

# NATIONAL FEDERATION OF JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS

## 2008 NFJPIA CONSTITUTION AND BY-LAWS

### Preamble

We the members of the National Federation of Junior Philippine Institute of Accountants, realizing the need for an organization to serve as a medium of expression and aspiration, to promote and protect the welfare and interests of accountancy students in particular and the accountancy profession in general, to nurture a dynamic and a responsible studentry and to strengthen the common tie that binds us altogether, do hereby obtain and promulgate this Constitution and By-Laws.

### Article I Name and Principal Office

Section 1. This organization shall be known as the National Federation of Junior Philippine Institute of Accountants herein referred to as NFJPIA.

Section 2. The principal office of the NFJPIA shall be at the Philippine Institute of Certified Public Accountants (PICPA) Building, 700 Shaw Boulevard, Mandaluyong City.

### Article II General Provisions and Definition of Terms

Section 1. NFJPIA is a national organization of accountancy students.

Section 2. NFJPIA is a democratic, non-partisan, non-political, and non-profit student organization.

Section 3. NFJPIA is the only legitimate student-counterpart of PICPA.

Section 4. Federation shall mean NFJPIA.

Section 5. Federation year shall mean one school year and shall end on April 30 of each Fiscal Year.

Section 6. The assembly of the federation shall mean the Regional or National meetings of the NFJPIA Representatives.

Section 7. OIC shall mean Officer-in-Charge.

Section 8. STANCOM shall mean Standing Committees.

Section 9. Council means the NFJPIA- Regional Council.

Section 10. Regional Council Board- shall mean the elected and appointed officers of the Regional Council.

Section 11. NFJPIAn means member of the Federation.

Section 12. An NFJPIA representative shall mean the Regional Council President or his duly authorized substitute or proxy.

- Section 13. Junior Philippine Institute of Accountants (JPIA) means the local chapter of the Federation.
- Section 14. Major position in an organization shall mean any Executive Office whether elective, honorary, or appointive position.
- Section 15. Majority shall mean more than 50% of the present members in the assembly.
- Section 16. Quorum shall mean 2/3 of the members of the Executive Board.
- Section 17. COMELEC shall mean Commission on Elections.
- Section 18. A major activity of the Regional Council shall mean:
- a. An activity that is in line with and pursuant to the objectives of the federation as approved by the Executive Board;
  - b. An activity that must require the participation of the local chapters comprising the regional council.

### **Article III Federation Seal**

- Section 1. The colors and definition of the Federation Seal shall be as follows:
- a. Gold for the wheel and the map, which signifies the essentiality of each local chapter of the federation.
  - b. Royal blue for the background color which integrity, dignity, and professionalism.
  - c. White for the ledger which signifies fairness and accuracy; and
  - d. Green for the laurel leaves, which signifies excellence.
- Section 2. The figures of the Federation Seal and their definitions are as follows:
- a. The six (6) spokes represent the six (6) founding schools of NFJPIA, namely: De La Salle University (Manila), Philippine Christian University (Manila), Philippine School of Business Administration (Manila), St. Scholastica's College (Manila), College of the Holy Spirit (Manila), University of the Philippines (Diliman, Quezon City).
  - b. The wheel represents the Federation's continuing efforts to develop JPIAns into well-balanced individuals.
  - c. The laurel leaves (33 on the side) shall symbolize intelligence, growing knowledge, and academic excellence.
  - d. The ledger and the map shall represent the accountancy students who are members of the federation.
- Section 3. The councils may develop their own Regional Council Seal to reflect their own Regional aspirations.

### **Article IV Objectives of the Federation**

The Federation aims for:

- Section 1. Fellowship and solidarity – to establish unity and harmonious relationship among NFJPIAns and other students and multi-sectoral organization for the advancement of a world-class nationalist-oriented student organization.

- Section 2. Academic excellence – to adopt measures necessary to foster educational advancement in accountancy and its related fields through:
- a. Seminars, symposia, workshops, conferences, congress and convention.
  - b. Inter-scholastic functions , and
  - c. Other academic services to the members.
- Section 3. Socio-civic and cultural consciousness among JPIAns through social, economic and cultural development projects.
- Section 4. Moral-integrity – to promote and uphold moral values beneficial to the interest of the accounting profession, the NFJPIA, and its members.
- Section 5. Critical, analytical and constructive thinking- to uplift to the higher standard and quality of education.
- Section 6. Organizational Culture- to acquaint the members with the practical environment and activities of the accountancy profession.

## **Article V Membership**

- Section 1. a. Membership into the Federation is mandatory to all JPIA local chapters of tertiary school duly recognized by the Commission on Higher Education (CHED).
- b. Only local chapters duly recognized by the federation can use the name JPIA.
- Section 2. The members of the Local Chapters, are automatically members of the Regional Council and the Federation.
- Section 3. A member must pay a membership fee set by the Executive Board.
- Section 4. Procedure for application and admission.
- a. All local chapters will be required to submit the following to the national federation:
    1. For first time applicants; Local Chapter constitution and by-laws.
    2. For renewing members; Amendments to or revision of the Local chapter constitution and by-laws and the Annual Report of previous federation year.
    3. Letter of certification from the school official declaring that the school duly recognizes the organization.
    4. Directory of officers and official lists of members.
    5. Calendar of activities
    6. Budget Plan
  - b. The application of any JPIA chapter for membership in the Federation will be acted upon through decision of the Executive board within thirty days upon receipt of application
- Section 5. Membership in the Federation and Council shall be classified as:
- a. Regular members – Those who have fully complied with all the requirements set forth under this article, and actively performed the objectives of the organization.
  - b. Probationary members – those who have fully complied with all the requirements set forth under this article but have committed an act discreditable to the Federation as deemed by the Executive Board. Probationary members shall have their right

curtailed as regular members and shall be disqualified from the activities of the organization, unless provided otherwise under meritorious cases by the Executive Board

- Section 6. Membership in the Federation shall be in accordance with the status of the local chapter to which the individual belong.
- Section 7. Term of Membership. Membership in the federation is for a period of one federation year and is renewable annually.
- Section 8. Termination of membership
- a. Graduation – any member who is duly recommended by their school's Office of the Registrar for graduation in Bachelor of Science in Accountancy degree ceases to become a member.
  - b. Shiftees – any member who disqualified to enroll in the Bachelor of Science in Accountancy of his member school ceases to become a member.
  - c. Others – any member who, in one way or another, has failed to uphold the purposes, for which this Federation was established, upon the discretion of the Federation Officers and Adviser, ceases to become a member.

## **Article VI Rights, Responsibility, and Duties of Members**

- Section 1. The regular members of the Federation shall individually or collectively have the right to be informed of any project and/or activity of the Federation and shall have the responsibility to participate in such undertaking. Neglect of responsibility shall authorize the executive board, to call the attention of the local chapter. If after such notice, the local chapter failed to comply, it shall be subjected to remedies and sanctions under the prerogative of the executive board, set forth in section 5 of this article.
- Section 2. The regular local chapter members of this Federation through the Regional Councils shall have the following expressed rights:
- a. The right to participate in the discussion in all assemblies of the Federation.
  - b. The right to inspect the records and financial reports of the Federation within a reasonable time and place
- Section 3. The regular Local Chapter members of this Federation through their representatives shall have the following expressed duties and obligations:
- a. The duty to comply with the provisions of this Constitution and By-Laws and other rules that may be promulgated by the Executive Board or may be agreed upon by the Federation.
  - b. The duty to attend meetings whether general or special;
  - c. The duty to pay the membership fee and such other fees that may be deemed appropriate by the Executive Board in accordance with the Constitution;
  - d. The duty to comply with any other requirements of the Federation set by the Executive Board.
  - e. The duty to defend the honor, prestige, and integrity of the Federation.
  - f. The duty to respect the other members of the Federation.
  - g. The duty to support all the undertakings of the organization and participate actively in all the activities and functions of the Federation.
  - h. The duty to deepen their understanding of the concept of the Federation.

i. The duty to engender and academic excellence in the Federation.

Section 4. The act of a Local Chapter representative or his proxy shall mean act of the local chapter as a whole.

Section 5. Violations of members;

- a. Culpable Violations on any provisions of the Constitution and By-Laws.
- b. Gross misconduct, dishonesty, discourtesy and disloyalty to the Federation.
- c. Inefficiency and incompetence in the performance of official duties.

## **ARTICLE VII Proceedings and Sanctions**

Section 1. Individually and collectively filing of complaints.

- a. Only regular members of the Federation shall have the right to file a complaint against any member of the Federation who commit violations.
- b. Written complaints. All complaints should be in writing properly signed by an identified member. Complaints received through electronic mail shall be construed as originating from the identified owner of the e-mail address used.
- c. Addressee. Complaint should be addressed to the Regional Council President and copy furnished to the President of the Federation, who concurrently acts as the OIC of the Grievance and Chapter Service Committee.

Section 2. Proceedings. No member shall be subject to remedies and sanctions without just cause and due process

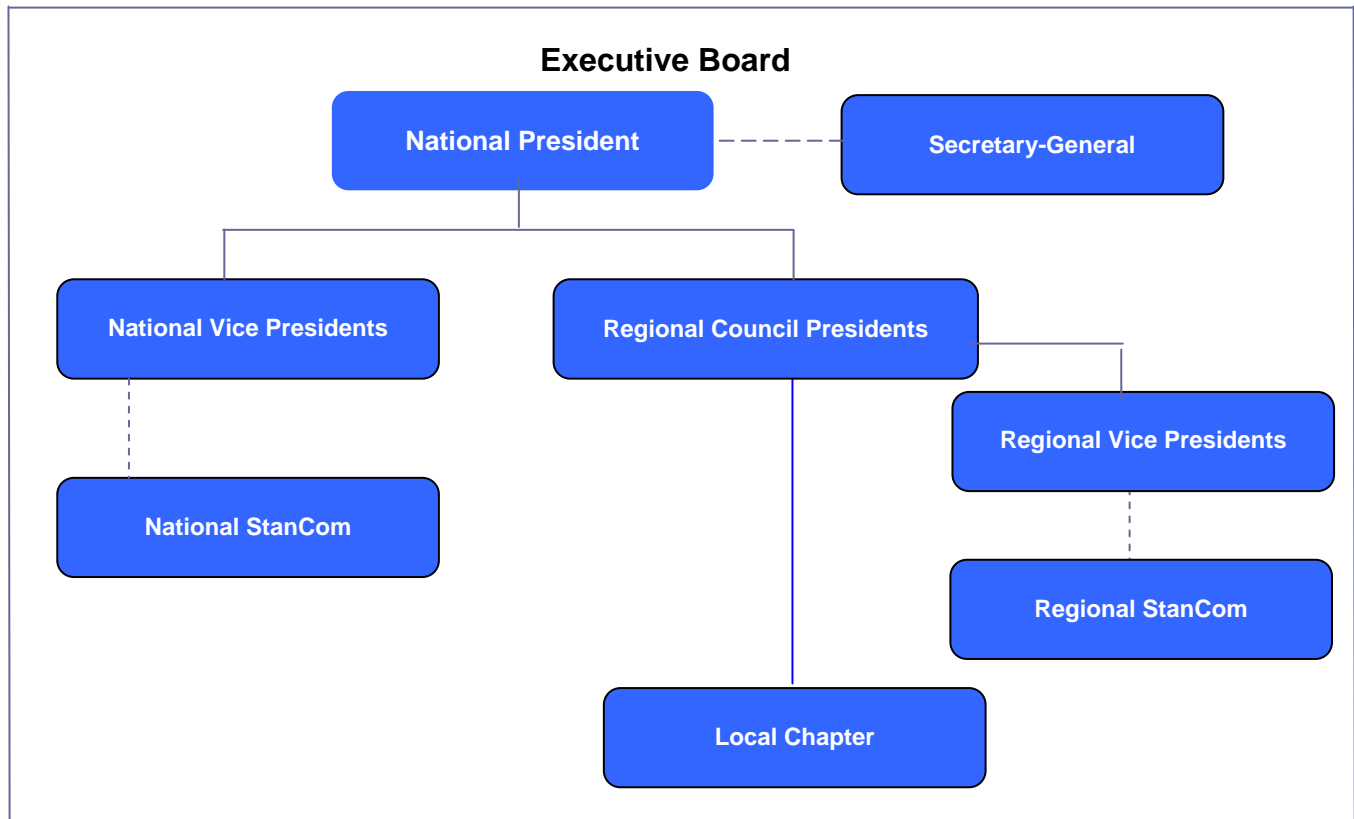
- a. The Regional Board shall summon the offender through a letter to appear before the Regional Council Board. The member shall be given thirty (30) days to appear after such notification was received. In case appearance is improbable, the offender may otherwise express the defense through a letter. It must be addressed to the Regional Council President and must be received within thirty (30) days.
- b. Ten (10) days after the appearance of the offender or the receipt of the defense letter, the Regional Council Board shall render its decision accordingly with the remedies and sanctions set forth in this article.
- c. The decision of the Regional Council Board shall take effect in reference of Paragraph D. A letter notifying the offender the decision shall be sent to him.
- d. The decision of the Regional Council Board shall be final and executory within fifteen (15) days from the date of decision, unless appealed to the Executive Board.
- e. The Executive Board shall decide on the appeal within thirty (30) days. The decision of the Executive Board, after due notice, shall be final and executory.

Section 3. Remedies and Sanctions. Violations of the duties by a Local Chapter shall mean the enforcement of any of the following:

- a. Full compliance of the duty
- b. Probationary membership
- c. Suspension
- d. Other such remedies and sanctions deemed appropriate by the Regional Council Board and/or by the Executive Board in accordance with this Constitution.

## Article VIII Organizational Structure

The organizational structure of the Federation, deemed to be jurisdictional in form, shall be :



## Article XI The Assembly

- Section 1. There shall be an assembly at least once in a Federation Year; the time and date of which shall be fixed by the Executive Board.
- Section 2. Notice of the assembly shall be mailed at least two months before such assembly and the same shall be published in the federation's newsletter.

## Article X The Executive Board

- Section 1. The Executive Board shall be the principal governing body of the Federation.
- Section 2. The general management of the Federation and its business transactions shall be exercised by the Executive Board.
- Section 3. The Executive Board shall hold office for one Federation year or until their successors have been duly elected.
- Section 4. The Executive Board shall be composed of the following:
- Executive Officers
  - Regional Presidents

- Section 5. The Executive Officers shall, within thirty (30) days from their date of proclamation, have to develop their Federation Program which shall serve as a guide to Regional Councils in mapping out their respective regional activities. The National Federation Program shall not be in any way subordinated to regional council programs.
- Section 6. The Executive Board shall have the power to choose the chairpersons and co-chairpersons of all the STANCOMS of the Federation as this Constitution so provides.
- Section 7. Regular meeting. The Executive Board shall hold regular meetings at least twice in a Federation year on such time, place and date as may be agreed upon.
- Section 8. Special meeting. Special meeting of the Executive Board shall be called at any time by the President or by a written request of majority of the Executive Board and shall be held at such a place, time as may agreed upon.
- Section 9. Transition meeting. There shall be a transition meeting of the previous and incumbent Executive officers after 15 days of the national election, for final accounting and turnover of records, reports and financial matters.
- Section 10. Notice of the meeting. Whenever a regular or special meeting is to be held, the President shall direct the Secretary-General to notify the members of the Executive Board. A notice of special meeting shall state the time and place thereof and the purpose/s for which it is called.
- Section 11. Quorum. Whenever there is no quorum, no business may be transacted. A majority of quorum shall decide in every question of matters submitted to the executive board at any such meeting.
- Section 12. Presiding Officer. The President or in his absence or incapacity, the National Vice President for Academics, shall preside over all meetings of the Executive Board.
- Section 13. Authority. In general. The Executive Board shall safeguard all properties, interests, businesses and responsibility which include, but is not limited to the following :
- a. To create adhoc committees, to choose the chairperson and to prescribe from time to time their duties and authorities.
  - b. To study, devise and adopt policies, criteria and guidelines as maybe necessary and convenient to carry out, effectuate and implement in the most effective and economical manner, the purposes and objective of the Federation
  - c. The authority to suspend or impeach any officer while sitting en banc by a majority vote of the Executive Board; and
  - d. The authority to impose sanctions under each grounds and proceedings this constitution provides.
- Section 14. The Secretary General by virtue of being appointed shall have no voting powers but is a deemed member of the Executive Board.

## **Article XI The Executive Officers**

- Section 1. Composition. The following shall be the Executive Officers of the National Federation
- a. National President
  - b. National Vice-President for Academics
  - c. National Vice-President for Non-Academics
  - d. National Vice-President for Membership
  - e. National Vice- President for Finance
  - f. Vice-President for Communications – NCR
  - g. Vice-President for Communications – Luzon
  - h. Vice-President for Communications – Visayas
  - i. Vice-President for Communications – Mindanao
  - j. National Vice-President for Audit
  - k. Secretary General
- Section 2. Term of Office. All officers shall hold office for a term of one federation year starting from May 1 of the present year to April 30 of the following year or until such time the successors have been duly qualified and elected.

## **Article XII Authorities and Duties of the Executive Officers**

- Section 1. The National President shall be the Chief Executive Officer of the Executive Board of the Federation. Aside from those, which have been assigned by the Executive Board, his authorities and duties shall include the following:
- a. To take active supervision and control over properties, interests, businesses and affairs of the Federation.
  - b. To preside in all meetings of the Executive Officers, Executive Board, and an assembly;
  - c. To supervise, direct and control subordinate officers in the discharge of their duties and authorities;
  - d. To lead the members in carrying out the activities and objectives of the federation and enforce the provisions of this Constitution and By-Laws , and all the rules and regulations enacted in the assembly;
  - e. To delegate to any officers any of his authorities and duties whenever in his judgment such as delegation is expedient and practicable.
  - f. To authorize expenditures necessary in carrying out the Federation's activities and programs;
  - g. To render annual report of the Federation's activities for internal and external users;
  - h. To act as one of the signatories in all cash disbursement from the bank account credited to the Federation;
  - i. To act as the OIC of the Grievance and Chapter Service Committee; and
  - j. To perform other duties inherent to the position.
- Section 2. The National Vice-President for Academics shall have the authorities and duties, which include the following aside from those assigned by the Executive Board.
- a. To perform and discharge the powers and duties of the President in the latter's absence or inability.
  - b. To supervise the implementation of academic project of the Federation;
  - c. To act as the OIC of the Education and Research Committee;
  - d. To perform other duties inherent to the position.



- Section 3. The National Vice-President for Non-Academics shall have the authorities and duties, which include the following aside from those, assigned by the Executive Board;
- a. To supervise and execute the complementary role curricular and extra curricular by integrating and coordinating cultural, spiritual, and sports activities and incorporate these in the general activities of the Federation.
  - b. To coordinate with other institutions, agencies or organizations necessary for the non-academic programs of the Federation.
  - c. To act as the OIC of the culture and Sports Committee; and
  - d. To perform other duties inherent to the position
- Section 4. The National Vice-President for Membership shall have the authorities and duties which include the following aside from those assigned by the Executive Board.
- a. To keep a complete and up-to-date list of names of all accredited members and their directories ;
  - b. To recruit the JPIA organization of schools which are not yet members of the federation that is duly recognized by CHED.
  - c. To monitor the attendance, performance and degree of participation of members schools in the Federation meeting and functions ;
  - d. The act as the OIC of the Membership Committee ; and
  - e. To perform other duties inherent to the position.
- Section 5. The National Vice-President for Finance shall have the authorities and duties, which include the following aside from those assigned by the Executive Board ;
- a. To authorize together with the President the use of funds and properties
  - b. To handle and safeguard all funds and properties
  - c. To keep all original documents pertaining to cash receipts and disbursements ;
  - d. To prepare the semi-annual financial statements within 15 days from the end of October;
  - e. To act as the OIC of the Finance Committee ; and
  - f. To perform other duties inherent to the position.
- Section 6. The Vice-President for Communications-NCR shall have the following authorities and duties, which include the following aside from those assigned by the Executive Board ;
- a. To act as the OIC of the Public Relations and Communications Committee ; and
  - b. To perform other duties inherent to the position
- Section 7. The Vice-President for Communications-Luzon/Visayas/Mindanao shall have the following authorities and duties, which include the following aside from those assigned by the Executive Board ;
- a. Shall disseminate information in their respective geographical jurisdiction.
  - b. To perform other duties inherent to the position.
- Section 8. The National Vice-President for Audit shall have the following authorities and duties, which include the following aside from those assigned by the Executive Board ;
- a. To monitor all receipts and disbursements of the Federation every month
  - b. To audit the financial statements prepared by the Vice-President for Finance semi-annually within 10 days from the date of the report.
  - c. To render a reasonable assurance as to the fairness of the financial statements under audit. In any case the auditor cannot attest to the fair presentation, the reasons shall be stated in the auditor's report

d. To perform other duties inherent to the position.

- Section 9. The National Secretary-General shall be appointed by the President. He or she may come from the same school as the President. He or she shall have the authorities and duties, which include the following aside from those assigned by the executive board;
- a. Keep accurate minute of all the meetings of the Executive Board;
  - b. Disseminate all notices required to be given by this Constitution and By-Laws
  - c. Be the custodian of all records, documents and papers of the Federation and to certify all records of the Federation noted by the President.
  - d. To coordinate with the STANCOMs chairpersons for record keeping purposes;
  - e. Perform other duties inherent to the position.

Section 10. The outgoing executive officers shall have the duty to efficiently turnover all pertinent records of the Federation within fifteen days after the National Elections.

### **Article XIII Regional Councils**

Section 1. The Regional Council shall be the regional administrative coordinating and supervising body of the Federation.

- Section 2. The Regional Council shall be known as the following:
- a. NFJPIA- Region 1 and Cordillera Administrative Region(CAR) Council
  - b. NFJPIA- Region 2 Council
  - c. NFJPIA- Region 3 Council
  - d. NFJPIA- Region 4 Council
  - e. NFJPIA- Region 5 Council
  - f. NFJPIA- Region 6 Council
  - g. NFJPIA- Region 7 Council
  - h. NFJPIA- Region 8 Council
  - i. NFJPIA- Region 9 Council
  - j. NFJPIA- Region 10 and CARAGA Council
  - k. NFJPIA- Region 11 Council
  - l. NFJPIA- Region 12 Council
  - m. NFJPIA- NCR Council

Section 3. Composition. The Regional Council shall be composed of the following:

- a. President
- b. Vice President for Academics
- c. Vice President for Non-Academics
- d. Vice President for Membership
- e. Vice President for Finance
- f. Vice President for Communications
- g. Vice President for Audit
- h. Secretary General

Section 4. Authorities and Duties

- a. The Regional Council shall have the following authorities and duties:
  1. To initiate and supervise projects and activities in accordance with the Federation

2. To facilitate the implementation of all projects and activities initiated by the Federation
  3. To serve as a link of communication between the Federation and their respective regions;
  4. To comply with the provisions and perform such other duties as expressed in this Constitution and By-Laws;
  5. To create its own charter, its context and amendments shall be forwarded to the federation provided further that it shall not contradict this constitution and By-Laws.
- b. The Regional President shall:
1. Take active supervision and control over properties, interests, businesses and affairs of the Regional Council.
  2. Preside in all meetings of the Regional Council and assemblies;
  3. Supervise, direct and control subordinate officers in the discharge of their duties and authorities;
  4. Lead the members in carrying out the activities and objectives of the Regional Council and enforce the provisions of this Constitution and By-Laws, and all the rules and regulations enacted in the assembly;
  5. Delegate to any officers any of his authorities and a duty whenever in his judgment such as delegation is expedient and practicable.
  6. Render an annual report of the Regional Council to the Federation ;
  7. Act as one of the signatories in all cash disbursement from the bank account of the Regional Council;
  8. Supervise collections and authorize expenditures on all financial transactions of their respective regions ;
  9. Perform other duties inherent to the position;
  10. To ensure that a bequeathal ceremony be conducted and all pertinent documents and regional properties be endorsed within 15 days after the end of the Federation year.
- c. The Regional Vice-President for Academics shall ;
1. Perform and discharge the powers and duties of the President in the latter's absence or inability
  2. Supervise the implementation of academic project of the Regional Council; and
  3. Perform such other duties inherent to the position.
- d. The Regional Vice-President for Non-Academics shall ;
1. Supervise and execute the complementary role curricular and extra curricular by integrating and coordinating cultural, spiritual, and sports activities and incorporate these in the general activities of the Regional Council.
  2. Coordinate with other institutions, agencies or organizations necessary for the non-academic programs of the Regional Council.
  3. Perform other duties inherent to the position
- e. The Regional Vice-President for Membership shall;
1. Keep a complete and up-to-date list of names of all accredited members and their directories ;
  2. Monitor the attendance of member schools in the Regional Council's meetings and

functions.

3. Keep track of the performance and degree of participation of local chapters in the Regional Council's activities for evaluation purposes.
  4. Perform other duties inherent to the position.
- f. The Regional Vice-President for Finance shall ;
1. Handle and safeguard all funds and properties of the Regional Council;
  2. Authorize together with the President, the use of funds and properties ;
  3. Keep all original documents pertaining to cash receipts and disbursements ;
  4. Prepare a semiannual financial statements within 15 days after October ; and
  5. Perform other duties inherent to the position.
- g. The Regional Vice-President for Communications shall ;
1. Disseminate information within the Regional Council and to serve as the Liaison Officer of the Regional Council ; and
  2. Perform other duties inherent to the position
- h. The Regional Vice-President for Audit shall ;
1. Monitor all receipts and disbursements of the Federation every month
  2. Audit the financial statements prepared by the Vice-President for Finance monthly within ten (10) days from the date of the report;
  3. Render a reasonable assurance as to the fairness of the financial statements under audit. In any case the auditor cannot attest to the fair presentation, the reasons shall be stated in the auditor's report ;
  4. Perform other duties inherent to the position.
- i. The Regional Secretary-General shall ;
1. Keep accurate minutes of all the meetings of the Regional Council ;
  2. Disseminate all notices required to be given by this Constitution and By-Laws
  3. Be the custodian of all records, documents and papers of the Regional Council and to certify all records of the Federation noted by the President.
  4. Submit to the Federation the progress report of the Regional Council ;
  5. Perform other duties inherent to the position.

Section 5. The Regional Council may form committees, which they deem necessary

Section 6. The Regional Council shall hold office co-terminus with the Executive Board.

Section 7. The principal office of the Regional Council shall be at such place that may be designated.

Section 8. Qualifications. No member shall be allowed to run for any regional office unless he possesses the following qualifications ;

- a. He must be a bona fide member of and JPIA Local Chapter duly recognized and accredited by the Federation at least one (1) year;
- b. He must be an accounting major student with good moral character;
- c. He must not have any failing grade in any semester
- d. He must not hold any major position in any organization after elected.
- e. He must submit the following requirements;

- i. Duly accomplished certificate of candidacy given by the COMELEC;
  - ii. Endorsement of the incumbent JPIA President and/or adviser;
  - iii. Certificate of good moral character from the Office of the Registrar and/or Office of the Prefect of Discipline;
  - iv. Certificate of grades or temporary transcript of record;
  - v. Two (2) wallet size pictures (colored); and
  - vi. Certification from the Office of the Student Affairs that the student is not holding any major position in the candidate's respective school.
- f. He must have attended at least one (1) major activity of the Regional Council and/or the Federation

#### **Article XIV Local Chapter**

- Section 1. Local chapters shall be the local administrative bodies of the Federation.
- Section 2. Local chapters shall be vested with the power to create their own charter provided it will not violate this Constitution and By-Laws.

#### **Article XV Board of Advisers**

- Section 1. The Board of Advisers shall be composed of the Chairperson and members of the PICPA Committee on Student Participation.
- Section 2. They shall serve as a link between PICPA and the Federation.
- Section 3. They shall have the right to be informed of all activities and projects of the Federation.
- Section 4. They shall have the right to attend the meetings of the Executive Board and give their opinions in all matters pertaining to the Federation but the final decision should rest on the Executive Board.
- Section 5. The Board of Advisers shall serve for one calendar year. They shall efficiently turn over all pertinent papers at the end of their term to the succeeding Board of Advisers.

#### **Article XVI Committees**

- Section 1. The following shall be the standing committees referred to as STANCOMs with their respective Executive Officers as Liaison Officer ;
- a. Grievance and Chapter Service – National President
  - b. Education and Research – National Vice-President for Academics
  - c. Culture and Sports – National Vice-President for Non-Academics
  - d. Membership – National Vice-President for Membership
  - e. Finance – National Vice-President for Finance
  - f. Public Relations and Communications – Vice President for Communications – NCR
  - g. Audit – National Vice President for Audit
  - h. Records and Documentations- National Secretary-General
- Section 2. The STANCOM shall make committee suggestions and recommendations to the Executive Board for deliberation and shall implement the latter's final decision.

- Section 3. A committee chairperson shall head each STANCOM
- Section 4. Authorities and duties of a committee chairperson are :
- a. To ensure the proper implementation of their respective activities ;
  - b. To preside over all meetings of their respective committees ;
  - c. To conduct elections or appoint persons as may be designated to discharge functions of their respective committees after consultation with the Executive Board ; and
  - d. To report to their respective OICs for proper coordination.
- Section 5. No Executive Officer of a local chapter may be appointed as a committee officer.
- Section 6. Functions of the STANCOMs are :
- a. Grievance and Chapter Service :
    1. To channel and address all the grievances from the local chapter directly to the President or to the Regional Council for immediate action
    2. To respond to the specialized needs of the local chapter ; and
    3. To perform such other functions as may be assigned by the Executive Board
  - b. Education and Research
    1. To organize and coordinate academic activities and projects with regards to current events and issues on the accounting profession ;
    2. To perform such other functions as may be assigned by the Executive Board
  - c. Culture and Sports ;
    1. To plan and coordinate activities for the development of social, physical and cultural awareness of the members ; and
    2. To perform such other functions as may be assigned by the Executive Board
  - d. Membership
    1. To keep a complete list of directories of the members of the Federation ;
    2. To issue notices of all regular and special meetings of the Federation ;
    3. To recruit the JPIA organizations of schools which are not yet members of the Federation ;
    4. To handle the application procedure of new members
    5. To monitor the attendance, performance and the degree of participation of member schools in the Federation meetings and functions ; and
    6. To perform such other functions as may be assigned by the Executive Board.
  - e. Finance
    1. To devise effective methods of generating funds for the Federation ;
    2. To be responsible to the other committees regarding financial matters ;
    3. To be responsible for the records of the Federation funds ;
    4. To be responsible for the recording of the collections and disbursement of the Federation ; and
    5. To perform such other functions as may be assigned by the Executive Board.
  - f. Public Relations and Communications
    1. To inform the local chapter of the activities of the Federation ;
    2. To be responsible for the release of the Federation newsletter at least twice in a Federation year;
    3. To handle all publicity, advertisements and such promotions of an activity and/or functions of the Federation ;
    4. To print hand-outs, minutes of the meetings, financial report and an annual report to be distributed to the local chapters ; and
    5. To perform such other functions as may be assigned by the Executive Board

- g. Audit
  - 1. To devise effective procedures on auditing financial statements
  - 2. To assist the Vice-President for Audit in carrying out his duties and obligations ;  
and
  - 3. To perform such other functions as may be assigned by the Executive Board

Section 7. Committees may be created by the Executive Board as may be deemed necessary, proper and convenient for the interest of the Federation, defining the authorities and duties and delegating them such as may lawfully be delegated. Its duration shall be under the direction of the Executive Board.

## **Article XVII Vacancies**

Section 1. Vacancies in the Executive Board by reason of incapacity, resignation, impeachment or death shall be filled upon by appointment by the Executive Board.

Section 2. Vacancies by resignation. Any officer with valid reason or cause may resign from office in the Federation by a written notice submitted to the Executive Board. If a fixed date for resignation is indicated, such shall not be effective until acted upon by the Executive Board seven (7) days from the receipt of the officer's notice of resignation.

Section 3. Vacancies by impeachment.

- a. Any elected officer shall be removed for a just cause and due process on any of the following grounds:
  - 1. Gross violation of this Constitution and By-Laws, internal rules and regulations of the Federation;
  - 2. Grave abuse of authority;
  - 3. Immoral acts
  - 4. Gross negligence of duties and responsibilities;
  - 5. Gross insubordination;
  - 6. Guilt of acts involving moral turpitude;
  - 7. Failure to enroll in the semester during his term; and
  - 8. Lack of independence
- b. The following procedures shall be observed for impeachment:
  - 1. A letter of complaint should be filed by any member to the Executive Board to the National President or National Adviser
  - 2. The Executive Officers shall consider the complaint and notify the correspondent of the schedule of appearance before the Executive Officers
  - 3. Within seven (7) days after the appearance, the Executive Officers should issue its decision
  - 4. Within seven (7) days after the issuance of the decision, the defendant may file his/her appeal before the Executive Board
  - 5. The Executive Board shall calendar the appeal before its presence immediately after the request
  - 6. Seven (7) days after the appeal, the Executive Board sitting en banc, by 2/3 vote of its members, excluding the officer/s under impeachment, as the case may be, shall decide on the impeachment. The decision shall be final and not subject for appeal.

- Section 4. Vacancies due to failure of elections:
- a. In case of any candidate who failed to get the required number of votes in order for him to be elected, a special election shall be called upon.
  - b. In case there are no candidates, a special election is deemed necessary.
- Section 5. The resigned or impeached officer shall have the duty to efficiently turn over all pertinent records of the Federation within 15 days after the proclamation of his replacement.
- Section 6. The Federation shall have the right to exhaust all legal and extra-legal means to recover documents, records and financial matters against erring officer.

## **Article XVIII Funds**

- Section 1. The funds shall emanate from the membership fee of the local chapters and inflows from all other fund raising activities not contrary to public laws, morals and customs.
- Section 2. The Federation shall have and maintain a Federation year budget only approved by the Executive Board contained therein:
- a. General appropriation fund for non-recurring expenses of the organization.
  - b. Specific appropriations for recurring expenses to control of disbursement of funds.
- Section 3. The collection of the fund shall be imposed during the yearly renewal of membership on or before the end of the first six months of the Federation year.
- Section 4. The fund shall be deposited in a bank of good repute and wherein the signatories shall be the President and Vice President for Finance. The passbook must be under the safekeeping of the Vice President for Finance. ATM (Automated Teller Machine) access to the funds is prohibited.
- Section 5. Withdrawals shall only be allowed through the authorization and signatures of the President and Vice President for Finance and shall be appropriated for legitimate purposes only.
- Section 6. Audited Financial reports shall be submitted:
- a. By Regional Councils to the Federation within twenty-five (25) days after the end of the federation year.
  - b. By the Federation to the respective Regional Councils to facilitate the receipts and disbursements of the Federation fund.
- Section 7. The Regional Councils shall retain a specified amount of fund as may be agreed upon by the Executive Board at the beginning of the year for the sole purpose of helping the succeeding Executive Board.

## **Article XIX Elections**

- Section 1. Commission on Elections. There shall be a Commission on Elections referred to as the COMELEC. It shall supervise and conduct the electoral process of the officers for the Executive Office.



- Section 2. The Executive Board shall appoint a Chairman, a Vice Chairman, and Regional Commissioners of the COMELEC during the 3<sup>rd</sup> Executive Board Meeting.
- a. The Executive Board shall have the power to decide on matters concerning protests filed against any member of the COMELEC and their decisions are final and executory.

Section 3. Membership and Tenure

- a. The COMELEC shall be composed of five (5) commissioners, two (2) of which shall come from the National Capital Region (NCR) and (1) each from Luzon, Visayas and Mindanao.
- b. The COMELEC function shall take effect after the appointment and shall end after the new COMELEC is appointed.
- c. Application for membership to the COMELEC shall be opened during the 2<sup>nd</sup> Executive Board Meeting and shall be subject to the following qualifications and requirements:
  1. He must be a bona fide member of NFJPIA for the current federation year.
  2. He must not be a graduating student.
  3. He must submit the following requirements:
    - a. Resumè
    - b. Certification of good moral character from the JPIA adviser of his Local Chapter or the Office of the Student Affairs
    - c. Two (2) wallet-size pictures (colored)

Section 4. Powers and Duties of the COMELEC

The COMELEC shall have the following duties and powers:

1. It shall organize a Meeting de Avance during the Annual National Convention.
2. It shall be the duty of the COMELEC to conduct election in an efficient and effective manner.
3. Such election shall be based on established procedures duly promulgated by the COMELEC and for which the same shall be circulated by the COMELEC at least one (1) month prior to the date of the Election Day.
4. Be the sole judge of all election protests that shall include objections to the qualification of the candidates, protest on the conduct of election campaign, casting of votes, canvassing of votes, canvassing of election returns, and violation of rules and regulations.
  - a. Any delegate shall have the right to question a Candidate and the COMELEC shall resolve and decide the case.
5. Report the result of the election to the NFJPIAns.
6. The COMELEC shall be given reasonable benefit for the purpose of discharging their function to the National Election.

Section 5 Election Date, Time and Place

The COMELEC shall decide on the date, time and place of election of the officers for the Executive Office.

- Section 6 A maximum of two (2) representatives per Local Chapter is allowed to run for the National Election for regular and special elections subject to the provisions of this section. Candidates for officership to the Executive Office must conform to and shall be subject to the following qualifications and requirements:

- a. He must be a bona fide member of any JPIA Local Chapter duly recognized and accredited by the Federation at least one (1) year;
- b. He must be a Bachelor of Science in Accountancy student with good moral character issued by the Student's Affairs Office;
- c. He must have attended at least three (3) assemblies of the federation.
- d. He must not have any failing grade in any semester.
- e. He must not hold any major position in any organization;
- f. He must submit the following requirements:
  1. Duly accomplished Certificate of Candidacy given by the COMELEC;
  2. Endorsement of the incumbent JPIA President and adviser;
  3. Certificate of good moral character from the Office of the Registrar and/or Office of the Prefect of Discipline;
  4. Certificate of grades or temporary transcript of record;
  5. Two (2) wallet size pictures (colored); and
  6. Certification from the Office of the Students' Affairs that the student is not holding any major position in the candidate's respective school.
- g. Special qualifications applicable to the Vice-President for Communications position:
  1. Candidates for the Vice-President for Communications-NCR, Luzon, Visayas, and Mindanao must necessarily within their respective geographical jurisdiction.

Section 7. Only the representative or his duly authorized substitute present during the election shall have the capacity to vote.

Section 8. The elections of the VP for Communications shall have the following voters:  
 VP for Communications-NCR: President of NCR or his duly recognized representative  
 VP for Communications-Luzon: Representatives within Luzon or their duly recognized substitute or proxy except those from NCR  
 VP for Communications-Visayas: Representatives within Visayas or their duly recognized substitute or proxy.  
 VP for Communications-Mindanao: Representatives within Mindanao or their duly recognized substitute or proxy.

Section 9. Special Elections. Special Elections shall be called upon in cases stated Art. XVII.

Section 10. The COMELEC shall be given the power to design procedures concerning the special elections but in case of vacancy because of failure of elections, the voters shall be the incoming representative.

Section 11. No officer of the Executive Board is allowed to occupy the same position for more than two (2) years successive terms.

Section 12. The candidates in the election who garnered the highest number of votes canvassed by the COMELEC shall be declared winners.

Section 13. In case that the candidate has no opponent either in the regular or in the special election, the COMELEC shall declare him as elected if he garnered majority of the votes.

## **Article XX Amendments or Revisions**

- Section 1. The Executive Board may create a special committee on Chartered Amendments and Revisions who shall submit proposed changes on the Constitution and By-Laws within ninety (90) days before the Annual National Convention.
- Section 2. The committee on Chartered Amendments and Revisions shall be composed of a Chairman, a Vice Chairman, and five (5) members appointed by the Executive Board.
- Section 3. The committee on Chartered Amendments and Revisions shall serve for one (1) Federation Year.
- Section 4. Proposed amendments and revisions shall be valid and shall form an integral part of this Constitution and By-Laws and when presented and ratified by the majority of the Executive Board present in the assembly called for such purpose.
- Section 5. There shall be no amendments or revisions to this constitution within three (3) years from its last ratification.

## **Article XXI Effectivity**

- Section 1. This Constitution and By-Laws shall take effect fifteen (15) days from the date of ratification and after all Regional Councils have been duly notified.

*Last Ratified: June 2, 2008 during the First National Executive Board Meeting at the Professional Review and Training Center, Recto, Manila.*

MA. LOURDES V. PEREZ  
*National President (2008-2009)*

SARAH RAHIMAH P. JADRAQUE  
*National Vice President  
for Academics*

GERLYN GUIA D. NAYO  
*National Vice President  
For Non- Academics*

PHOL KRISH M. PEREA  
*National Vice President  
for Membership*

JANNICK S. REYES  
*National Vice President  
for Finance*

JENNIFER D. IRANG  
*National Vice President  
for Communications – NCR*

RICARDO B. NAPILI, JR.  
*National Vice President  
for Communications – Luzon*

APRIL D. ADUANA  
*National Vice President for Audit*

RANDY E. VENTANILLA  
*Region 1 and CAR President*

KATRINA C. MANALIGOD  
*Region 2 President*

RHONALYN B. ABOY  
*Region 3 President*

VERONICA R. SULIT  
*Region 4 President*

CLEINT VINCENT D.V. BELEN  
*Region 5 President*

KRISTINE ANN POLANA  
*Region 6 VP Non-Academics*

MARK ANTHONY B. PACAYRA  
*Region 8 President*

RIZELLE MAE A. TORRALBA  
*Region 9 President*

JAZPHER P. MANGUBAT  
*Region 10 President*

ROMEO MICHAEL G. QUINITO  
*Region 12 President*

RYAN JASON B. OCAMPO  
*NCR President*

RAMON QUITO  
*Region 3 Adviser*

MAE ALMA PEDROSA  
*Region 12, Moderator*

CONRAD ALLAN M. ALVIS  
*NCR Adviser*