

**ARTICLES OF THE CONSTITUTION AND BY-LAWS OF THE
Biology Teachers Association of the Philippines, Inc.**

(SEC Reg. No. CN200900931)

PREAMBLE: It is the purpose of the Biology Teachers Association of the Philippines, Inc., to promote the science of biology in all its branches, as well as biology education and research.

Article I. Name

This organization shall be known as the **BIOLOGY TEACHERS ASSOCIATION OF THE PHILIPPINES, INC.** The official acronym is **BIOTA Philippines, Inc.** or simply **BIOTA.**

Article II. Objectives

The objectives of this association are:

Section 1. General Objective:

To promote the science of biology in all its branches, as well as biology education and research.

Section 2. Specific Objectives:

- A. To promote biology education through:
 - a.1. participation in the development of curricula and instructional materials;
 - a.2. provision for student-oriented, co- and extra-curricular activities in the biological sciences;
 - a.3. establishment of effective linkages with agencies and institutions involved in biology education and research.

- B. To provide a forum for healthy interchange of ideas and interests in Biology Education and Research

Article III. Place of Business

Unless otherwise stipulated, the association shall maintain its place of business at all place of work of the incumbent president.

Article IV. Membership

Section 1. Qualifications:

Any person whose field of interest, occupation and /or profession is related with the science of Biology may apply for membership, subject to the final approval of the association's Governing Board.

Section 2. Categories:

- a. Regular Member. Any teacher engaged in basic science and tertiary biology education and/or research.
- b. Life Member. Any regular member who opted to pay in full the stipulated life time membership fee.
- c. Honorary Member. This is conferred by the Governing Board to a former officer of the Association and to any person who rendered distinct and meritorious service to the Association.
- d. Special Member. A non-teacher who has special interest in biology and who firmly believes in the Association's goals and objectives.
- e. Associate Member. Any undergraduate student in the field of biology and allied courses in the tertiary level.
- f. Sustaining Member. Any individual, school, business firm, civic or professional organization, or research institution that subscribes to the aspirations and objectives of BIOTA-Philippines, Inc. and has

given an annual or substantial donation to the Association. Sustaining members are non-voting members of the Association.

Section 3. Fees and Contributions:

Being a non-profit organization, it shall collect an annual membership fee and other contributions solely in such minimal amounts as may be necessary to carry out its basic activities and operation. The amount shall be determined by the Governing Board.

Section 4. Privileges:

Any member of good standing is entitled to vote, hold office, participate in official activities of the Association, and receive a copy of the Association's journal.

Section 5. Disqualifications:

For any just cause as determined and decided upon by the Governing Board, any member may be suspended for a period of time or permanently disqualified depending on the gravity of the offense.

Article V. Organization Structure

A. The Governing Board

Section 1. Composition:

The powers of the Association shall be exercised, all business conducted and all policies and affairs directed by a Governing Board composed of six (6) duly-elected officers (President, Vice-President, Secretary, Treasurer, Auditor, and Public Relations Officer) and Seven (7) Board of Directors to represent the basic education (three (3) Board of Directors), and the tertiary (four (4) Board of Directors) levels.

Section 2. Duties and Functions of the Board:

The Governing Board shall:

- a. Define and set the policies of the Association
- b. Oversee the performance by the Association's officers, receive their reports, and render advice to them as necessity arises.
- c. Perform visiting and coordinating functions in order to ensure that the Association is performing its activities and running its affairs in accordance with the existing policies.
- d. Approve the budget proposed by the Association President and duly certified by the Treasurer.
- e. Designate the depository bank of the Association.
- f. Perform such other supervisory and policy-making functions as are inherent in any governing board.

Section 3. Election:

The foregoing members of the Governing Board shall be elected every two years at an annual general assembly of members.

Section 4. Term of Office:

The elected officers shall hold office for a period of two years and may be re-elected for the same position on a second term.

Section 5. Hold-Over

If for any reason no elections are held to elect their successors, the incumbent members of the Governing Board shall serve in a hold-over capacity until their successors are elected and have formally assumed office.

Section 6. Vacancies:

- a. Should the position of President of the Association be rendered permanently vacant for justifiable grounds, the Vice-President shall automatically assume office. In case, the Vice-President position of the Association is permanently vacant or other executive positions, the Governing Board shall

designate a successor from among them. However, if the vacancy is incurred among the Board of Directors, the Governing Board shall designate the replacement. The successor designated shall serve only the unexpired portion of his/her predecessor's term of office.

- b. Should any vacancy occur among the Board Members, the candidate who received the next highest number of votes following the last Board Member in the same category during the last preceding election, shall become Board Member. However, if the same is unavailable or disqualified to assume the position, the Governing Board may fill-up the vacant position by appointing any qualified member in good standing from the general membership.

B. The Officers of the Association

Section 1 Composition:

The following are the officers of the Association - President, Vice-President, Secretary, Treasurer, Auditor, Public Relations Officer; and seven (7) Board of Directors.

Section 2. Powers and Duties of Officers:

- a. The President shall preside over all the meetings of the Association within her/his authority and on positions decided by the Governing Board; carry out the resolutions, policies, and decisions of the Governing Board; co-sign with the Treasurer checks and drafts of the Association in official activities; render an annual report of activities to the members, and perform such other duties that the Governing Board may assign.
- b. The Vice-President shall exercise all the duties and powers of the President in case of the latter's absence, incapacity, or vacancy of the position. In addition, and as part of her/his regular duties, s/he shall make regular follow-ups of attendance at the Governing Board meetings, and see that attendance is maximized.
- c. The Secretary shall serve written notice of all regular and special meetings of the Governing Board, keep a permanent record of minutes of each meeting, and assume custody of the reports, minutes, copies of documents, and records of the Association.
- d. The Treasurer shall be responsible for the collection and safekeeping of dues, contributions, donations, and income, if any, of the Association. S/he shall implement the disbursement of funds only pursuant to a budgetary appropriation passed by the Board. S/he shall pay operating expenses only pursuant to a program of expenditures duly-approved by the Board and countersigned by the President. S/he shall arrange for the setting up of proper book of accounts and report regularly at each meeting on the financial standing of the Association.
- e. The Auditor shall certify to the financial standing of the Association at the close of the year, audit all disbursements, and submit annual report which, together with the activities report of the President, shall be distributed to all members of the Association at the close of the term of the incumbent Governing Board.
- f. The Public Relations Officer shall serve as the liaison and communications officer for the Association. S/he shall also be in charge of membership campaigns, and shall regularly update the Governing Board on the membership status of the different chapters.
- g. The Board of Directors shall support and promote all activities of the Association; shall participate in the policies and decision-making of the executive board; and shall perform duties assigned to them.

C. Standing Committees:

Section 1. Committees and Composition:

The Governing Board shall create various standing committees as necessary, with each committee to be composed of representatives from the general membership and chaired by a member of the incumbent Governing Board.

Section 2. Functions

The committee shall submit a report, or be assigned a specific task, or otherwise cooperate in any undertaking upon the Board's request. The committee chairperson reports directly to the President or to the Governing Board.

Article VI. Meetings

Section 1. There shall be a general meeting during the scheduled annual convention.

Section 2. The Governing Board shall regularly meet at least once a month.

Section 3. Special meetings may be called by the President or by the majority of the Governing Board at any time to discuss any matter needing immediate attention.

Section 4. The standing committees shall meet at the request of their respective Chairpersons, the President, or the Governing Board.

Article VII. Publications

Section 1. The Association shall maintain official publications called *The Philippine BIOTA* journal, and the *BIOTA Newsletter*.

Section 2. The publication committee shall ensure the annual production of one (1) issue of *The Philippine BIOTA* journal, and two (2) issues of the newsletter.

Section 3. The cost of publication shall be charged against the membership fund.

Article VIII. Chapter Organization

Section 1. Creation:

A chapter may be organized by a university, or by virtue of geographical / regional considerations. The interested party shall submit a letter of intent addressed to the Governing Board that includes the name of the chapter, list of members (minimum of 20), and organizational plan.

Section 2. Officers, Duties and Responsibilities:

The local chapter shall be composed of the following officers: President, Vice-President, Secretary, Treasurer, Auditor, and Public Relations Officer, with the same duties and responsibilities as that of the National Governing Board.

Section 3. Membership Fees:

When a member has paid her /his membership fee to the respective chapter organization covering the period of the current year, the member shall be exempted from payment of membership fee when s/he attends the convention provided that the Chapter President endorses the name/s of the member/s and remits the corresponding amount to the Secretariat/ Treasurer on or before the next annual convention.

Section 4. Special Privileges:

a. A duly-recognized local chapter shall be entitled to a 25% rebate from their membership fees for use in its official business activities.

- b. The rebate of membership fees to be remitted to each chapter organization will be 25% for those chapter organizations having twenty five (25) to forty nine (49) members, and a rebate of 30% for chapter organizations having fifty (50) members or above.

Article IX. Annual Convention

Section 1. Date and Location:

The annual convention shall be held alternately in Metro Manila and in the provinces some time within the three weeks of April.

Section 2. Venue Selection Procedure / Criteria:

- a. Any school/ chapter interested in hosting an annual convention shall notify the Governing Board in writing before the projected annual convention.
- b. The interested party shall provide the Governing Board the lists of facilities, amenities, and other information that the school can offer to ensure the success of the convention.
- c. The Board shall conduct an ocular inspection.
- d. In the event that no school/ chapter signified interest to host the next convention, the Governing Board shall have the prerogative to determine the next venue.

Article X. Electoral Board

Section 1. Composition and Functions:

- a. The Electoral Board shall be composed of a Chairman, Vice-chairman, and three members. By invitation of the incumbent Governing Board, they shall be selected from the past officers of the National Board of BIOTA.
- b. They shall serve only for the purpose of the election.
- c. They shall ensure free and just election proceedings and shall act as arbiters for any election protest and settle matters before the oath-taking ceremony.

Section 2. Conduct of Election:

Election of officers shall be by secret balloting.

Section 3. Proclamation and Induction of Officers:

The electoral board has the sole responsibility to proclaim the winners immediately after the canvassing of votes and shall ensure their oath of office during the testimonial dinner. The guest of honor / the highest official of the host school shall induct the newly-elected officers.

Article XI. Election

Section 1. Filing of Candidacy:

Any life or regular member committed to the ideals of the association, who is in good standing, and has attended the national convention for the past three (3) consecutive years, may file his/her candidacy with the Electoral Board on the first day of the convention.

Section 2. There will be no voting by proxy.

Article XII. Awards

Section 1. In order to give recognition to exemplary efforts of BIOTA members and Chapter organizations, awards shall be given in the following categories:

- a. Poster
- b. Workshop
- c. Seminar Paper
- d. Most Productive Chapter Organization

Section 2. Awards for the Best Poster, Workshop, Seminar, and Most Productive Chapter Organization shall be awarded during the Testimonial Night of every convention.

Article XIII. Amendments

Section 1. Proposal:

The following may propose in writing amendments to this *Articles of the Constitution and By-Laws* to the Amendments Committee.

- a. The Governing Board
- b. A group of not less than 100 regular members duly-signed by each proponent.

Section 2. Validity:

Every amendment shall be made valid upon presentation and approval by a simple majority of the general assembly.

Section 3. Effectivity:

The date of effectivity of the amendment shall be immediately after the approval of the general assembly.

BY-LAWS

ARTICLE I. FEES AND DUES

Section 1. The membership fee shall be:

A. Regular member, annually	P 300.00
B. Associate member, annually	200.00
C. Sustaining member, annually	500.00
D. Life member, onetime	3,000.00
E. Honorary member	No fee
F. Special member (non-voting)	

Section 2. The annual fee shall apply to the period from April 1 of the current year to March 31 of the following year.

ARTICLE II. EXPENSES

Section 1. Whenever the finances of the Association warrant, and at the discretion of the Governing Board, travel expenses of officers and official guests of the Association may be reimbursed.

ARTICLE III. CONTROL OF FUNDS

Section 1. Funds of the Association shall be kept in a bank.

Section 2. Funds withdrawn shall have the following signatories: President and Treasurer, or Vice-President and Treasurer.

Section 3. All withdrawals are done by checks.

Section 4. An annual, duly-audited financial report shall be presented at the annual meeting. This report shall include the expenses of the past annual convention.

ARTICLE IV. ELECTIONS

Section 1. Filing of candidacy shall be done on the first day of the annual convention in Manila.

Section 2. No proxy voting is allowed.

Section 3. Only Life and Regular members in good standing may vote and hold office.

Section 4. Officers shall be elected by secret balloting of the voting members present at the annual meeting. In case the candidate for any executive position is unopposed, s/he should have a mandate of 2/3 of the voting members present.

ARTICLE V. PUBLICATION

Section 1. The editor-in-chief shall be appointed by the Governing Board.

Section 2. The editor-in-chief may select her/his associates or assistants.

Section 3. The editor-in-chief shall receive a stipend and the amount is decided by the Governing Board.

Section 4. One-half of the stipend will be given to the editor-in-chief after each issue of the journal.

Section 5. The Governing Board reserves the right to terminate the services of the Editor-in-Chief in case s/he fails to perform her/ his duties efficiently.

ARTICLE VI. CHAPTER ORGANIZATION

Section 1. The name of the chapter created shall be based on the place of origin.

Section 2. The Governing Board shall have the right to suspend a chapter for failure to meet financial obligations and the following requirements:

- a. The chapter shall sponsor a scientific seminar, workshop, or a field trip at least once a year.
- b. A written annual report of the activities, finances, membership, and officers of the chapter which are properly documented must be submitted to the Governing Board on or before the convention.”

Section 3. It shall be the duty of the chapter to collect the dues and other financial obligations of its members and submit them a month after collection. The following amount shall be retained by the Chapter:

- a. Twenty five percent (25%) from the membership dues of chapters with 25 or more members; 30% for 50 or more members.
- b. Forty percent (40%) of the amount given by the sustaining member.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association and the Board. S/he shall supervise all the activities of the organization, and initiate, coordinate, and provide linkages to projects. S/he shall also have the prerogative to appoint an assistant secretary and assistant treasurer from among the Board of Directors should the need arise.

Section 2. The Vice-President shall act as President in case of absence and physical disability of the President. S/he shall act as overseer of all existing committees of the Association.

Section 3. The Secretary shall perform the following functions:

- a. S/he shall give notice of the regular and special meetings of the Board as well as the annual convention.
- b. S/he shall prepare a summary of the minutes of the meeting and convention.
- c. S/he shall compile an official roster of members to be used by the Board of Directors and other members.
- d. S/he shall take charge of all correspondence of the Association.
- e. S/he shall transfer all correspondence, records and other materials pertaining to the office to her/his successor within a period of 30 days.
- f. S/he shall act on any task assigned to her/him by the President.

Section 4. The Treasurer shall act as keeper of the coffers of the Association. S/he shall collect all fees and dues and all other amount due to the Association and shall make all disbursements audited by the auditor and approved by the President. S/he shall also act on the following:

- a. At the annual meeting, the Treasurer shall give a full and accurate report of all receipts and disbursements.
- b. S/he shall be one of the signatories on any check to be released.
- c. S/he shall deposit the money collected in a bank of known integrity and stability.
- d. S/he shall be bonded by a surety at the expense of the Association for an amount to be determined by the Board of Directors. The bond shall be kept in the custody of the President. In performing the above duties, s/he shall be assisted by an assistant treasurer.

Section 5. The Auditor shall perform the following functions:

- a. check the accuracy, reliability, and timeliness of the accounting data and financial statements of the Association
- b. audit and report on the accounts, financial statements, and financial management of the Association
- c. certify to the veracity of the treasurer's financial report presented during the Association's annual meeting
- d. coordinate with an external auditor whenever necessary (e.g. submission of financial statements for SEC registration)

Section 6. The Public Relations Officer shall perform the following functions:

- a. Handle all outward public relations, including promoting and attracting new members and interacting with institutions and other organizations.
- b. Ensure that details of the Association's activities, appointments, and awards are publicized and communicated appropriately to the membership, other organizations, and the general public as necessary.
- c. Decide on the appropriate vehicle for communication for the Association's activities: website, newsletter, professional publication, press release, e-mail, flyer, personal letter, or telephone
- d. Agree with the Governing Board on the best strategy for publicity of the Association and its activities, and formulate a plan for implementation
- e. Responsible for the production and distribution of the Association's newsletter, brochures, and programme of events.

Consolidated and Prepared:
J.O.Yazon, BIOTA Secretary, April 4, 2010