



**BY-LAWS  
OF THE ASSOCIATION OF SCHOOLS OF PUBLIC ADMINISTRATION  
IN THE PHILIPPINES, INC.**

**ARTICLE I  
NAME, NATURE AND DOMICILE**

**Section 1. Name** – The name of the organization shall be the Association of Schools of Public Administration in the Philippines, Inc. (ASPAP), hereinafter called the Association.

**Section 2. Nature** – The Association shall be non-stock, non-profit, non-sectarian, non-partisan and non-political.

**Section 3. Domicile** – The domicile and principal office of the Association shall be in Quezon City, Philippines: **Provided**, That said principal office shall be temporarily located at the National College of Public Administration and Governance, University of the Philippines, Diliman, Quezon City.

**Section 4. Association Chapters** - Chapters of the Association may be established in any province, city or region within the Philippines and foreign countries should conditions so warrant and following the provisions of these By-Laws. The authorities, obligations and privileges of the Association chapters shall be provided for under the appropriate provisions of these By-Laws and subject to the authority and powers of the Board of Directors and its authorized committees, as may be applicable.

**ARTICLE II  
OBJECTIVE**

**Section 1. Objective** – The Association is committed to the development and continued improvement and strengthening of the study, practice, instructions, and research of public administration, governance, government/public sector management and its related fields in the Philippines. To attain this objective, the Association shall:

- a. encourage cooperation and coordination among institutions offering Public Administration, governance, government/public sector management and its related degree programs; strengthen linkages with SPAs in the Asia Pacific Region;
- b. develop instruction and research for the advancement of Public Administration, governance and/or government/public management as a profession;
- c. collaborate mutually beneficial program activities such as curriculum and faculty development, research and extension services, and production of teaching and training materials and the like;

- d. provide an atmosphere conducive to the upgrading of the quality of professional education of public administration and governance practitioners, scholars, researchers, students, etc.; and
- e. identify avenues for research, public sector information and involvement, initiate fora on and discussions of international, national and local issues, problems, concerns and cases in Philippine Public Administration/governance and/or government/public sector management.

### **ARTICLE III MEMBERSHIP**

**Section 1. Membership Categories** - membership shall be classified into (1) Institutional Members and (2) Charter Members.

- a. Institutional Members – are those schools and educational institutes that are authorized by the Government to offer degree programs in public administration/governance, government/public management and/or its related fields.

These institutional members shall assign official representative or representatives to the ASPAP to whom the right to represent and vote in behalf of his/her institution is bestowed. In case of more than one representative, only one will be authorized to vote. Change of representatives must be formally communicated to and acknowledged by the Board of Directors.

- b. Charter Members – are those persons named as incorporators and members of Executive Council in Articles V and VI of the Articles of Incorporation.

**Section 2. Additional Categories** – Additional categories of membership and the rules governing such categories may be established by the Board of Directors based on the recommendations of the Membership Committee as defined under Section 3 hereof, and subject to the approval of the members entitled to vote in a regular or special meeting called for such purpose.

**Section 3. Application for Membership** – An application for membership shall be reviewed by the Membership Committee and endorsed by one institutional member and accomplished in a prescribed form and under such rules and regulations as may be promulgated from time to time by the Board of Directors.

**Section 4. Approval of Application for Membership** – An application for membership shall be approved by a majority vote of all the members of the Board of Directors, after having been duly endorsed by the Membership Committee.

**Section 5. Termination of Membership** – Termination of membership shall be for cause such as non-conformity with the rules and regulations promulgated by the Association or non-interest in the activities of the Association.

A member of the Association may be expelled by a vote of at least two thirds (2/3) of all members of the Board of Directors.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

**Section 1. Numbers, Qualification and Elections** – The corporate powers of the Association shall be exercised, its business conducted and its property held by a Board of Directors composed of fifteen (15) directors who shall be elected by secret balloting during the annual meeting. The elected directors shall hold office for two years and until their successors are elected and qualified: **Provided**, That the fifteen (15) directors to be elected immediately after the approval of these By-Laws shall serve as follows:

- a. the directors who shall obtain the first six highest number of votes shall serve for two years; and
- b. the other nine directors who shall obtain the next nine highest number of votes shall serve for one year.

**Provided Further**, That no educational institution shall have two directors in the Board of Directors in any instance.

**Section 2. Removal** – A Director may be removed from office for cause determined through due process or by vote of at least two-thirds (2/3) of the members entitled to vote at a regular or special meeting called for such purpose. The vacancy resulting from removal pursuant to this section may be filled by election at the same meeting.

**Section 3. Vacancies** – Any vacancy in the Board of Directors arising from causes other than that provided for under Section 2 hereof, or by expiration of term, provided for under Section 1 hereof, may be filled by a vote of at least a majority of the remaining directors, if still constituting a quorum; otherwise said vacancy must be filled by the members who shall vote in a regular or special meeting called for that purpose. A Director so elected to fill a vacancy shall serve only for the unexpired term of his predecessor in office.

**Section 4. Specific Corporate Powers** – The Board of Directors shall have the following additional express powers;

- a. Approve and/or Propose amendments to the Articles of Incorporation and By-Laws of the Association;
- b. Create and authorize, when necessary, appropriate committees and/or ad hoc bodies to undertake specific tasks and activities necessary for the attainment of the objectives of the Association.
- c. Delegate the powers of the Board of Directors which may be lawfully delegated to any officer, agent or committees.
- d. Appoint the employees and/or agents of the Association, fix their compensation, and suspend or remove them as the interest of the Association may require.

## ARTICLE V OFFICERS

**Section 1. Officers** – The Officers of the Association shall consist of a President and Chairman of the Board, three Vice Presidents representing Luzon, Visayas and Mindanao, a Treasurer, a Secretary General, an Auditor, a Public Relations Officer, an Assistant Treasurer and an Assistant Secretary General, all of whom except the Secretary General and Assistant Secretary General; shall be selected from among the members of the Board of Directors: **Provided, However,** That the Board of Directors may create such other position or positions as it may deem proper and fill up the same.

**Section 2. The President and Chairman of the Board** – The President shall be the Head of the Association. S/He shall preside in all meetings and deliberations of the Association and of the Board of Directors and shall represent the Association on all matters where representation may be required. S/He shall exercise general control and supervision over the affairs, business, activities, finances and properties of the Association; and prior to each annual meeting, submit to the Board of Directors a complete report of the operations of the Association for the preceding year for adoption and presentation at the annual meeting.

**Section 3. Vice President** – The Vice President shall be vested with such powers and duties as may be assigned to him by the President or by the Board of Directors. In the absence, incapacity or inability of the President, the Board of Directors shall elect from among the Vice Presidents one who shall act as President.

**Section 4. The Treasurer** – The Treasurer shall collect and receive all fees, dues or contributions for the Association. S/He shall receive all money and properties due to the Association from lawful sources and issue the corresponding official receipts therefor. S/He shall have custody of, and be responsible for all funds, properties and account of the Association, and shall keep a complete and accurate record of receipts and disbursements. Before the elections of the members of the Board of Directors, s/he shall render a full and complete financial report of the Association. S/He shall post a bond as fixed by the Board.

**Section 5. The Assistant Treasurer** – The Assistant Treasurer shall be vested the powers and authorities of, and required to perform any or all of the duties and responsibilities of the Treasurer during the absence, incapability or incapacity of the latter for any cause, and shall perform such duties as may from time to time be assigned by the President or the Board of Directors.

**Section 6. The Secretary-General** – The Dean of the U.P. National College of Public Administration and Governance shall be ex-officio Secretary-General. S/He must be a Filipino citizen and a resident of the Philippines and shall keep the minutes of all meetings of the Association and the Board of Directors and shall also be the custodian of all papers and records of the Association. S/he shall have direct control and supervision over the Board Secretariat.

**Section 7. The Board Secretariat** - The ASPAP Board Secretariat shall provide technical and administrative support services to the ASPAP Board, and its various committees. The Board Secretariat shall be based in the ASPAP member institution where the Secretary-General is located.

The cost of maintaining the Board Secretariat shall be sourced from the fees collected and contributions received by ASPAP from its members and other donors.

**Section 8. The Assistant Secretary-General** – The Assistant Secretary-General shall likewise be appointed by, and serve at the pleasure of the Board of Directors. S/He shall perform such duties as may be assigned to him by the Secretary-General, the President or the Board of Directors. S/He shall act as Secretary-General in the absence, incapability or incapacity of the Secretary General to perform his office.

**Section 9. The Auditor** – The Auditor shall audit all the accounts of the Association and shall examine the books thereof periodically or as often as may be necessary, and shall render reports to the Board.

**Section 10. The Public Relations Officer** – The Public Relations Officer shall take charge of the publication of all the important matters in several newspapers of general circulation and of matters affecting the relationship of the Association with the Government and other Associations to enhance the standing of the Association in society and promote the Association, its objectives and activities. S/He shall also be responsible for the publication of an official organ of the Association in close collaboration with the Research and Publications Committee.

**Section 11. Number of Corporate Officers** – The Board of Directors is hereby empowered to create or alter the present number of corporate Officers as may be warranted by the exigencies for a more effective management of the Association, the provisions of Section One of this Article notwithstanding.

## ARTICLE VI COMMITTEES

**Section 1. Executive Committee** – An Executive Committee may be created which shall possess and exercise any of the lawful powers of the Board of Directors in the administration/management of the business, affairs, activities or properties of the Association during intervals between meetings of the Board of Directors.

The said Committee shall be composed of five members elected by the Board of Directors from among themselves: **Provided**, That the President and the Secretary of the Association shall be the ex-officio Chairman and ex-officio Secretary of the Committee, respectively.

Three (3) members of the said Committee shall constitute a quorum for the transactions of business and said number shall be necessary for a valid Committee Resolution.

The Executive Committee shall keep records of all its meetings and actions and such records shall at all times be open to the inspection by any Director or member at reasonable hours on business days.

All acts or resolutions of the Executive Committee shall be reported and submitted at the succeeding special or regular meeting of the Board of Directors for its information.

The Executive Committee may meet as often and at such time and place as the President or the Committee shall so determine.

**Section 2. Standing Committees** – The Association shall have seven (7) standing committees: Membership, Accreditation, Faculty Development, Conference, Research and Publication, Laws, Rules and Regulations and Budget and Finance.

Each Committee shall consist of a Chairman and four (4) members who shall be selected by the Board of Directors on the basis of the members' preference initially. Thereafter, membership in any committee shall be by virtue of appointment by the Board of Directors for a period of two years.

**Section 3. Jurisdiction and Duties of Each Committee** – The standing Committee shall have the following jurisdiction and duties:

- a. **Membership Committee** – It shall be the duty of the Membership Committee to recommend to the Board of Directors the membership standards for admission to the Association, and for the continuation of such membership subject to the approval of the Board of Directors. The Committee shall be responsible for determining compliance with membership standards and obligations.
- b. **Accreditation Committee** – Conduct study and recommend standards and guidelines, for the purpose of accreditation of public administration, governance and/or government/public management programs offered in member institutions to the Board of Directors. Thereafter, it shall review applications for accreditation of public administration, governance and/or government/public sector management programs, designate visitation teams to evaluate applying ASPAP member institutions, and make the necessary recommendations to the Board of Directors.
- c. **Faculty Development Committee** – It shall be the duty of the Committee to formulate and undertake, with the approval of the Board of Directors, continuing programs, seminars, workshops, conferences, researches and the like, for the professional growth of the faculty of ASPAP member institutes. It shall also assist in working out ways and means by which members can assist each other to achieve the objectives of the Association.
- d. **Conference Committee** – It shall be the duty of the Committee to plan, and upon approval of the Board of Directors, carry out and manage conferences, seminars, fora and other similar activities between and among member and non-member institutions of the various issues, problems, relevant to the study, research, instruction and practice of public administration, governance and/or government/public sector management in the Philippines.
- e. **Research and Publications Committee** – It shall be the duty of the Committee, upon approval of the Board of Directors to initiate, facilitate, and organize and manage the conduct of researches by the Association or any of its member or members in any relevant area(s) of study in Philippine public administration, governance and/or government/public management. The Committee, upon approval of the Board of Directors, shall further initiate, facilitate, organize and manage the publications of these researches in appropriate books, journals and the like.
- f. **Committee on Laws, Rules and Regulations** – The Committee shall receive and consider proposals affecting the Articles of Incorporation and By-Laws of the Association, and shall submit to the Board of Directors recommendations regarding amendments to the By-Laws or the Articles of Incorporation. It shall study all laws affecting the Association and shall recommend petitions and

resolutions affecting the policies and practices of the Government relative to public administration, governance, and/or government/public management.

- g. **Budget and Finance Committee** – The Committee shall prepare and submit the budget of the Association for approval of the Board of Directors. It shall take charge of all the financial matters of the Association more particularly the raising of funds and the management of it. It shall make periodic reports of the finances as well as an inventory of the properties of the Association.

**Section 4. Creation and Reorganization of Committees** – The Board of Directors may create, abolish, merge or reorganize committees and appoint the members hereof.

## **ARTICLE VII**

### **OBLIGATIONS, PRIVILEGES, FEES AND DUTIES**

**Section 1. Obligations** – Members shall comply with their obligations in promoting the objectives of the Association, e.g., payment of membership fees, and such other obligations as may be agreed upon by the Board of Directors.

#### **Section 2. Privileges**

- a. Institutional Members – shall be entitled to all services and privileges that the Association may provide and promulgate. They shall be entitled to one representative to the Association who may vote upon as a director or officer of the Association.
- b. Charter members – shall be entitled to all services and privileges that the Association may provide and promulgate. However, they cannot vote or be elected to Office.

**Section 3. Membership Dues** – Institutional members of the Association shall each pay an annual membership fee of TWO THOUSAND pesos (₱2,000.00) which may be increased as may be warranted by the exigencies and subject to the approval of the Board of Directors. Provided, Further, That such increase of fee shall be approved by a majority vote of the members entitled to vote.

A new institutional member shall pay its initial membership fee in the year in which the application for membership is approved, and such payment shall correspond to dues for that year.

**Section 4. Apportioning of Fees.** The Association Chapter to which the institutional member is duly acknowledged and recognized to belong shall be entitled to not more than 50% of the institutional members' annual fee. Such share shall be released to the Association Chapter by the Association Treasurer upon approval of the Board of Directors, not more than one month after the institutional member's annual fee is received and acknowledged by the Association Treasurer. Further, the Board of Directors, from time to time, shall create a committee or assign an existing committee to review the apportioning of fees and to recommend appropriate revisions, for the Board of Directors' approval.

**Section 5. Default in Payment of Membership Dues** – Any institutional member who fails to pay the annual membership fee for two (2) consecutive years shall automatically lose its rights and privileges as member, and its certificate of membership shall be cancelled. It may be

reinstated as a member upon settlement of its outstanding dues and the approval of the Board of Directors upon the recommendation of the Membership Committee.

**Section 6. Additional Assessment** –The Board of Directors shall have the power to impose additional or special fees or contributions which it may deem necessary for the attainment of the Association’s objectives and its effective operation and upkeep subject to the approval of the members in a meeting to be called for such purpose.

## ARTICLE VIII FINANCE

**Section 1. Money, Fund and Other Valuable Effects** – All money funds and similar valuable effects of the Association shall be deposited in the name of the Association in an accredited and reputable bank duly designated by the Board of Directors. The deposit book shall be in the custody of the Treasurer.

All checks shall be signed by the Treasurer and the same shall be countersigned by the President or the Secretary General. **Provided, Further,** That all checks shall bear the signature of at least two authorized officers.

**Section 2. Appropriation of Funds** – No money shall be paid out of the treasury of the Association except in pursuance of an appropriation provided for in Article VII, Section 4 or under a resolution or motion approved by the Board of Directors.

**Section 3. Fiscal Year** – The fiscal year of the Association shall begin on the first day of January and shall end on the last day of December of each calendar year.

## ARTICLE IX MEETINGS OF THE ASSOCIATION

**Section 1. Organizational Meetings** – Immediately after their election into office, the elected members of the Board of Directors shall elect among themselves the officers of the Association as provided in Article VI hereof.

**Section 2. Regular Meetings** – The Board of Directors shall hold regular meetings at such particular date, time and place as the Board may fix.

**Section 3. Annual Meetings** – The annual meeting of the members of the Association shall be held on the third week of January of each year and said meeting wherein they shall also elect the members of the Board of Directors for the coming year.

Only institutional members who are not delinquent in the payment of their dues and assessments shall be entitled to vote in all meetings of the Association and may vote in person or by proxy.

Written notice of the annual meeting of the members of the Association shall be sent to all members at least two weeks prior to the meeting. Waiver of such notices may be expressly or impliedly made by any member.



**Section 4. Special Meetings** – Special Meetings of the Association may be called by the President or upon request of five (5) directors or upon request of at least eleven (11) members entitled to vote.

Written notices of such meetings shall be sent to all members of the Association at least one week prior to the meeting.

**Section 5. Place of Meetings** – All meetings of the Association shall be held at the principal office of the Association, unless notices of such meetings shall fix another place within the Philippines.

**Section 6. Quorum in Meetings** – Unless otherwise provided by law, a quorum shall consist of a majority of the Institutional Members who are not delinquent in the payment of their dues and assessments.

**Section 7. Minutes** – Minutes of all meetings of the Association shall be kept and carefully preserved as official record of the Association.

## **ARTICLE X SEAL**

**Section 1. Seal** - The Association shall adopt an official seal which shall consist of the name of the Association, the year of its incorporation and the place where its principal office is established and with the emblem.

## **ARTICLE XI AMENDMENTS**

**Section 1. Amendments** – These By-Laws may be amended, modified or repealed by a majority vote of the members of the Association entitled to vote in a regular or special meeting called for that purpose and majority of the Board of Directors. The drafting of the amendments shall be initiated by the Committee on Laws, Rules and Regulations following receipt of proposals. The Committee shall then submit its recommendations to the Board of Directors which may now call a regular or special meeting of the Association and subject the amendments to a vote.