

FAMILY AND PASTORAL COUNSELLING ASSOCIATION OF THE PHILIPPINES, INC. (FPCAP)

CONSTITUTION & BY- LAWS

ARTICLE I NAME AND DOMICILE

Section 1. This organization shall be known as **FAMILY AND PASTORAL COUNSELLING ASSOCIATION OF THE PHILIPPINES, INC.** Its principal office shall be in Quezon City, Philippines.

Section 2. The name of the organization, **FAMILY AND PASTORAL COUNSELLING ASSOCIATION OF THE PHILIPPINES, INC.** shall be exclusively used in all official business and activities of the organization.

ARTICLE II OBJECTIVES

Section 1. The objectives of the FAMILY AND PASTORAL COUNSELLING ASSOCIATION OF THE PHILIPPINES are as follows:

- a. To improve the standards of the family and pastoral counseling work in the Philippine society;
- b. To promote and stimulate the exchange of professional experience at local, national, regional as well as international meetings;
- c. To conduct, support and promote research and other professional activities that will contribute to the improvement of family and pastoral counseling practice and counselor education;
- d. To disseminate pertinent and valuable professional information and research studies through publications;
- e. To bring together and unite in action all family and pastoral counselors for a better understanding and acceptance of the principles, practices and professional standards of family and pastoral counseling.

ARTICLE III DEFINITIONS

Section 1. The term ***“family and pastoral counselor”*** shall refer to a professionally trained individual in a helping profession who is committed to helping people without regard to gender, religious faith, or nationality, to draw on their spiritual values and insights in the process of growth, strength and connectedness. The family and pastoral practitioner recognizes the whole person- body, mind and spirit to get in touch with the counselee’s best self and find a new balance in life.

Section 2. The term **“family and pastoral counseling”** shall refer to a therapeutic encounter or conference between a family and pastoral counselor and counselee(s), consisting of persons, families, groups, and institutions in which the insights of values, teachings, or beliefs of the counselee(s)’ faith and spirituality are integrated with the principles of psychological theory and psychosystemic understanding to help counselee(s) achieve wholeness, healing and growth.

Section 3. The term **“licensed counselor”** means a person who is duly licensed by the Board of Professional Regulatory Commission or any other counterpart abroad to engage in the practice of professional counseling.

ARTICLE IV **MEMBERSHIP**

Section 1. The membership in the Association shall be individual and personal.

Section 2. Requirements for membership in the Association are the following:

- a. Masters or Doctorate degree holders of counseling or allied disciplines such as psychology, family/pastoral ministry, social work and education whose practice or work is in family and pastoral counseling.
- b. Practitioners or students who have taken at least 18 units of graduate course in counseling and whose practice or work is in family and pastoral counseling.

Section 3. Membership in the Association is available in two Classifications namely; *Regular* and *Associate*. A *Regular Member* must be a holder of a Masters or Doctorate degree in Counseling or allied disciplines (*Section 2.a*) whose practice or work is in family and pastoral counseling. An *Associate Member* must have at least 18 units of graduate course in counseling (*Section 2.b*).

Section 4. All members shall have the rights and privileges accorded in their membership categories. Regular and Associate members may vote on all matters coming before the Association.

Section 5. Only regular members shall be eligible for election to the National Board of FPCAP.

Section 6. Members may be dropped from this Association for nonpayment of dues, or by revocation of certification of membership, on grounds specified under Sec. 6, Article VI, following procedures described in the FPCAP policies.

Section 7. The National Board may establish other class of membership as in its discretion is in the best interest of the Association.

ARTICLE V
DUES - ASSESSMENTS

Section 1. The National Board shall regulate dues and special assessments needed to carry out the purpose of the Association.

Section 2. Membership dues shall be paid annually by both Regular and Associate members of the Association.

ARTICLE VI
THE BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of eleven (11) members duly elected by the majority of members of the Association present during the National Convention.

Section 2. The Board of Directors must possess the qualifications for regular membership.

Section 3. The Board of Directors shall elect among themselves the following officers of the Association: President, Vice President, Secretary, and Treasurer.

Section 4. The Board of Directors shall hold office for a term of two (2) years until their successors are duly elected.

Section 5. Vacancies in the Board caused by death, disability, or resignation shall be filled up by a majority vote of the members of the Board present during a meeting constituting a quorum.

Section 6. Members of the Board may be removed from Office, for cause such as but not limited to: a) dishonesty, b) fraud, c) absenteeism, and d) for violation of any of the provisions of the Revised Penal Code or other Special Laws, by a two-thirds majority vote of the Board of Directors. The Board shall appoint a due process committee of three (3) to review all charges and make recommendations. This committee shall complete its assignment and submit a report within thirty (30) days after appointment.

Section 7. The Board shall be the body through which the general administrative and executive functions of the Association shall be carried out.

- a. The Board shall take such actions as are necessary for the conduct of the Association's affairs except that no action shall be taken that is contrary to the constitution and by-laws of the Association.

- b. The Board shall have the authority to create policies, rules and regulations to carry out the mission of the Association.
- c. The Board shall establish goals, long-range plans, and strategic plans.
- d. The Board shall have the responsibility to protect the Association's financial stability and solvency.

Section 8. All properties owned by Association shall be administered by the Board. All acquisitions or disposal actions of property/ies, except upon dissolution of the Association, require the vote of the majority of the members of the Board.

ARTICLE VII **NOMINATIONS AND ELECTIONS**

Section 1. There shall be a Nominations and Elections Committee composed of three (3) regular members of any of the National Standing Committees who are not interested to run for the National Board and two (2) associate members of the Association. Nominations shall be submitted by the chairpersons of the ten (10) standing committees for approval of the National Board.

Section 2. The President shall appoint the Chairperson from among the five (5) members of the Nominations and Elections Committee.

Section 3. The Nominations and Elections Committee shall conduct elections according to the FPCAP policies that address nominations and elections. Such nominations and elections guidelines shall be enacted by the Committee and approved by the National Board.

Section 4. Eleven (11) candidates from among all the candidates with the highest number of votes shall be declared "winners" constituting the FPCAP Board of Directors. They shall elect among themselves a set of Officers for the following positions: President, Vice President, Secretary, and Treasurer.

Section 5. Results of the elections shall be made by written proclamation to be duly signed by the Chairperson, Vice-Chair, and the three (3) members of the Election Committee during the National Convention.

Section 6. If any elected candidate should be unable to assume office by the beginning of FPCAP Fiscal Year (February), vacancies occurring on the Board of Directors will be filled as follows:

- a. Vacancies are to be filled by the previous election's runners-up in order of total votes received during that election.
- b. In the event that runners-up options are exhausted, the Board shall elect willing replacements with a simple majority at the first regularly scheduled meeting following the discovery of the vacancy.

ARTICLE VIII
THE EXECUTIVE OFFICERS

Section 1. *Executive Officers* – The executive officers of the Association shall be a President, one or more Vice-Presidents, a Corporate Secretary, and a Treasurer, all of whom shall be elected by the Board.

All officers shall hold offices for two years and until their successors are duly elected and qualified.

The officers shall be elected by each new board of directors after the election of the members of the board. Every officer, including the President, shall be subject to removal by the Board of Directors at any time, and any officer elected to fill the vacancy shall hold office only for the unexpired term of the officer so removed, and until his/her successor is duly elected and qualified.

Section 2. *President* – The President shall be the chief executive officer of the Association. In addition to such duties as may be delegated to him/her by the Board of Directors, s/he shall preside at all meetings of the Board, and shall act as Chairperson of all meetings of the members. S/he shall execute all resolutions of the Board. S/he shall have general supervision of the affairs and property of the Association, and over its several officers and employees. S/he shall submit to the Board as soon as possible after the close of each fiscal year, and to the members at each annual meeting, a complete report of the operations of the Association for the preceding year.

Section 3. *Vice-President* – Each Vice-President shall have such powers and perform such duties as the Board of Directors may from time to time prescribe. In case of the absence or inability of the President, the First Vice-President shall exercise the powers and discharge the duties of the President.

Section 4. *Secretary* – The Corporate Secretary shall keep the minutes of all meetings of the members and of the Board of Directors, and of all committees, in a book kept for that purpose.

Section 5. *Treasurer* – The Treasurer shall have charge of the funds, receipts, and disbursements of the Association. S/he shall deposit all moneys and other valuables of the Association in such bank or banks as the Board of Directors may designate. S/he shall render to the President or to the Board of Directors, whenever required, an account of the financial condition of the Association of all transactions made by him/her as treasurer. S/he shall keep correct books of accounts of all transactions of the Association. All checks paid out or endorsed by the Association shall be signed by the Treasurer, countersigned by the President.

ARTICLE IX COMMITTEES

Section 1. The committees of the Association shall consist of standing committees and ad hoc committees as may be constituted by the National Board. All committees shall submit an Annual Report to the Board.

Section 2. The President appoints the Chairperson for each committee. The Chairperson selects four (4) members (2 regular members and 2 associate members) of the Association to serve in his/her committee for one term or equivalent of two (2) years.

Section 3. The Standing Committees are composed of the following:

a. **Membership Committee** - shall present ideas for recruiting new members and encouraging enthusiasm within the membership. The Membership Committee shall also have responsibility of obtaining, maintaining and determining credentials of applicants. Membership Chairperson shall aid in the recruitment of new members, provide information of the Association to anyone who requests it and furnish an updated copy of the Membership Roster to any Member of the Association whenever the Governing Board shall direct. The Membership Committee will also update the Membership Roster annually and make it available to any FPCAP Member upon request.

b. **Program Committee**- shall plan and arrange the Association annual conventions, conferences and meetings including scheduling of said events or activities, work out pricing for these, issue invitation and make program to participants and members. This Committee is also responsible for contacting the appropriate departments at the venue or place to plan for the necessary rooms, menus, equipments and props.

c. **Professional Development Committee** - shall plan in-service training, seminars, workshops, and educational experiences during the year. Final authority for these activities will rest with the Governing Board. This Committee shall be responsible for applying the appropriate continuing education units (contact hours) and for developing promotional materials concerning professional advancement training.

d. **Ethics Committee** - shall handle on ethical issues which may affect the membership and Association as well. This Committee shall receive violation reports and complaints against individual members of the Association. They shall determine if there has been violation of the Association's Code of Ethics and recommend appropriate action to the Board of Directors.

e. **Publications Committee** - Intra-Association communication will be promoted by publication of a Newsletter on at least a quarterly basis. This

Committee will take charge of the Official Journal of the Association to be published annually. Guidelines in the submission of articles or studies shall be developed by this Committee subject to the approval of the Board. The Chairman of the Newsletter Committee, working with the Secretary, shall be responsible for actual editing and publication.

f. **Finance Committee** - shall be responsible for studying and making recommendations to the Board relating to all aspects of financial planning and management. This Committee shall be responsible for budgeting, preparing financial reports and approval of payment of bills subject to the Board's review of financial statements and approval. It performs other bookkeeping functions, and advises the Board when income and expenditures are out of balance.

g. **Ways & Means Committee** - shall ensure that funds are raised to enable the Association to conduct its business. This Committee takes consideration of ways to finance the organization beyond charitable solicitations and cash donations. This includes goods, equipment, donated services, etc. Appropriate types of fundraising include soliciting donations, grants, fundraising events, corporate donations, and others.

h. **Research Committee** - shall plan proposals/ feasibility studies and conduct researches in the area of family and pastoral counseling and pastoral counseling education. This Committee is also tasked to develop instrumentation in evaluating programs or activities of the Association.

i. **Public Relations Committee** - shall oversee the Association's good public image. This Committee shall be responsible in disseminating public information thru the media or website regarding the Association programs or activities.

Section 4. Ad hoc committees shall be created and shall serve until, in the opinion of the Board, the purpose of said committee is accomplished.

Section 5. All standing committees and ad hoc committees shall hold regular meetings every two (2) months with a total of 12 meetings in one-term (biennial) constituted by a quorum.

ARTICLE X **APPOINTED POSITIONS AND DUTIES**

Section 1. The President with the approval of the Board of Directors by a majority of members, may create other positions as needed.

Section 2. The appointee/s shall have a nonvoting capacity in the National Board and serves at the pleasure of the Board for two years.

Section 3. The appointee/s shall be regular members of the Association and in good standing.

ARTICLE XI MEETINGS

Section 1. The annual General Membership meetings of the Association shall be held on the third week of February at a time and place designated by the Board of Directors. Other meetings of the Membership may be called by a majority of the Board of Directors. Notice will be sent to all members at least one (1) month prior to any meeting.

Section 2. The Board of Directors shall have monthly regular meetings. A total of six (6) or more will constitute a quorum at all regular scheduled Board of Directors' meetings. Written notice will be sent to the Board prior to the date of a regular scheduled meeting.

Section 3. An emergency meeting may be called by the President of the Association at any time or by a quorum of the Board of Directors.

Section 4. The Standing Committees shall have meetings at least six (6) times a year. Chairperson shall send a written notice to the members of their committee at a designated time and place constituting a quorum.

ARTICLE XII AMENDMENT

Section 1. This Constitution and By-Laws may be amended by a two-thirds vote of the majority of active members of the Association present and voting in an Annual General Membership Meeting or in a special meeting held for that purpose.

Section 2. An amendment may be initiated by the National Board or by petition of at least twenty-five percent (25%) of the active members of the Association.

Section 3. The amended FPCAP Constitution and By-Laws shall be published in their entirety in a pamphlet and shall be available to any member upon request.

Done this 28th day of February, 2008 at Quezon City, Philippines.

BOARD OF DIRECTORS

AUREA G. ABDON

ALDA PERLITA S. POLESTICO

AGRIFINA A. ARCILLA

EMILIE P. PUNZALAN

RENATO P. ARCILLA

CHARISSA M. RANESES

PERCIVAL SD. CRUZ

MAUREEN N. SANDEJAS

MARIA LUISA PR. DELGADO

MYRNA S. SERRANILLA

JAMES C. TAN