

Amended By-Laws

ARTICLE I NAME OF THE SOCIETY

Section 1. The Society shall be known as Philippine Society for Microbiology and Infectious Disease, Inc., a non-stock, non-profit organization.

ARTICLE II AIMS AND PURPOSES

Section 1. Aims and Purposes. The aims and Purposes of this Society shall be:

1. To enlighten and disseminate modern medical knowledge related microbiology and infectious diseases among its members and the rest of the medical profession;
2. To foster studies and researches on microbiology and infectious diseases with the end in view that the results of such studies and researches will serve the public interest;
3. To foster a better understanding and fellowship among the members of the medical and allied professions and to safeguard and defend their best interests, individually and collectively;
4. To uphold and maintain high standards of medical education, practice and ethics;
5. To work for the enactment and enforcement of adequate medical laws;
6. For the realization, accomplishment and furtherance of the foregoing objectives, the corporation may:
 - a. Educate, hold lectures, seminars, conventions, congresses, training by experts in the field of microbiology and infectious diseases and other allied fields in order to uplift the medical profession
 - b. Solicit, receive foreign or local donations, endowments, bequests and legacies of any sort to sustain the operational activities of the corporation;
 - c. Acquire, hold and dispose of properties whether real or personal, tangible or intangible, that may be needed in the furtherance or accomplishment of the objectives of the corporation;
 - d. Enter into contracts, agreements, with any person, natural or juridical, to incur loans/obligations on any matter that may be lawful in the furtherance of realization of its objectives;
 - e. Organize a principal office and branch offices anywhere in the Philippines that may be necessary in carrying out the purposes of objectives for which the cooperation was organized; and

- f. Generally, to do all such acts and perform all activities as may directly or indirectly incidental or conducive to the attainment of accomplishment of the above objectives or any of them respectively, and which are legally inherent in the powers of a corporation organized under the laws of the Philippines

ARTICLE III OFFICE & TERRITORIAL LIMITS

Section1. Office – The principal office of the Society shall be located at 116 9th Avenue, Cubao, Quezon City.

Section2. Territorial Limits – The territorial jurisdiction shall include all the places in the Philippines where there is practice and teaching of and researches on Microbiology and Infectious Diseases.

ARTICLE IV MEETINGS

Section 1. Annual Meetings – The annual meetings of the members shall be held at the principal office of the association or at any suitable location within Metro Manila during the last Thursday of November of each year. *(As amended on November 24, 2016)*

Section 2. Special Meetings – Special meetings of the members may be called as the need thereof arises by the Board of Councils, by the President or upon petition of at least twenty (20) members of the Society coursed through the Board of Councils. During such meetings, the President shall render a report to the members attending the activities of the association.

Section 3. Notices – Notices of the date, time and place of the annual and special meetings of the members shall be given at least one week before the date set for such meeting. The notice of every meeting shall state briefly the purpose or purposes of the meeting. No other business shall be considered at such meeting except with the consent of all the members present thereat.

Section 4. Waiver of Notice – Notice of Meeting may be waived verbally by any member attending it.

Section 5. Quorum – A quorum of any meeting of the members shall consist of fifty percent (50% plus one (1) of the total number of the registered members of the Society, with voting power and a majority of such quorum may decide any question at the meeting except those matters where the Corporation Code requires the affirmative vote of a greater proportion.

Section 6. Order of Business – The order of business of the Annual Meeting of the Society shall be as follows:

PART I

1. National Anthem.
2. Call to order by the President.
3. Proof of Service of the required notice of the meeting except when such notice is waived by the members constituting the quorum.
4. Declaration of a quorum by the Secretary.
5. Reading and approval of the minutes of the last Annual Meeting.

6. Annual Report of the Secretary.
7. Annual Report of the Treasurer.
8. Annual Report of the President.
9. Approval of the Annual Reports.
10. Unfinished Business
11. New Business
12. Adjournment

PART II

1. Election of the members of the Board of Councils.
2. Announcement of the results.

Section 7. That the society shall furnish the DOST a certified true copy of the minutes of and resolutions adopted in all meetings of the board of councils, committees or members of the foundation within thirty (30) days after such minutes have been approved.

ARTICLE V THE BOARD OF COUNCILS

Section 1. The Board of Councils shall consist of eleven (11) members plus, the immediate past president as an ex-officio member with no voting right.

Section 2. Functions of the Board of Councils:

- a. Meet and organize itself immediately after the Annual Meeting and formulate the program of activities of the Society for the year;
- b. Take charge of the administration of the general business and affairs of the Society through different Committees and Business Manager;
- c. Hold special meetings at the call of the President or upon request of at least three (3) members of the Board of Councils;
- d. Approve the appointment of a replacement to fill up vacancies in the Board due to resignation, incapacity, removal, or death upon the recommendation of the Council of Advisers;
- e. Receive and approve the reports of the Secretary and Treasurer.

Section 3. Powers of the Board of Councils. The councils shall act only as a Board and the individual council shall have no power as such. The Board of Councils shall have the management of the affairs of the corporation and such powers and authorities as are herein by these by-laws or by statutes of the Philippines expressly conferred upon it.

Without prejudice to the general powers herein above conferred, the Board of Councils shall have the following expressed powers.

- a. From time to time, to make and change policies, rules and regulations not consistent with these by-laws for the management of the corporation's affairs and officers;

- b. To purchase or otherwise acquire for the corporation, rights or privileges which the corporation is authorized to acquire at such price and on such terms and conditions and for such consideration as it shall from time to time see fit;
- c. To pay for any property or rights acquired by the corporation; to discharge obligations of the corporation either wholly or partly in money, bonds, debentures or other securities of the corporation;
- d. To borrow money for the corporation and for such purpose or purposes to create, make and issue mortgages, bonds, deeds of trust and negotiable instrument or secured by mortgage or pledges or property belonging to the corporation; provided, that the proper officers of the corporation shall have these powers, unless expressly limited by the Board of Councils;
- e. To delegate from time to time any of the powers of the Board which can be lawfully delegated in the course of the current business or businesses of the corporation to any standing or special committee or to any officer and to appoint any persons to be agents of the corporation with such powers and upon such terms as may be deemed fit.

**ARTICLE VI
MEETING OF THE BOARD OF COUNCILS
(Quorum, Rules and Order of Business)**

Section 1. The Board of Councils shall hold its regular meetings once a month at the place and date agreed upon by the Board of Councils.

Section 2. A majority of the Board of Councils members shall constitute a quorum.

Section 3. The order of business of the regular meetings is as follows:

- 1. Call to order by the President
- 2. Declaration of a quorum by the Secretary
- 3. Reading and approval of the minutes of the previous meeting
- 4. Reading of communications and action on them
- 5. Secretary and Treasurer's Reports
- 6. New business
- 7. Other matters
- 8. Adjournment

Section 4. Minutes of all meetings. Minutes of all meetings of the Board of Councils shall be kept and carefully preserved as a record of the business transacted at such meetings. The minutes shall contain such entries as may be required by law.

**ARTICLE VII
ELECTION OF THE BOARD OF COUNCILS AND OFFICERS**

Section 1. Section 1. The Nomination and Election Committee (NOMELEC) shall be composed by all past presidents. The Immediate Past President will act as the chair of the NOMELEC. (As amended on November 24, 2016). This committee shall take charge of the nomination and election of the eleven (11) members of the Board of Councils, and shall

prescribe the procedures in the conduct of the election including the proper qualifications of candidates.

Section 2. Only fellows can qualify as candidates and should confirm that they are willing to serve if elected by signing their conformer on the nomination sheet. Their curriculum vitae together with official ballots shall be distributed among the members 45 days before the election.

Section 3. Only members in good standing who have paid all their dues preceding on election are qualified to vote. Election shall be held by secret ballot. Mailed in absentee voting is allowed.

ARTICLE VIII OFFICERS

Section 1. The officers of the Society shall consist of the President, Vice-President, Secretary, Treasurer, Business Manager and six (6) councilors and the immediate past president as an ex-officio member.

ARTICLE IX DUTIES AND POWERS OF OFFICERS

Section 1. The President. The Board of Councils shall, at their organizational meeting, elect one of their members to act as President of the Corporation for a term of one year. He shall have the following powers and duties:

- a. The President shall preside over all the meetings of the Board of Councils and the Society:
- b. He shall appoint with the advice and approval of the Board of Councils, the chairmen and members of the standing and special committees of the Society.
- c. He shall countersign jointly with the treasurer, all checks, bill of accounts, bank deposits and withdrawals and other instruments of indebtedness of the Society.
- d. He shall sign, jointly with the Secretary, the certificates of memberships as well as other certificates issued by the Society.
- e. He shall render an annual report at the Annual Meeting of the Society.

Section 2. The Vice-President - The Vice-President shall likewise be elected by the Board of Councils from their own members. He shall be vested with all the powers and authorities during absence or incapacity of the President for any cause, and shall also perform such other duties as the Board of Councils may from time to time assign to him:

- a. The Vice-President shall assume the position of the President in case of absence, resignation, illness or demise of the latter.
- b. He shall be Chairman of the Committee on Annual Convention

Section 3. The Secretary – The Secretary shall be elected by the Board of Councils, and he may or may not be a member of the Board. He shall hold his offices at the pleasure of the Board, and he shall perform the following duties:

- a. The Secretary shall record the minutes of the meetings of the Board of Councils and the Society;
- b. He shall be responsible for the implementation of all actions and decisions of the Board of Councils and the Society, regularly reporting to the President and the Board of Councils regarding the status of such implementations;
- c. He shall take charge of all correspondence of the Board of Councils and of the Society for at least one week before such meetings, seeing to it that such notices are received by the parties concerned;
- d. He shall issue notices of the meetings of the Board of Councils and of the Society for at least one week before such meetings, seeing to it that such notices are received by the parties concerned;
- e. He shall inform all members of the Society, about scientific meetings, social affairs, annual meetings and elections as well as about activities or other organization that may be of interest to the members of the Society;
- f. He shall be the custodian of all records and documents of the Society and must surrender the name to his successor at the end of his/her term of office;
- g. He shall be the administrative officer of the headquarters of the Society, exercising jurisdiction over the staff therein;
- h. He shall sign the approved certificates of membership together with the President and issue them immediately to the members;
- i. He shall verify the credentials and standing of all members who register during the Annual Meeting and Election, and
- j. He shall be the Chairman of the Committee on Membership

Section 4 – The Treasurer – The treasurer shall be elected by the Board of Councils and he may or may not be a member of the Board of Councils. He shall hold office at the pleasure of the Board and shall have the following power and duties:

- a. Have custody of, and be responsible for all funds, securities and bond of the corporation and keep a complete and accurate record of receipts and disbursements and other commercial transactions in the corresponding books of account of the corporation, and see to it that all disbursements and expenditures are evidenced by appropriate vouchers;
- b. Deposit in the name and to the credit of the corporation in such bank or banks as may be designated from time to time by the Board of Councils, all the money, funds, securities, bonds, and similar valuable effects belonging to the corporation which may come under his control;

- c. He shall sign jointly with the President all checks, bills, accounts and other disbursements of indebtedness of the Society, as may be ordered by the Board of Councils;
- d. He shall render annual financial report to the Board of Councils on its last meeting not less than thirty (30) days before the Annual Meeting;
- e. He shall read the reports, duly approved by the Board of Councils during the Annual Meetings, and;
- f. He shall post a bond with such amount to be fixed by the board of Councils.

Section 5. The Business Manager - The Business Manager shall take charge of the business affairs of the Society under the direction and supervision of the Board of Councils.

Section 6. External Auditor - The Board of Councils shall appoint a duly accredited auditor with the following functions:

- a. He shall examine the books of accounts on a regular basis and render an opinion on the status of financial management; and
- b. He shall assist the treasurer in the preparation of financial statements and other such documents of accounts as required by the Securities and Exchange Commission.

Section 7. The Immediate Past President - The Immediate Past President shall become an ex-officio member of the Board of Councils for as long as the President who followed him is still President. Upon the election of a successor to the President who followed him, he shall be elevated into the Council of Advisers and thereafter may not be elected as officer of the PSMID. He shall be an ex-officio member for all standing and special committees, and may participate with the deliberation but without the right to vote.

Section 8. Compensation - All officers shall serve without any compensation.

ARTICLE X MEMBERS

The members of the Society shall be classified into the following:

1. Member
2. Regular Member
3. Diplomate Member
4. Fellow Member
5. Life Member
6. Emeritus Fellow
7. Honorary Fellow

Section 1. The society shall no longer accept new applicants for associate member. Existing and active associate members shall retain their status as Member with the same rights and privileges as well as responsibilities as contained in the constitution and by-laws of the society. Existing associate members who are graduates of infectious disease training program must apply as regular member; and existing associate members who are not graduates of

infectious disease training program will remain as Member of the society. (As amended on November 24, 2016)

Section 2. Regular Member

- a. A regular member must be a graduate of an accredited Infectious Diseases training program in a recognized institution accredited by the Philippine Society for Microbiology and Infectious Disease. (As amended on November 24, 2016)
- b. A regular member must be a graduate of a recognized infectious diseases training institutions outside of the Philippines and who intends to practice in the country. (As amended on November 24, 2016)
- c. All current and active Regular Member shall maintain their status as Regular Member with the same rights and privileges as well as responsibilities as contained in the Constitution and By-Laws of the society. (As amended on November 24, 2016)
- d. Requirements for regular member
 1. Must be a Filipino citizen
 2. Must be a holder of a Medical Degree (MD)
 3. Must have passed the licensure examination given by the Philippine Medical Board of Examiners.
 4. Must be board-certified by the Philippine College of Physicians (PCP)
 5. Certificate of completed training in Infectious Diseases in a recognized institution accredited by the Philippine Specialty Board of Microbiology and Infectious Diseases
 6. Certificate of completed training in Infectious Disease in a recognized institution outside of the country.
 7. Must submit the evidence of the above requirements together with the following:
 - a. Photograph passport size
 - b. Name and address of a sponsoring Fellow from whom information regarding the applicant maybe obtained
 - c. Payment of application fee as determined by the Board of Councils.

(As amended on November 24, 2016)

- d. Annual Dues. The annual dues of Regular Members shall be determined by the Board of Councils and as such dues may be adjusted by the same as the need arises.

Section 3. Diplomate

- a. A regular member in good standing who passed the specialty board examination of the PSMID. (As amended on November 24, 2016)

- b. Annual Dues. The annual dues of Diplomates shall be determined by the Board of Councils and such dues may be adjusted by the same as the need arises.

Section 4. Fellow Member

- a. A Diplomate in good standing, for at least two (2) years upon application to and approval by the Board of Councils.
- b. Requirements for Fellow
1. Certificate of Diplomate status duly signed by the PSMID President and Secretary.
 2. Payment of application fee determined by the Board of Councils.
 3. Certification from at least two (2) Fellows in good standing that the applicant meets the requirements and standards of the Society.

(As amended on November 24, 2016)

- c. Annual Dues. The annual dues of Fellow shall be determined by the Board of Councils and such dues may be adjusted by the same as the need arises.

Section 5. Life member. The society shall no longer accept new applicants for Life Member, however all current and active Life members shall maintain their status as Life Member with the same rights and privileges as well as responsibilities as contained in the constitution and by-laws of the society. *(As amended on November 24, 2016)*

Section 6. Emeritus Fellow. Fellows in good standing reaching the age of 65 whether active or no longer in the active practice of Infectious Diseases upon application and approval by the Board of Councils thereof. *(As amended on November 24, 2016)*. He shall be exempted from all dues of the society.

Section 7. Honorary Fellow – Elected by the Board of Councils as a distinct honor in recognition for the services rendered in the field of Infectious Diseases. *(As amended on November 24, 2016)*

Section 8. Life Fellow - Recognition given to a member who has served as National President of PSMID, or a member of the Specialty board for 3 consecutive years. They will be exempt from paying the annual dues and convention registration. *(As amended on November 24, 2016)*

ARTICLE XI COMMITTEES

Section 1. After the induction of officers, the President, with the advice and approval of the Board of Councils shall appoint the Chairman of the following standing committees for a term of one year:

1. Committee on Membership
2. Committee on Scientific Activities
3. Committee on Constitution and By-Laws

4. Committee on Medical Practice and Ethics
5. Committee on Health Education and Community Projects
6. Committee on Publications
7. Committee on Ways and Means
8. Committee on Antimicrobial Stewardship
9. Committee on Infection Control
10. Committee on Awards
11. Committee on Research Development
12. Committee on Immunization
13. Committee on Nomination and Election
14. Committee on Standards of Care
15. Committee on Accreditation

Section 2. Members of the said Committees shall be appointed by the President upon recommendation of the appointed chairman for a term of one year.

Section 3. The President may, with the advice and approval of the Board of Councils appoint special committees as circumstances may require.

ARTICLE XII DUTIES AND FUNCTIONS OF COMMITTEES

Section 1. Committee on Membership. The functions of the Committees are:

- a. To recruit qualified members of the Society
- b. To screen applicants for Associate and Regular membership and submit their recommendations for admission to the Board of Councils
- c. To report to the Board of Councils.

Section 2. Committee on Scientific Activities. The functions of this Committee are:

- a. To arrange and prepare for the scientific program of the Society including scientific meetings at least twice a year, annual convention and postgraduate courses.
- b. To secure or obtain scientific materials like journals or textbooks that may be of help, to the members of the Society
- c. To report to the Board of Councils.

Section 3. Committee on Constitution and By-Laws. The functions of this committee are:

- a. To furnish every member of the Society a copy of the Constitution and By-laws of the Society.
- b. To propose needed amendments to the Constitution and By-laws.
- c. To interpret to the members and other parties the provision of the Constitution and By-laws of the Society.

d. To formulate bills that may be needed by the Society and help in the pursuance of their adoption and approval by the Congress of the Philippines upon consultation with the Board of Councils and Philippine Medical Association.

e. To report to the Board of Councils.

Section 4. Committee on Medical Practice and Ethics. The functions of this Committee are:

a. To acquaint members of the Society with the international and Philippine Codes of Medical Ethics.

b. To investigate cases of infraction of the codes brought against its members and make the proper recommendations to the Board of Councils of the Society.

c. To report to the Board of Councils.

Section 5. Committee on Health Education and Community Projects. The functions of this committee are:

a. To help disseminate medical information in line with health education, especially in relation to Infectious Diseases and Microbiology.

b. To help in community projects that will redound to the control and treatment of Infectious Diseases.

c. To report to the Board of Councils.

Section 6. Committee on Publications. The functions of this committee are:

a. To take charge of the publication of the Society (PSMID Journal) such as scientific and technical articles, proceedings of regular and special meetings and other pertinent news to the Society;

b. To receive and edit scientific papers for publication;

c. To report to the Board of Councils.

Section 7. Committee on Ways and Means. The functions of this committee are:

a. To find ways and means to enhance the financial interest of the Society

b. To recruit individual or corporate donors or sponsors for projects of the Society

c. To report to the Board of Councils.

Section 8. Committee on Antimicrobial Stewardship. The functions of this committee are:

a. To formulate the Society's program for promoting rational antibiotic use.

b. To coordinate and implement the activities of the program.

c. To coordinate with existing local and international organizations with the same vision on rational antibiotic usage.

- d. To report to the Board of Councils.

Section 9. Committee on Infection Control. The functions of this committee are:

- a. To design programs and activities of the Society which will promote the adoption of policies and practices to ensure control of hospital acquired infection.
- b. To coordinate with existing bodies within the Philippines who are currently involved in Hospital Infection Control.
- c. To report to the Board of Councils.

Section 10. Committee on Awards. The functions of this committee are:

- a. To take charge of selection of the deserving fellows for special awards.
- b. To select appropriate awards to young investigators and fellows.
- c. To report to the Board of Councils.

Section 11. Committee on Research Development. The functions of this committee are:

- a. To foster research studies in the fields of Microbiology and Infectious Diseases.
- b. To award research grants to deserving applicants and to formulate criteria for awarding such grants.
- c. To report to the Board of Councils.

Section 12. Committee on Immunization. The functions of this committee are:

- a. To design programs and activities of the Society which will promote adult and pediatric immunization practices.
- b. To disseminate information on new vaccines and the current immunization protocol for both adult and pediatric age groups.
- c. To coordinate with Government agencies and other Non-Governmental Organizations which share the Society's vision on immunization.
- d. To report to the Board of Councils.

Section 13. Committee on Nomination and Election. The Council of Advisers shall constitute the members of the committee. The functions of this committee are:

- a. To take charge of the nomination and election of the eleven (11) members of the Board of Councils.
- b. To prescribe the procedures in the conduct of the election including the proper qualifications of the candidates.
- c. To announce the result of the election.

- d. To coordinate with the Board of Councils on matters related to the election of officers of the Society.

Section 14. Committee on Standards of Care. The functions of this committee are:

- a. To select the different chairmen of the sub-committees.
- b. To coordinate with Government agencies and other Non-Government Organizations for the formulation of guidelines to improve standards of care of the diseases which the committee is mandated to resolve.
- c. To propose updates of the current Clinical Practice Guidelines as the need arises based on recent clinical and epidemiological data.
- d. To report to the Board of Councils.

Section 15. Committee on Accreditation. The functions of this committee are:

- a. To formulate rules, guidelines, and requirements for accreditation of Training Programs in Microbiology and Infectious Diseases.
- b. To accredit Training Institutions with Fellowship Training Program for Infectious Diseases.
- c. To monitor the Accredited Institutions to ensure a high standard of training in Microbiology and Infectious Diseases.
- d. To report to the Board of Councils.

ARTICLE XIII SEPARATION, DISMISSAL, TERMINATION, INACTIVE STATUS, OR REINSTATEMENT OF MEMBERS

Section 1. Grounds for Separation or Dismissal of Members. The grounds for separation or dismissal are as follows:

- a. Unethical practice of medicine as decided by the Committee on Medical Practice and Ethics and approved by the Board of Councils;
- b. Immorality as decided by the Committee on Medical Practice and Ethics and approved by the Board of Councils.

Section 2. Procedures. Any case of unethical practice or immoral conduct brought against any member shall be referred to the Committee on Medical Practice and Ethics which should carry out the proper investigation and submit its recommendations to the Board of Councils. The Board of Councils then makes the final decision as to the existence or absence of guilt, and shall inform the member about it. The member may appeal the decision of the Board of Councils, if found guilty to the Philippine Medical Association whose decision on the case shall be final.

Any Member, Regular Member, Diplomate or Fellow Member who is separated or dismissed as a member for any of the reasons enumerated above, may not use the title of Member, Regular Member, Diplomate, or Fellow Member of the Society; neither may he or she enjoys any of the rights and privileges inherent in such membership. *(As amended on November 24, 2016)*

Section 3. Termination. The grounds for the Termination of Membership from the Society are as follows:

- a. Inability to pay the membership dues and other financial obligations for three (3) consecutive years.
- b. Inability to attend the annual convention for three (3) consecutive years without justifiable cause;
- c. Failure to attend the annual business meeting for three (3) consecutive years without justifiable cause;
- d. Expiration of inactive status as defined hereunder;
- e. Any Member, Regular Member, Diplomate or Fellow Member who is Terminated as a consequence of this Section may not use the title of Regular Member, Diplomate or Fellow Member of the Society; neither may he or she enjoys any of the rights and privileges inherent in such membership. *(As amended on November 24, 2016)*

Section 4. Inactive Status.

- a. Members of the Society who are unable to comply with the minimum requirements of membership shall be terminated from the rolls of the Society unless they are on Inactive Status;
- b. Any Member, Regular Member, Diplomate or Fellow Member *(As amended on November 24, 2016)* of the Society who may find that he or she is unable to comply with the minimum requirements to retain his membership in good standing, may apply in writing for conversion to inactive status, specifying, among other things, the reasons for the request; and specifying further the period of the inactive status being applied for. Inactive status, however, does not exempt the member concerned from payment of annual dues and other financial obligations to the Society. He or she may continue to use the titles of Diplomate and/or Fellow of the Society;
- c. A Life Member who fails to attend three (3) consecutive annual convention of the Society for no justifiable cause, shall be reclassified by the Board of Councils as Inactive;
- d. Inactive members may, for justifiable reasons, re-apply for the extension of his or her inactive status, in writing, addressed to the Board of Councils, stating, among other things, the reason for and the specific period of such extension.

Section 5. Requirements for Reinstatement. Any member on inactive status may be reinstated upon proper application, therefore, if approved by the Committee on Membership

and after having paid all past dues and an amnesty fee agreed upon by the Board of Councils.

ARTICLE XIV FUNDS

Section 1. The Funds - The funds of the association shall be classified into the following:

1. PSMID Trust Fund

- a. Sources: This shall comprise of life membership fees and donations specific to it and net income from the Specialty Board Examination Fees.
- b. Applications: Only interest earned shall be used for continuing medical education specifically through sponsorships of convention speakers/chairpersons. Any unspent interest shall revert back to the body of the fund.

2. General Funds

- a. Sources: This shall comprise regular membership fees, Post Graduate fees, amnesty fees, registration fees for convention, booth rentals, advertisement in Souvenir Program, symposium fees, contribution from chapter societies.
- b. Applications:
 - 1) Revolving fund to be maintained at a balance to be approved by the Board of Councils and liquidated monthly to meet operating expenses including personal services, office supplies and equipment, rentals, communication expenses and meeting expenses;
 - 2) Convention fund shall be used for rental of Convention Hall, sponsorship of Convention speakers/chairpersons, plaques and certificates and gifts, printing expenses for the annual convention and other related expenditures to the annual convention.

3. Journal Fund

- a. Sources: This shall be derived from advertisements in the PSMID Journal and interest earnings from the Journal Fund. The funds shall be maintained at a ceiling to be determined by the Board of Councils based on the prevailing needs for journal publication. Any excess over this amount shall be contributed to the General Fund.
- b. Applications: This fund shall be used solely to meet the printing cost of the journal of the PSMID including mailing cost. The fund balance shall be maintained at a level to be determined by the Board of Councils. Any excess beyond this amount shall be contributed to the General Funds.

4. Specialty Board Fund

- a. Sources: This shall be derived from fees from applicants for Specialty Board Examination.
- b. Applications: The fund shall be used to meet the expenses incurred in the Specialty Board Examination. Any excess amount shall be made part of the Trust Fund.

5. International Convention Fund

- a. Sources: This shall be derived from the following revenues realized with the undertaking of regional and international conferences: registration fees, exhibit fees, advertisements, sponsorships and donations specific to the congress.
- b. Applications: This fund shall be utilized in the payment of personal services, supplies and materials, operating expenses, facilities, publicity and promotions, socials, commissions, fees to the mother society, and other contingency fees related to the undertaking of the specific international congress;
 1. The fund shall be partly utilized for the procurement and establishment of headquarters for the Society;
 2. The remaining balance after the liquidation of the above shall be maintained intact and only the earnings of this fund shall be utilized for research support. An evaluation of the proposals for research shall be approved by a special committee appointed.

Section 2. Disbursements – All disbursements shall be made by the Treasurer with the approval of the President. Disbursement for special and specific purpose shall be made with the approval of the Board of Councils of the Society. If disbursements are made by checks or any other instrument, it shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Councils may designate other signatories

Section 3. Fiscal Year – The fiscal year of the Association shall be from January 1st to December 31st of each year.

**ARTICLE XV
CORPRATE SEAL**

Section 1. Form – The corporate seal of the Association shall be in such form and design as may be determined by the Board of Councils.

**ARTICLE XVI
SPECIALTY BOARD OF THE PHILIPPINE SOCIETY FOR MICROBIOLOGY
AND INFECTIOUS DISEASES (PSMID)**

Section 1. There shall be a specialty examining board to be known as the Specialty Board of the Philippine Society for Microbiology and Infectious Diseases (PSMID). The Specialty Board shall act independent of but in coordination with the Board of Councils.

The Specialty Board of PSMID through the Secretary of the Society shall receive application, review documents for completeness of requirement, authenticity of credentials and qualifications of all applicants for Diplomate of the Society ((As amended on November 24, 2016).

The Secretary of the Society shall recommend to the PSMID Board of Councils the list of qualified candidates to take the Diplomate Board for final approval. (As amended on November 24, 2016)

Section 2. Purposes.

- a. To ensure the quality and uphold the high standard of teaching, training and practice of Infectious Diseases in the Philippines; (As amended on November 24, 2016).

- b. To establish the minimum requirements to be certified as Diplomates for the Infectious Diseases practitioner in the country. (As amended on November 24, 2016)
- c. To conduct qualifying examinations to Candidates for Diplomate of the Society. (As amended on November 24, 2016)
 - 1. Set the date of the examination and inform the candidates at least 3 months prior to the date of examination
 - 2. Formulate and validate questions for the Specialty Board Examinations
 - 3. Supervise the conduct of the Specialty Board Examinations (As amended on November 24, 2016)
- d. To certify as Diplomate of PSMID a candidate examinee who successfully passed the Specialty Board Examination
- e. To determine special and/or extraordinary requisites for applicants as Diplomate of PSMID upon approval by the Board of Councils
- f. To certify as Diplomate of PSMID applicants who are qualified under subsection e of this section and Article X, Section 3 (As amended on November 24, 2016)

Section 3. Requirements for examinations: A Candidate for the Diplomate Examination of PSMID must possess the following qualifications (As amended on November 24, 2016).

- a. The candidate must be a Filipino citizen or citizen of other countries with reciprocity
- b. Must be holder of Medical Degree (MD), a member of the Society in good standing and a member of the Philippine Medical Association (PMA)
- c. Must have passed the licensure examination given by the Philippine Medical Board of Examiners
- d. Two (2) copies of recent 2x2 ID picture
- e. Must be a certified Board Passer of the Philippine College of Physicians (PCP) in Internal Medicine
- f. Must have completed a 2-year fellowship training program in microbiology and/or infectious diseases;
- g. Names with signatures and addresses of two (2) well known specialists of microbiology and infectious diseases from whom information regarding the applicant may be obtained
 - 1. A Filipino citizen or citizen of other countries with reciprocity
 - 2. A Doctor of Medicine and a Licensed Medical practitioner having passed the Philippine Physicians Licensure Examinations
 - 3. A Diplomate or Fellow of the PCP
 - 4. A graduate of a (2) two-year Fellowship Training Program in Infectious Diseases in a PSMID accredited institutions or recognized foreign Institutions
 - 5. Fulfill all documentary requirements of SB-PSMID
 - 5.1 Completed the Application Form for the Specialty Board Examinations
 - 5.2 Two (2) recent 2”X2” ID picture
 - 5.3 Authenticated copy of PRC license
 - 5.4 Authenticated copy of Diploma/Certificate as Diplomate and/or Fellow of the Philippine College of Physicians

- 5.5 Authenticated copy of Diploma/Certificate or Certification of compliance of all requirements for Graduation from the Infectious Disease Training Institution
 - 5.6 Certificate as Regular Member of PSMID
 - 5.7 Endorsement from Two (2) Fellows of the Society
6. All documentary requirements should be submitted to the PSMID office not less than one month before the examination date.
 7. The applicant shall be notified of the approval or disapproval of the application (As amended on November 24, 2016).

Section 4. Composition. The Specialty Board shall be composed of 7 members who shall be selected by the Council; six (6) members of the SB shall represent the PSMID accredited Training Institutions and one (1) member shall be from any PSMID Chapter. The Chairman of the SB Board shall be selected from the most senior (Third Term) members of the SB. The incumbent secretary of the Society or any Designated Member of the Board of Council shall serve as ex-officio member of the SB-PSMID. The qualifications of the SB member are as follows:

- a. A Diplomate and Fellow of the Society for a minimum of 5 years
- b. Endorsed by the Chairman of the PSMID Accredited training institutions or President of the Chapter (for chapter member of SB-PSMID).
- c. Academic rank of at least Associate Professor or Past Head of Infectious Diseases Department/Section of the PSMID Accredited Training Institutions
- d. Willingness to serve as member of the Specialty Board

PSMID Council Members and Present Chair and Training Officers of PSMID Accredited Training Program SHALL NOT sit as members of the SB-PSMID (As amended on November 24, 2016).

Section 5. Tenure. Each member shall serve for 3 consecutive years. Uncompleted terms of office by any member shall be served by other qualified members selected by the Board of Councils. To maintain the composition of the 7-members of the SB-PSMID, two (2) or three (3) new members shall be selected yearly. A member of the SB -PSMID who has served a full 3-year term may be reappointed for another term to serve. An SB –PSMID member who has served for 3 consecutive years shall be conferred Life Fellow of the Society (As amended on November 24, 2016).

Section 6. Fees.

- a. A fee to be fixed by the Board of Councils shall be required of the Candidates for every examination.
- b. As a general rule, no refunds shall be allowed.
- c. If for justifiable reasons, a candidate is unable to take the examination, a written explanation shall be submitted to the SB at least (1) one week before the schedule of examinations.
- d. Failure to show up on the examination date without prior notice will result in automatic forfeiture of the examination fee.
- e. Candidates for the Specialty Board with justifiable reason, not to take the examination the fees made shall be credited to the candidate for (1) one year only.

(As amended on November 24, 2016).

Section 7. The date of the Diplomate Board Examination shall be set by the SB-PSMID and approved by the Board of Councils of PSMID. The date of the examination shall not be earlier than one month after its announcement. The conduct of the examination shall be promulgated by the Specialty Board *(As amended on November 24, 2016).*

Section 8. Successful examinees shall be inducted as Diplomate of the Philippine Society for Microbiology and Infectious Diseases during the Annual Convention of the Society *(As amended on November 24, 2016).*

ARTICLE XVII REGIONAL, PROVINCIAL AND/OR CITY CHAPTERS

Section 1. Members of the PSMID in any region, province and/or city within the geographic limits of the Philippines, may establish a chapter provided that there are at least twenty (20) founding members in the area, five (5) of whom are Fellows of PSMID and whose names shall be submitted and approved by the PSMID Board of Councils

Section 2. The chapter shall adopt the Constitution and By-laws of the PSMID.

Section 3. They shall remit 30% of the Annual Dues collected from its members and also of such other income from activities held under the auspices of the PSMID except the life membership dues that is to be remitted totally to the mother society.

Section 4. It shall in return, receive assistance and professional support from the society in such activities, upon request, and approval of the Board of Councils.

Section 5. Existing Chapters can organize activities in lieu of Article XIII, Section 3b and 3c (Ground for Termination of Membership from the Society) to maintain membership in good standing; provide such activities; are reported to and approved by the Board of Councils.

Section 6. Regular members of good standing can be elected officer of the Chapters.

Section 7. An annual report of the activities of the chapters must be submitted to the PSMID, 30 days before the Annual Meeting of the members of the PSMID

ARTICLE XVIII AMENDMENTS AND LIMITATIONS

Section 1. Any provision of this Constitution and By-laws may be amended by a proposal of the Board of Councils and approved by the majority vote of the members present in a regular or annual meeting of the members of the Society provided more than 50% of the members in good standing are present therein, and provided further that proposed amendment is submitted in writing to every member at least thirty days (30) before the date of aforementioned regular or annual meeting of the members of the Society.

Section 2. Any provision of the Constitution and By-laws of the Society violative of any provision of the Constitution and By-laws of the Philippine Medical Association shall be considered void and in no force and effect, ab initio.

Section 3. Complete abrogation of this Constitution and By-laws with the consequent dissolution of the Society can be effected only upon unanimous approval of all members in good standing in a meeting called by the Council especially for that purpose.

Adopted this 1st day of December 1991 in Manila, Philippines by the affirmative vote of the undersigned members representing a majority of the members of the association in an annual meeting of the members of the PSMID held for the purpose.

“AS AMENDED ON NOVEMBER 24, 2016”

ORG SGD

THELMA E. TUPASI, MD

ORG SGD

ALBERTO I. GABRIEL, MD

ORG SGD

NORMA H. ABEJAR, MD

ORG SGD

PERLA N. ALBAN, MD

ORG SGD

LIBERTATO DE LA ROSA, MD

ORG SGD

REMEDIOS F. CORONEL, ME

ORG SGD

THADDEUES EVANGELISTA, MD

ORG SGD

EVELINA N. LAGAMAYO, MD

ORG SGD

MYRNA T. MENDOZA, MD

ORG SGD

OFELIA T. MONZON, MD

ORG SGD

ADRIAN C. PEÑA, MD

ORG SGD

MEDIADORA C. SANIEL, MD