

# [DRAFT] Constitution and by-laws of the UP College of Music Alumni Association

## Preamble

We, the alumni of the University of the Philippines College of Music, in cognizance of the strategic role that this institution plays in the development and practice of of music in Philippine society, and in recognition of the responsibility we hold in assisting our Alma Mater in the fulfillment of her mission, do hereby constitute the University of the Philippines College of Music Association, ordain, and promulgate this Constitution and By-Laws for our guidance and government.

## Article I

### Name and Seal/Logo

1. The Association shall officially be known as the University of the Philippines College of Music Alumni Association (UPCMAA).
2. The logo of the Association shall be determined by the Executive Committee (EXECOM).

## Article II

### Office

The principal office of the Association shall be located at the College of Music at the University of the Philippines, Diliman, Quezon City.

## Article III

### Nature

1. The Association shall be organized as a non-stock, non-profit organization. It may undertake revenue-raising activities to und its projects, provided that no part of its net income shall insure to the benefit of a private person or entity.
2. Of the total fund of the Association, at least seventy percent (70%) thereof shall be used for its projects and purposes consistent with the objectives for which the Association was formed, and no more than thirty percent (30%) of the Association funds shall be used to defray its administrative expenses.

## Article IV

### Objectives

1. Establish contact among alumni of the UP College of Music for mutual assistance in their personal and professional development.
2. Foster camaraderie and fellowship among alumni of the UP College of Music through gatherings and socio-civic activities.
3. Support the UP College o Music for the fulfillment of its academic mission and goals.

4. Provide assistance for the UP College of Music community that includes students, faculty, administrators, non-teaching staff (NTS), and non-academic personnel (NAP).
5. Provide a forum whereby the various disciplines can be integrated meaningfully with the larger Philippine society, and upon which social-civic can be based.
6. Encourage the formation of professional and regional chapters of alumni of the UP College of Music and its corresponding activities.

## Article V

### Members

#### 1. Qualifications of Members

##### 1.1 Full Members

A graduate of any degree program of the UP College of Music (CM, DCPMA, TD, BM, MM, PhD).

##### 1.2 Associate Members

One who has completed at least 50% of the credit units in the subject checklist (or program requirements) of a degree program of the UP College of Music

##### 1.3 Honorary Members

One who has achieved distinction, or who has rendered valuable service to the UP College of Music (and its official groups), or to the Association, may be nominated for honorary membership by any member in good standing and confirmed by a simple majority vote (50%+1) of the BoD/EXECOM.

#### 2. Rights of Members

Each member in good standing shall have the right to:

2.1 The ownership/acquisition of an alumni ID card.

2.2 Access records of the Association, including, but not restricted to, financial reports, annual reports, minutes of meetings, members' own membership information (but excluding the membership information of other members).

2.3 Participate in regular meetings

2.4 Propose projects for the approval of the EXECOM and subsequently, to form committees or working groups to implement those projects

2.5 Nominate, be nominated, and vote in the election of officers.

2.6 Be informed of current activities of the Association.

2.7 Use the facilities and properties of the Association in accordance with rules and regulations previously agreed upon for this purpose.

2.8 Propose resolutions and amendments.

#### 3. Duties of Members

Each member shall:

3.1 Inform the Association of updates in the member's own membership information.

3.2 Pay membership dues to keep in good standing.

3.3 Attend the regular general meeting/assembly.

3.4 Participate in the election of officers.

3.5 Keep a record of the member's own transactions with the Association.

Article VI  
Funds

The Association shall derive its funds from membership dues, donations, and fund-raising activities/projects.

1. Membership dues

To be considered a member in good standing, one has the option to pay either an annual membership due or a one-time lifetime membership fee with benefits as proposed and decided upon by the Board.

1.1 The annual membership fee is Php 1,000.

1.2 A one-time lifetime membership fee is Php 5,000.

2. Donations

3. Fund-raising activities/projects

Article VII  
Board of Directors

1. The governing body of the Association shall be its Board of Directors.

2. The Board of Directors (BoD) shall have nine members composed of the following:  
nine (9) members elected-at-large during the annual General Assembly.

3. The term of all board members shall be set at three (3) years per board member, four (4) of whom shall be replaced every odd term and five (5) of whom shall be replaced every even term.

4. The Dean of the College of Music and the immediate past Chair of the BoD shall be an ex-officio member of the Board. As ex-officio members, they will not have voting powers.

5. A Board Member may be elected for a maximum of three (3) consecutive terms.

6. Two members of the BoD shall be designated/chosen as Chair and Secretary apart from the EXECOM.

6.1 The Chair is the ultimate authority. S/he presides over all board meetings and oversees the activities of the EXECOM and the Association in general.

6.2 The Secretary of the Board is also the Secretary of the EXECOM.

7. The members of the Board shall serve a term of four (4) years. The members of the Board of Directors shall assume office on the first day of the calendar year immediately after or her election.

8. The BoD shall

8.1 have the power and function to formulate policies pertaining to the Association.

8.2 Submit to the General Assembly the annual report and financial statement of the Association.

8.3 Deliberate and act on proposals presented by the different committees.

8.4 Deliberate and act on issues relevant to the alumni and to the UP College of Music community.

9. The Board of Directors shall meet at least twice a year.
10. Six members (2/3) of the BoD shall constitute a quorum. Decisions of the BoD shall be considered valid when voted by a simple majority of those present, provided a quorum is in attendance.

#### Article VIII Officers

1. The officers of the Association shall have the following officers who shall be elected by the Board of Directors from among themselves: President, Vice-President, Secretary, Treasurer, and Auditor.
2. The officers shall collectively form the Executive Committee or the EXECOM.
3. No person shall have the right to vote and be eligible to any of the aforementioned positions unless he is a member of the Association in good standing.
4. All officers shall hold office for a term of two (2) years and until their successors shall have been duly elected. The maximum consecutive terms an officer can serve is two, and three for non-consecutive terms.
5. Any vacant post during the term of office shall be filled up by a member of the Board of Directors; that member shall serve the remaining term of the post vacated.

#### Article IX Duties of Officers

1. The President shall have the following functions and duties:
  - 1.1 be the executive officer of the Association, and as such shall have active executive management of the operations of the Association subject, however, to the control of the Board of Directors.
  - 1.2 Represent the Association in official functions participated in by the Association and be its official spokesperson. She shall be the representative of the UPCMAA to the UPAA.
  - 1.3 Have the power to call and preside over all the meetings of the Board and the General Assembly.
  - 1.4 Sign contracts and agreements which the Association enters into.
  - 1.5 Delegate such powers to any member of the BoD whenever necessary.
  - 1.6 Prepare and submit to the BoD an annual Report of the Association for approval.
  - 1.7 Be a co-signatory, along with the Treasurer and Chair of the Board, to the Association's bank account.
2. The Vice President shall have the following functions and duties:
  - 2.1 Perform the duties of the President in case of the latter's absence, temporary incapacity, resignation, or death.
  - 2.2 Perform liaison functions between the EXECOM and the College of Music administration.
  - 2.3 Assist in preparing statements and articles on activities and projects of the Association.

- 2.4 Liaison with the members of the Association.
3. The Secretary shall have the following functions and duties:
  - 3.1 Make and keep a record of the proceedings of all meeting of the Executive Committee, the Board of Directors, and the General Assembly.
  - 3.2 Maintain a membership directory of the Association.
  - 3.3 Be the custodian of all records of the Association.
  - 3.4 Assist the Chair of the BoD and the President of the EXECOM in the preparation of requirements of the regulatory bodies.
  - 3.5 Perform such other duties and functions as the President of the EXECOM or the Board may assign to him/her.
4. The Treasurer shall have the following functions and duties:
  - 4.1 Collect all dues, regular or special, and all donations to the Association and disburse funds in accordance with the By-Laws.
  - 4.2 Maintain records of the Association's financial transactions.
  - 4.3 Be a co-signatory, along with the President of the EXECOM and the Chair of the BoD, to the Association's bank account.
  - 4.4 Prepare and submit an Annual Financial Report to the Board.
  - 4.5 Perform such other duties and functions as the Chairman or the Board may assign to him/her
5. The Auditor shall have the following functions and duties:
  - 5.1 Audits the financial records kept by the Treasurer.
  - 5.2 Conducts an audit of the book of accounts and properties of the Association.
  - 5.3 Performs such other duties and functions as the Chair or the Board may assign to him/her.

## ARTICLE X Elections

1. Only Association members in good standing are eligible for election to the Board of Directors.
2. Elections of the members of the Board of Directors shall be held by secret ballot and other alternative methods such as internet voting.
3. Call for nominations for the Board of Directors will be done at least one (1) month before the General Assembly, and the deadline for submission of nominations is two (2) weeks before the General Assembly.
4. Candidates' profiles will be disseminated at least one (1) week before the General Assembly.
5. The candidates who will garner the highest number of votes, regardless of batch, shall be proclaimed members of the Board of Directors and will occupy all remaining vacant seats.
6. Results of each election shall be documented to determine the election of incoming Board members in elections of the same in succeeding General Assemblies.
7. In case of a tie for the remaining seats, incoming members of the Board of Directors will elect who, from among the tied candidates, will become member/s of the Board.

ARTICLE XI  
General Assembly

1. All members of the Association present during the annual UP College of Music Alumni Homecoming shall constitute the General Assembly.
2. The attendance of twenty five (25) members shall constitute a quorum.
3. The General Assembly shall decide on general policies and issues affecting the Association and shall elect the members of the Board of Directors.
4. Decisions of the body shall be considered valid upon the simple majority vote (50% + 1) of those present during the General Assembly.

ARTICLE XII  
Meetings

1. Regular meetings of the General Assembly shall be held during the annual UP College of Music Alumni Homecoming.
2. A special meeting, upon the request of at least ten (10) members in good standing, shall be convened to act on priority matters. Notice of the special meeting shall be given to all members at least seven (7) calendar days prior to the meeting.

ARTICLE XIII  
Chapters

1. A minimum of twenty five (25) members may organize a chapter of the Association, based on region or profession.
2. In order to be accredited by the Association, the chapter shall submit the following:
  - 2.1 List of members
  - 2.2 By-Laws and other documents submitted to regulatory bodies
3. To maintain accreditation, the chapter shall submit an annual report of its activities to the Association

ARTICLE XIV  
Amendments

Any amendment to or revision of this Constitution shall be valid when ratified by a two-third (2/3) vote of the members present in the Annual Meeting of the General Assembly.

ARTICLE XV  
Transitory Provisions

The following provisions shall be in effect for the inaugural general assembly on 09 April 2016 only.

1. Ratification
  - 1.1 This Constitution and By-Laws shall be ratified by a 2/3 vote of at least 25 founding members.
  - 1.2 Founding members shall include graduates, former and current students of the UP College of Music academic programs (CM, DCPMA, TD, BM, MM & PhD), as determined by the Ad-Hoc Committee members present during the ratification.
2. First election of the members of the Board of Directors
  - 2.1 Members of the ad hoc committee are considered honorary members and thus qualified to participate in nominating and voting, and eligible to run for office.
  - 2.2 The requirement for good standing is waived.
3. The top 5 members of the newly-elected Board of Directors, ranked according to the number of votes garnered, will have a term of 4 years instead of 2 years.

#### Article XVI

##### Dissolution

1. The Association may be dissolved by a 9/10 vote of the members.
2. All funds and assets of the Association at the time it is dissolved, shall not be divided among the members, but shall be turned over to a government agency, or to a similar association.