal cases by any government office or instrumentality and other analogous circumstances.

RULE 66. Initiating for the Removal

66.1 Mode of Initiating Impeachment. - Impeachment shall be initiated by the filing and subsequent referral to the Professional Practice Committee (PPC):

- 66.1a. a verified complaint for impeachment filed by any officer of the IIEE;
or
- 66.1b. a verified complaint filed by any member upon a resolution of endorsement by any officer thereof; or
- 66.1c. a verified complaint or resolution of impeachment endorsed by at least one-third (1/3) of all members of the IIEE BOG.

The contents of the verification shall be as follows:

"We, after being sworn in accordance with law, depose and state: That we are the complainants in the above-entitled complaint/resolution of impeachment; that we have caused the said complaint/resolution to be prepared and have read the contents thereof; and that the allegations therein are true of our own knowledge and belief on the basis of our reading and appreciation of documents and other records pertinent thereto."

(Signature/s)

66.2 Filing and Referral of Verified Complaints. - A verified complaint for impeachment by an officer of the IIEE or by any member upon a resolution of endorsement by any officer thereof shall be filed with the IIEE secretariat and immediately referred to the chairman of the Professional Practice Committee (PPC).

66.3 The PPC Chairman shall have it included in the Order of Business within ten (10) session days from receipt. The complaint shall be heard and deliberated by the PPC in accordance with the IIEE Rules in Handling Cases.

RULE 67. Finding of Probable Cause

67.1 Committee Proceedings

67.1a Determination of Sufficiency in Form and Substance. - Upon due referral, the PPC shall determine whether the complaint is sufficient in form and substance. If the committee finds that the complaint is insufficient in form, it shall return the same to the IIEE Secretariat within three (3) session days with a written explanation of the insufficiency. The IIEE Secretariat shall return the same to the complainant together with the committee's written explanation within three (3) session days from receipt of the committee resolution finding the complaint insufficient in form.

Should the committee find the complaint sufficient in form, it shall then determine if the complaint is sufficient in substance. The requirement of substance is met if there is a recital of facts constituting the offense charged and determinative of the jurisdiction of the committee. If the committee finds that the complaint is not sufficient in substance, it shall dismiss the complaint and shall submit its report as provided hereunder.

67.1b Notice to Respondents and Time to Plead. - If the committee finds the complaint sufficient in form and substance, it shall immediately furnish the respondent(s) with a copy of the resolution and/or verified complaint, as the case may be, with written notice thereof and serve a copy of the answer to the complaint(s). No motion to dismiss shall be allowed within the period to answer the complaint.

The answer, which shall be under oath, may include affirmative defenses. If the respondent fails or refuses to file an answer within the reglementary period, he/she is deemed to have interposed a general denial to the complaint. Within three (3) days from receipt of the answer, the complainant may file a reply, serving a copy thereof to the respondent who may file a rejoinder within three (3) days from receipt of the reply, serving a copy thereof to the complainant. If the complainant fails to file a reply, all the material allegations in the answer are deemed controverted. Together with their pleadings, the parties shall file their affidavits or counter-affidavits, as the case may be, with their documentary evidence. Such affidavits or counter-affidavits shall be subscribed before the PPC Chairman. Notwithstanding all the foregoing, failure presenting evidence in support of his/her defense.

When there is more than one respondent, each shall be furnished with copy of the verified complaint from an officer or a copy of the verified complaint from a member together with the resolution of endorsement by an officer and a written notice to answer and in that case, reference to respondent in these Rules shall be understood as respondents.

67.1c Submission of Evidences and Memoranda. - After receipt of the pleadings and affidavits and counter-affidavits and relevant documents

provided for in RULE 64, or the expiration of the time within which they may be filed, the Professional Practice Committee (PPC) shall determine whether the complaint alleges sufficient grounds for impeachment.

If it finds that sufficient grounds for impeachment do not exist, the PPC shall dismiss the complaint and submit the report required hereunder. If the PPC finds that sufficient grounds for impeachment exist, the PPC shall conduct a hearing. To that end, the PPC, through the Chairperson, may limit the period of examination and cross-examination. The PPC shall have the power to issue compulsory processes for the attendance of witnesses as well as the production of documents and other related evidence.

The hearing before the PPC shall be transparent to all IIEE members and parties concerned.

After the submission of evidence, the PPC may require the submission of memoranda, after which the matter shall be submitted for resolution.

67.1d Protection to Complainants or Witnesses. - The IIEE may, upon proper petition, provide adequate protection to a complainant or witness if it is shown that his/her personal safety is in jeopardy because of his/her participation in an impeachment proceeding.

67.1e Report and Recommendation. - The PPC after hearing, and by a majority vote of all its Members, shall submit its report to the current IIEE BOG containing its findings and recommendations within thirty (30) days from the referral to it of the verified complaint and/or resolution. Together with the report shall be a formal resolution of the PPC regarding the disposition of the complaint which shall be calendared for consideration by the IIEE BOG within ten (10) session days from receipt thereof.

If the Committee finds by a vote of the majority (50% + 1) of all its Members that a probable cause exists, it shall submit with its report a resolution setting forth the Articles of Impeachment on the basis of the evidence adduced before the Committee. Otherwise, the complaint shall be dismissed subject to Section 11 of these Rules.

67.1f Report to be Calendared. - The IIEE BOG shall calendar the report and the accompanying resolution of the PPC regarding the disposition of the complaint. The IIEE BOG shall dispose of the report within thirty (30) calendar days from its submission by the PPC

67.2 IIEE Board of Governors (BOG) Action

67.2a Vote Required for Approval. - A vote of at least two-third (2/3) of all IIEE BOG present during deliberation is necessary for the approval of the resolution excluding the respondent officer/s.

On the other hand, should the resolution fail to secure the approval by the required vote, the same result in the dismissal of the complaint for impeachment.

67.2b Where Dismissal is Recommended. - When the report of the PPC dismisses the complaint, it shall submit to the IIEE BOG a resolution for the dismissal of the verified complaint and/or resolution of impeachment. A vote of at least two-third (2/3) of all the IIEE BOG present during deliberation shall be necessary to overrule such resolution.

67.2c Vote by Roll Call - The voting on a favorable resolution with the Articles of Impeachment of the PPC or a contrary resolution shall be by roll call, and the IIEE Board Secretary shall records the vote of each officer.

67.2d Decision of the IIEE BOG – The decision of the IIEE-BOG shall be final and non-appealable.

RULE 68. Bar Against Impeachment

Scope of Bar - No impeachment proceedings shall be initiated against the same officer more than once within a period of one (1) year.

RULE 69. Applicability of The IIEE Rules in Handling Case

69.1 Rules of Procedure - The Rules in handling cases, as far as practicable, apply to impeachment proceedings before the IIEE. The respondent officer cannot undergo impeachment more than once within a period of one (1) year.

69.2 These rules shall also apply to all Chapter officers of IIEE.

**ARTICLE XIII
ELECTION OF THE BOARD OF GOVERNORS**

RULE 70. Election. There shall be an annual election of the Board of Governors by secret ballot or electronic voting of qualified regular members. The elections shall be conducted as follows:

70.1 Not less than one hundred fifty (150) days prior to the Annual National Convention and General Membership Meeting, National Nominating Committee of five (5) members composed of the four (4) former National

Presidents, and the incumbent National President who shall be the chairman, confirmed by the Board of Governors, shall convene and prepare all documents, guidelines, and procedures for the nominations. Likewise, the aforesaid committee shall create the Regional Nominating Committees composed of three (3) former Regional Governors from each region.

70.2 Not less than one hundred twenty (120) days prior to the Annual Convention and General Membership Meeting:

70.2a Each Regional Nominating Committee shall pre-screen and pre-select within the region, members in good standing and reputation as nominees for Regional Governor. Only nominees endorsed by the Regional Nominating Committee shall be accepted by the National Nominating Committee.

70.2b Each Regional Nominating Committee shall transmit to the National Nominating Committee at least two (2) names of members in good standing and reputation as nominees for Regional Governor. In case a region fails to nominate two (2) candidates for Regional Governor, the National Nominating Committee shall decide on the nomination.

70.2c The National Nominating Committee shall pre-screen and pre-select not less than twelve (12) names of members in good standing and reputation as nominees for governors-at-large. The names shall be selected amongst all the qualified members of the Institute who applied for the position.

70.2d The National Nominating Committee shall ensure that Luzon, Visayas, Mindanao and whenever possible, foreign region, be fairly represented in the IIEE Governor at Large position.

70.2e For transparency, the National Nominating Committee shall issue the guidelines at least thirty (30) days prior to the nomination process.

70.2f The names of the nominees recommended by the National Nominating Committee shall be submitted to the Election Committee (ELECOM). The incumbent or former national presidents, and the present and former members of the Board of Electrical Engineering (BEE) shall be barred as candidates for governor-at-large.

70.3 In extreme cases, where physical attendance to the Annual National Convention and the General Membership Meeting is not possible due to valid reasons, such events can be held virtually or any form of media.

RULE 71. Upon assumption of office the National President shall appoint an ELECOM chairman. The ELECOM Chairman shall select three (3) from the Council of Former National Presidents and four (4) former Regional Governors from Luzon, Visayas, Mindanao and foreign region, to complete the Committee and recommend the same for confirmation by the Board of Governors.

71.1 The ELECOM shall:

71.1a formulate guidelines in the election process;

71.1b have the option to conduct further interview of the endorsed candidates and any adverse finding shall be reverted to the National Nominating Committee for appropriate action;

71.1c prepare the list of candidates for final printing of official ballots;

71.1d supervise the production of official ballots and candidates' profile;

71.1e supervise the mailing of ballots and candidates' profile to all qualified members;

71.1f decide any and all electoral protests pertinent to the election and whose decision shall be final and executory;

71.1g proclaim the winning candidates.

RULE 72. The complete list of candidates with their corresponding profiles, shall be made known to the members at least sixty (60) days before the start of the Annual National Convention and General Membership Meeting. Voting shall be done either through casting of election ballot, remote casting via internet, or any form of electronic voting as confirmed by the ELECOM with the approval from the Board of Governors;

72.1 Members shall vote one (1) candidate for Regional Governor to represent their region and seven (7) candidates for Governors-at-Large. Each ballot shall be sealed in the accompanying envelope with the voter's name printed and signed outside the envelope. Members shall cast their ballots not later than 12:00 noon of the last day of the convention;

72.2 The Board of Canvassers shall be composed of two (2) members each representing Luzon, Visayas, Mindanao and foreign region. The Board of Canvassers shall be composed of former National Presidents or in the absence of such, the former Regional Governors shall be considered. The nomination shall come from the Council of Former National Presidents and confirmed by the Board of Governors. They shall check the ballot envelopes received as to the names, signatures of members who had submitted/mailed to them and verify the veracity of the ballots returned in the presence of the ELECOM, the ballot(s) envelopes shall be opened by the Board of Canvassers with the presence of observers from each region and the votes counted on the last day of the convention. Before the closing of the Annual National Convention, the Board of Canvassers, Observers shall submit the final result of their canvass to the ELECOM, who shall, in turn, determine the winning candidates.

- 72.3 In the case of electronic voting, guidelines and procedures shall be established by the ELECOM and recommend the same for approval and adoption by the Board of Governors;
- 72.4 In case of a tie in the final canvass, the ELECOM shall administer legitimate means to break the tie; and
- 72.5 The ELECOM shall determine and proclaim the winning candidates.

RULE 73. Candidate for Governor-at-Large must:

- 73.1 be an active holder of Professional Electrical Engineer (PEE) or Registered Electrical Engineer (REE) license;
- 73.2 be a member of good standing and reputation; and
- 73.3 have served at least one (1) term as Regional Governor or have actively served in one (1) National Committee for at least two (2) years within a period of five (5) years prior to candidacy and completed a Leadership Program of the Institute or other accredited providers or be an incumbent officer of the Board of Governors.

RULE 74. Candidate for Regional Governor must:

- 74.1 be an active holder of Professional Electrical Engineer (PEE) or Registered Electrical Engineer (REE) license;
- 74.2 be a member of good standing and reputation;
- 74.3 shall have a residency of one (1) year in the region; and
- 74.4 at least have served at least two (2) terms as Chapter President or, served as Chapter President for one (1) year and Chapter Officer in any capacity for two (2) years and completed a Leadership Program of the Institute or other accredited providers.

RULE 75. No applicants shall qualify unless the necessary clearance of all accountabilities from the Institute have been obtained.

RULE 76. The newly elected members of the Board of Governors shall elect from among the seven (7) newly elected governors-at-large, the National President, the three (3) National Vice-Presidents, the National Secretary, the National Treasurer, and the National Auditor.

RULE 77. Members of the Institute who are declared as dues delinquent, lacking in payment of dues and found to be a member not in good standing and reputation are automatically barred from their right to vote.

RULE 78. The elected members of the Board and Officers of the Institute shall assume their duties on January 1 after they have been officially sworn into office. They shall hold office for a term of one (1) year or until their successors shall have been elected.

**ARTICLE XIV
MEETINGS AND CONVENTIONS**

RULE 79. There shall be an annual meeting and convention of the Institute which shall be held every last Thursday of November each year at a place within the Philippines to be decided upon by the Board of Governors, provided that, proper notice is sent to all the members. Or, during unforeseen circumstances, the Board of Governors may change the date of the annual meeting and convention. The annual convention shall be the annual general meeting and election of national officers.

RULE 80. General Membership meetings shall be held at least twice a year at a venue to be determined by the Board of Governors for the planning and / or undertaking of activities that will contribute to the attainment of the Institute's mission and vision.

80.1 Special general membership meetings of the Institute may be called for by the Board of Governors as the need arises, stating the purpose and urgency for calling such. On special meetings the business agenda called for shall be given topmost priority.

80.2 The call for general meetings and conventions, regular or special, shall be communicated by mail or by other means of communication such as e-mail and other electronic media and shall be made not less than thirty (30) days before the date of the meeting.

80.3 Acts adopted or formalized during any meeting of the Institute shall be deemed and construed as those of the Institute as a whole.

RULE 81. There shall be at least one (1) monthly meeting of the Board of Governors on a date and venue to be determined by the Board. The Board of Governors may opt to attend the meeting by any forms of electronic media. Failure to attend the aforesaid meeting either physically or virtually shall be considered as absent. However, there shall be four (4) mandatory meetings wherein physical presence is a must specifically: Turnover; Planning/Team Building; Mid-year General Membership Meeting and Conference; and Annual National Convention Still and all, the aforesaid requirement and/or provision for physical presence shall be suspended for instances such as pandemic, fortuitous event, force majeure or other analogous to the foregoing which physical attendance is not feasible. Accordingly, the Board may adopt virtual meetings.

The majority of the Board of Governors or 50% plus one shall constitute a quorum.

The call for regular or special meetings of the Board of Governors shall be made not less than one (1) week before the date of the meetings, provided that this period of notice may be waived in case every member of the Board has been fully notified before the meeting and no objection is raised.

RULE 82. Fifty (50) voting members shall constitute a quorum at conventions and general meetings of the Institute, regular or special, except in those cases where the law requires a deciding vote of a greater number.

ARTICLE XV
CHAPTERS AND REGIONS

RULE 83. Procedure for Creation, Division, Merger and Abolition of Chapters and Regions

Authority to Create Chapters & Regions — a chapter and region may be created, divided, merged, abolished, or its boundaries substantially altered either by the IIEE as provided in Article XV of the IIEE Constitution and By-Laws.

Division under this IRR shall mean the act of separating large chapters or regions into separate manageable chapters or regions by the Board of Governors.

Creation of Chapter under this IRR shall mean a group of active members who aspire to group themselves to create a new chapter.

RULE 84. Procedure for Creation of Chapters

84.1 Procedure for Creation of Chapters — Interested members shall submit the petition, in the form of a resolution requesting the creation of a new chapter to the Regional Governor of the area where the proposed chapter is geographically located together with the Documents to support petition — The following documents shall be attached to the petition for creation:

84.1a List of no less than twenty (20) active members with complete details and signature that will comprise the new chapter;

84.1b Certification by original chapter or chapters where the proposed chapter to be created was originally part that its creation will not reduce the population of the original Chapter to less than the prescribed minimum of twenty (20) active members;

84.1c Map of the original chapter or chapters, indicating the areas to which shall comprise the new chapter as distinguished from the original chapter or chapters. The map shall clearly indicate the delineation between the original and the proposed chapter or chapters; and

84.1d Such other information that the petitioners may deem relevant for consideration in the petition.

84.2 Procedure for Chartering of Independent Foreign Chapters — interested active members shall gather themselves and submit a petition, in the form of a resolution requesting the creation of a new chapter to the IIEE National President through the IIEE National Vice-President for Internal Affairs, all documents for the chartering.

The following documents shall be attached to the petition for creation:

84.2a List of no less than twenty (20) active members with complete details and signature that will comprise the new chapter;

84.2b Certification from the IIEE Membership Department where the proposed chapter to be created has at least the prescribed minimum of twenty (20) active members whose PRC IDs are current;

84.2c Geographical location of the proposed chapters;

84.2d Compliance to the host country's legal and regulatory requirements for organizational creation;

84.2e IIEE National Office shall provide the necessary support;

84.2f Proof of sustainability to support the creation and operation of the chapter; and

84.2g Such other information that the petitioners may deem relevant for consideration in the petition including a separability clause on matters of liability.

84.3 Plebiscite — The IIEE Board of Governors shall endorse the documents to the ELECOM which shall conduct a plebiscite among the members of the original chapters directly affected within one hundred twenty (120) days.

84.4 Information Campaign — The ELECOM shall conduct an intensive information campaign in the Chapter concerned at least twenty (20) days prior to the plebiscite. For this purpose, the ELECOM may seek the assistance of the proponent to ensure widest information coverage.

84.5 Votes Requirement — No creation shall take effect unless approved by a majority of the members present during the plebiscite called for the purpose in the Chapter or Chapters directly affected.

84.6 Beginning of Chapter existence. — When a Chapter is created, its official existence shall commence upon the election, qualification and have taken oath of office as Chapter Officers, unless some other time is fixed therefore.

84.7 Manner of Voting — Plebiscite voting maybe done in situ on an occasion set for the purpose or electronically for as long the documents evidencing the conduct of the election and results thereof shall be transparent and available to any active member that will request the production of the same on a later date.

84.8 Abolition of Chapters — A Chapter may be abolished when its active members has been irreversibly reduced in the last three (3) consecutive years to less than the requirements for its creation, as certified by IIEE Membership Department, the IIEE BOG Resolution abolishing a chapter shall specify where the members of the abolished chapter will be part of.

84.8a The recommendation to abolish a chapter shall be initiated by the Regional Governor and Membership and Chapter Development Committee (MCDC).

RULE 85. Procedure for the Creation of Regions

85.1 Procedure for Creation of Regions

85.1a Local Regions may be created for as long as the territorial jurisdiction will not overlap and the total number thereof will not exceed the number administrative regions in the Philippines;

85.1b Foreign Regions may be created for as long as it will not breach transnational and or Territorial Subdivision promulgated by the United Nations.

85.2 Interested Chapters shall submit the petition, in the form of a resolution requesting the creation of a new region to the Regional Governor of the area where the proposed region is geographically located together with the Documents to support petition.

The following documents shall be attached to the petition for creation:

85.2a Board Resolution of each Chapter that will comprise the new Region;

85.2b Certification by original Region or Regions where the proposed Region is to be created was originally part that its creation will not reduce the number of Chapters of the original Region to no less than the prescribed minimum of five (5) Chapters;

85.2c Map of the original Region or Regions, indicating the areas that which shall comprise the new Region as distinguished from the original Region or Regions. The map shall clearly indicate the delineation between the original and the proposed Region or Regions; and

85.2d Such other information that the petitioners may deem relevant for consideration in the petition.

85.3 Plebiscite — The IIEE Board of Governors shall endorse the documents to the ELECOM which shall conduct a plebiscite among the members of the original region directly affected by the break-up within one hundred twenty (120) days.

85.4 Information Campaign — The ELECOM shall conduct an intensive information campaign in the Region concerned at least twenty (20) days prior to the plebiscite. For this purpose, the ELECOM may seek the assistance of the proponent to ensure widest information coverage.

85.5 Votes Requirement — No creation shall take effect unless approved by a majority of the members present during the plebiscite, called for the purpose in the Region or Regions directly affected.

85.6 Beginning of Region existence. — When a Region is created, its official existence shall commence upon the election, qualification and have taken oath of office as the Regional Governor of the newly created Region, unless some other time is fixed therefore.

85.7 Manner of Voting — Plebiscite voting maybe done in situ on an occasion set for the purpose or electronically, for as long as the documents evidencing the conduct of the election and results thereof shall be transparent and available to any active member that will request the production of the same on a later date.

85.8 Abolition of Region — At the instant of the three-fourth ($\frac{3}{4}$) members of the IIEE Board of Governors, a Region may be abolished when its number of chapters has been irreversibly reduced during the last three (3) consecutive years to less than the requirements for its creation, as certified by IIEE Membership Department, the IIEE BOG Resolution abolishing a Region shall specify where the Chapters of the Region sought to be abolished will be part of.

85.8a The recommendation to abolish a region shall be initiated by the Membership and Chapter Development Committee.

RULE 86. Procedure for Division or Merger of Chapters and Regions

Division or merger — Division or merger of existing Chapters & Regions shall comply with the same requirements for their creation. Such division or merger shall not reduce the population in case of chapters, and number of chapters in case of regions of the original chapters or regions to less than the prescribed minimum requirements prior to the division or merger.

RULE 87. Management of Chapters

87.1 The affairs of the Chapter shall be managed by the Board of Directors of nine (9) members for small chapters or eleven (11) members for big chapters. They shall be elected from among the chapter membership during their general membership meeting which shall be held during the month of September annually. The immediate former president shall automatically become an ex-officio member of the Board but shall no longer be vested with the voting rights and determination of a quorum.

87.1a In case of vacancy including resignation or incapacity of an Immediate Former Chapter President, the immediately preceding former Chapter President shall function as Ex-Officio Member of the Board of Directors.

87.2 The affairs of the Chapters shall be supervised by a Governor. The Chapter Officers shall be elected from among the active Chapter membership during

their general membership meeting which shall be held during the month of September annually.

ARTICLE XVI MANUAL OF OPERATION

- RULE 88.** There shall be Manual of Operations that shall serve as the information and guidance of the Institute to define the functionalities of the various groups and committees in the organization related to the plans and programs envisioned for the furtherance of the organization.
- RULE 89.** There shall be a Code of Good Governance that serves as guidance for compliance and promote a strong good governance culture by the Board of Governors and Management of their respective duties and responsibilities to the members and stakeholders.

ARTICLE XVII PUBLICATIONS

- RULE 90.** The Board of Governors shall be responsible for the innovation, production, publication and issuances of the IIEE Publications as defined by the Board of Governors.
- 90.1 The Board of Governors shall be supported by the Publications Committee who shall act as Editorial Consultants.
- 90.2 The official IIEE Publication shall be distributed accordingly to the members of good standing and reputation either electronically or in print media. It is likewise available to non-members at a subscription rate mandated by the Board of Governors within the extent of this Constitution and By-Laws.
- 90.3 The official IIEE Publication shall be consistent with the Corporate Branding Policy.

ARTICLE XVIII AMENDMENTS

- RULE 91.** Proposals to amend the Articles of Incorporation or Constitution and By-Laws may be made by a Resolution of the Board of Governors.
- 91.1 Notice of proposed amendments shall be communicated by mail or by other means of communication such as e-mail and other electronic media and shall be made not less than thirty (30) days prior to the proposed date of ratification.

91.2 During a regular or special meeting called for the purpose, a majority of affirmative votes of the members present shall ratify the proposed amendments.

**ARTICLE XIX
PARLIAMENTARY RULES**

RULE 92. Unless otherwise mandated by a resolution or the Constitution and By-Laws of the Institute, the rules of order shall be governed by the latest edition of the Roberts' Rules of Order.

**ARTICLE XX
DISSOLUTION**

RULE 93. The Institute shall continue to function until it is officially voted out of existence. The dissolution shall be by three-fourths (3/4) vote of the general membership and by majority of the members of the Board at a special meeting called for the purpose.

**ARTICLE XXI
CORPORATE SEAL AND TRADEMARK**

RULE 94. The corporate seal shall inscribe thereon the name of the Institute and the official trademark as registered in the Philippine Intellectual Property Office. Unauthorized use of the corporate seal and trademark shall be subject to sanction or legal action by the Institute.

94a The National Secretary shall be the official custodian of the Institute's Corporate Seal.

RULE 95. FISCAL YEAR.

The fiscal year shall commence from the 1st day of January to the 31st day of December of each year.

RULE 96. This shall take effect fifteen (15) days after approval of the Board of Governors.

ALLAN ANTHONY P. ALVAREZ
National President

LYNDON R. BAGUE

National VP – Internal Affairs

ROLAND P. VASQUEZ

National VP – External Affairs

FELICIANO F. PADUA III

National VP – Technical Affairs

ALBERTO R. HERRERA JR

National Secretary

ESPERANZA A. COLLADO

National Treasurer

EUSEBIO A. GONZALES

National Auditor

JAIME V. LUCAS JR

Governor, Northern Luzon

WOODY G. ERAMA

Governor, Central Luzon

ALLWIN M. WAGAN

Governor, Metro Manila

JEFFREY T. TANJUTCO

Governor, Southern Luzon

JOSELITO S. ORTICIO

Governor, Bicol

NONILO N. NACION

Governor, Western Visayas

FELIPE C. NILLAMA

Governor, Eastern/Central Visayas

SANDRO R. VILLAROSA

Governor, Northern Mindanao

ARIS LOVE G. GUIANI

Governor, Southern Mindanao

CHRISTIAN J. MALIGRO

Governor, Western Mindanao

ORLANDO T. VILLAPAÑA JR

Governor, Foreign

ATTESTED BY:

RODRIGO T. PECOLERA

Immediate Former National President