



SPCFAA, Inc. By – Laws

Article I. Name

The name of the association shall be the **Systems Plus College Foundation Alumni Association, Inc.**

Article II. Purpose

- A. To promote the continued well-being and excellence of Systems Plus College Foundation and its alumni.
- B. To extend services to its alumni by linking to various companies for partnership for job placement; by providing seminars, trainings, workshops to alumni members for education advancement; and by serving the community through various projects initiated by the association.
- C. To strengthen the relationship between Systems Plus College Foundation and its alumni by a joint – partnership in the annual projects and events.

Article III. Members Membership Criteria in the SPCFAA

Section 1: Qualifications for Membership

- a. Any graduate of Systems Plus College Foundation.
- b. Any person who has received an honorary degree from Systems Plus College Foundation or has been named an Honorary Alumnus by the SPCFAA.

Section 2: Rights of Members – A member shall have the following rights:

- a. To exercise the right to vote on all matters relating to the affairs of the association.
- b. To be eligible to any elective or appointive office of the association.
- c. To participate in all deliberations/ meetings of the association.
- d. To avail of all the facilities of the association.
- e. To examine all the records or books of the association during business hours.

Section 3: Duties and Responsibilities of the Members – A member shall have the following duties and responsibilities:

- a. To obey and comply with the by – laws, rules and regulations that may be promulgated by the association from time to time.
- b. To attend all meetings of the association.
- c. To pay membership dues and other assessments of the association.

Section 4: Services and Benefits for Active Member.

- a. Active member whose son/daughter, sister/brother, immediate relative who have an intension or currently enrolled in the institution can take advantage of the discounts, however, subject for approval from the Board.
 - i. 30 % Free Tuition Fee (valid for 1 yr.)
Children not to exceed three (3).
 - ii. 20% Free Tuition Fee (valid for 1 yr.)
Brothers and sisters not to exceed two (2).
 - iii. 15% Free Tuition Fee (valid for 1yr.)
Relatives (first and second degrees) not to exceed two (2).
- b. Active member will be receiving annual magazine/ journal and newsletter free of charge.
- c. Every member will receive Alumni Identification Card for transaction purposes inside the institution.
- d. Every member is entitled to attend alumni homecoming, alumni affairs and school invitations.

Article IV. Suspension, Expulsion and Termination of Membership

Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations of the association.

Any member of the association may file charges against a member by filing a written complaint with the Secretary of the association. The Board of Trustees shall call a special meeting to consider the charges. The affirmative vote of majority of all trustees shall be necessary to suspend a member. Provided that where the penalty of all the trustees shall be vote of majority of all the members of the association shall be necessary.

Article V. SPCFAA Board of Trustees & Qualifications

Section 1: Board Composition

- a. Five (5) active Incorporators shall serve on the SPCFAA Board. The SPCFAA President and Vice-President are included in that number.
- b. Five (5) Alumni Trustees actively serving on the Board of Trustees shall automatically be voting members of the SPCFAA Board. Three (3) of the board of trustees will be neither from the management nor from the faculty.

Section 2: Qualification. Only Systems Plus College Foundation graduates are eligible to be elected as an Alumni Trustee.

Section 3: Term of Service. Alumni Trustees shall be elected from the full SPCFAA membership for a term of three (3) years and may stand for re-election to the SPCFAA Board for two (2) consecutive terms following the completion of their terms as Alumni Trustee.

Section 4: Elections. A call for nominations will be announced in the College magazine and on its Web site. Completed nominations can be forwarded to the Alumni Relations Office by mail or electronically no later than May 1. They will then be forwarded to the Nominations/Awards Committee for review.

a) The Nominations/Awards shall propose a slate to be communicated to the SPCFAA Board for approval and then on to the alumni for general election.

b) The new Alumni Trustee will be introduced at the annual meeting of the Board of Trustees.

Section 5: Alumni Trustee Vacancy. The SPCFAA Board has the right to appoint fitting alumnus to fill an unexpired term of an Alumni Trustee.

Article VI. Meetings

Section 1: The SPCFAA Board shall meet (1) one time each year or for special purpose as required. Generally, there is an annual meeting. The annual meetings of the members shall be held at the principal office of the association on Sta. Isabel Bldg., Mc Arthur Highway, Balibago, Angeles City, Pampanga. The President shall render his annual report to the members regarding the activities of the association.

Section 2: Meetings of the SPCFAA Board shall be open to all SPCFAA members. In special circumstances the President may call for a closed-door session of the Board. Voting members of the SPCFAA Board members may also call for a closed meeting, with a simple majority vote.

Section 3: Notices of the time and place of annual and special meetings of the members shall be given either personally or by special delivery mail, at least two (2) weeks before the date set for such meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting.

Section 4: Attendance is mandatory for Board of Trustees participation unless excused by the President.

Section 5: A quorum for any meeting of the members shall consist of a majority of the members 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 at the annual meeting of the members shall be as follows:

- a. Proof of service of the required notice of the meeting.
- b. Proof of the presence of a quorum.
- c. Reading and approval of the minutes of the previous annual meeting.
- d. Unfinished business.
- e. Report of the President.
- f. Other matters.

Section 7: Voting Proxy – Each member shall be entitled to one vote, and he may vote either in person or by proxy which shall be in writing and filed with the Secretary of the association before the scheduled meeting.

Article VII. Officers

Section 1: Officer Elections. The officers of the association shall be a President, a Vice – President, a Secretary, a Treasurer, and an Auditor, and a PRO. The election of the said officers of the Board shall be held at the first meeting of the calendar year. Newly-elected members and officers shall assume their positions during the said meeting.

Section 2: Terms. The term of officers shall be for one (1) year, and until their successors are duly elected and qualified. They are considered active, voting members.

Article VIII. Functions & Powers of Officers

Section 1: President – The President shall be the Chief Executive Officer of the association. He shall preside in all meetings of the members of the association and the board of trustees.

He shall execute all resolutions of the Board of Trustees. He shall be charged with directing and overseeing the activities of the association. He shall submit to the Board as soon as possible after the close of each fiscal year, and to the members of each annual meeting, a complete report of the activities and operations of the association for the fiscal year under his term.

- i. Former President can be chosen as the next Auditor in the ensuing year with the approval of the Board.

Section 2: Vice – President – The Vice – President, if qualified, shall exercise all powers and perform all duties of the President during the absence or incapacity of the latter and shall perform duties that maybe assigned by the Board of Trustees.

Section 3: Secretary – The Secretary shall give all notices required by these by – laws and keep the minutes of all the meetings of the members and of the Board of Trustees in a book kept for the purpose. He shall keep the seal of the association and affix such seal to any paper or instrument requiring the same. He shall have custody of the members register and the correspondence files of the association. He shall also perform all such other duties and work as the Board of Trustees may from time to time assign to him.

Section 4: Treasurer – The Treasurer shall be in charge of the funds, receipts and disbursements of the association. He shall keep all moneys and other valuables of the association in such banks as the Board of Trustees may designate. He shall keep and have charge of the books of accounts. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Trustees. He shall post a bond in such amount as may be fixed by the Board of Trustees.

Section 5: Auditor – The Auditor shall examine and audit the book of accounts of the Association. He shall certify all financial reports prepared and submitted by the Treasurer.

Section 6: PRO – The Press Relations Officer (PRO) shall be responsible for the good relations between the Association and the College Administration, the community and the various publics with which the Association has dealings. He shall be in charge in promoting the programs, projects, activities and development of the Association.

Section 7: The Alumni Coordinator shall be responsible for directing the maintenance of SPCFAA and SPCFAA Board activities and meetings.

Article IX. Interaction with College

Section 1: Relationship: The SPCFAA and its Board shall be supportive of Systems Plus College Foundation, its President and campus leadership and it's Board of Trustees. The SPCFAA Board is advisory in nature.

Section 2: Alumni Coordinator. Duties include coordination of alumni activities, the work of SPCFAA Board of Directors and the Alumni Trustees and represent the SPCFAA to the college administration.

Section 3: Alumni Office. As the SPCFAA is advisory in nature to SPCF; the Alumni Affairs Office acts independently of SPCFAA direction. The Alumni Coordinator directs office employees' relationship and duties associated with the SPCFAA Board.

Article X. Funds

Section 1: Funds – The funds of the association shall be derived from admission fees, annual dues and special assessments of members, gifts, or donations.

Section 2: Disbursements – Withdrawal from the funds of the association, whether by check or any other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

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

Section 4: All SPCFAA members, including its Board members, shall be encouraged to make annual contributions to the College.

Article XI. Awards

Section 1: The SPCFAA Board shall confer all or some of the following awards annually in recognition of accomplishments or service to the College. More details about each award can be found in the Appendix.

- a) SPCFAA Hall of Honor
- b) Distinguished Alumnus/ Alumnae
- c) Outstanding Young Alumnus/ Alumnae
- d) Honorary Alumnus/ Alumnae Award
- e) Alumni Association Community Service Award
- f) Career Center Alumni Service Award

Article XII. Corporate Seal

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



Article XIII. Amendments

Section 1: These by –laws, or any provision thereof, may be amended or repealed by a majority vote of the members and by a majority vote of the Trustees at any regular or special meeting duly held for the purpose.

Adopted this _____ day of _____, 2008 in _____ by the affirmative vote of the undersigned members representing a majority of the members of the association in a special meeting duly held for the purpose.

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Appendix A. SPCFAA Board Awards

The SPCFAA Board has the right to present several alumni-oriented awards, which will recognize distinguished accomplishments and commend their dedication and service to Systems Plus College Foundation. Summaries of each award follows:

1. Award Name: SPCFAA Hall of Honor

Summary: The Hall of Honor celebrates the most outstanding accomplishments of Systems Plus College Foundation alumni. Members of the Hall of Honor exemplify extraordinary characteristics that reflect the very best of the SPCF experience by their outstanding accomplishments in their profession, service to the College, service to their community and/or contribution to humanity.

Qualifications: Induction into the Hall of Honor is the highest honor bestowed by the Systems Plus College Foundation Alumni Association in recognition of outstanding achievement in one or more specific areas. Individuals inducted into the Hall of Honor shall also have any or all of the following: identifiable leadership roles, involvement in the community, interests and accomplishments outside the area of specialty and/or an identifiable impact on individuals, the community, the College, region, state, country or the world.

How to Nominate: Any SPCF alumni, staff, or friend can nominate alumnus/alumna to the Hall of Honor. A short brief on this alumnus' accomplishments, with any supporting source materials, can be forwarded to the Alumni Office or the SPCFAA Nominations/Awards Committee at any time during the year. S/he will be considered and voted upon at the annual SPCFAA meeting.

When Awarded: Annually at Homecoming

2. Award Name: Distinguished Alumnus/ Alumna Award

Summary: Distinguished Alumnus/ Alumna Awards shall be presented to an alumnus and alumna who have achieved significant accomplishments, have made outstanding contributions in their field and/or have distinguished themselves through service to their community, state, or nation.

Qualifications: Any member who meets the SPCFAA membership criteria qualifies for consideration. Nominees should be out of college for a minimum of 10 - 15 years. The recipient should have

identifiable career and community accomplishments and/or excellence in his/her specific professional field or endeavor. By virtue of this alumnus' accomplishments, s/he has contributed to the increased value of the SPCF education.

How to Nominate: Any SPCF alumni, staff, or friend can nominate an alumnus/alumna for Distinguished Alumni consideration. A short brief on this alumnus' accomplishments, with any supporting source materials, can be forwarded to the Alumni Office or the SPCFAA, Inc. Nominations/Awards Committee at any time during the year. S/he will be considered and voted upon at the annual SPCFAA meeting.

When Awarded: Annually at Homecoming.

3. Award Name: Outstanding Young Alumnus/alumna Award

Summary: Outstanding Young Alumnus/alumna Awards shall be given to an alumnus and alumna graduated 10 - 15 years or less who has significant accomplishment in business or professional life and/or has rendered outstanding service to the College or its Alumni Association.

Qualifications: Any member who meets the SPCFAA membership criteria qualifies for consideration. Nominees should be out of college less than 10 - 15 years. The recipient should have identifiable career and community accomplishments and/or excellence in his/her specific professional field of endeavor. By virtue of this alumnus' accomplishments, s/he has contributed to the increased value of the SPCF education.

How to Nominate: Any SPCF alumni, staff, or friend can nominate an alumnus/a for Outstanding Young Alumni consideration. A short brief on this alumnus' accomplishments, with any supporting source materials, can be forwarded to the Alumni Office or the SPCFAA Nominations/Awards Committee at any time during the year. S/he will be considered and voted upon at the annual SPCFAA, Inc. meeting.

When Awarded: Annually at Homecoming.

4. Award Name: Honorary Alumnus/alumna Award

Summary: Honorary Alumnus/alumna Award shall be given to an individual who is not an alumnus/alumna but who has exemplified specific and meritorious service on behalf of Systems Plus College Foundation or the SPCFAA.

Qualifications: The recipient has attained significant recognition in his/her career and embodies the values, ideals and potential of an alumnus/alumna of Systems plus College Foundation. Their accomplishments are exceptional and further SPCF's mission.

How to Nominate: Any SPCF alumni, staff, or friend can nominate an alumnus/a for Honorary Alumni consideration. A short brief on this alumnus' accomplishments, with any supporting source materials, can be forwarded to the Alumni Office or the SPCFAA Nominations/Awards Committee at any time during the year. S/he will be considered and voted upon at the annual SPCFAA meeting.

When Awarded: Annually at Homecoming.

5. Award Name: Community Service Award

Summary: Alumni Association Community Service Award is given to a member of the graduating senior class who has demonstrated continuing involvement as a leader and participant as a volunteer in any activity deemed of value to the community.

Qualifications: Must be a graduating college senior with a passion and commitment to community service. On-campus and community-oriented service are considered. Academic performance shall not be a factor in the selection.

How to Nominate: The Faculty Council shall nominate and select the recipient for this award. Selection is made during the year.

When Awarded: Annually at Commencement. The award is presented by the SPCFAA Chair, Board member or Alumni Coordinator.

6. Award Name: Career Center Alumni Service Award

Summary: The Career Center Alumni Service Award is given to any alumnus/alumna who has significantly contributed to the success of the Career Center.

Qualifications: The recipient's contributions include serving on panels through the Career Center Alumni Speakers Series, recruiting students and other alumni through job postings, resume referrals, job fair attendance or on-campus interviewing, and providing job postings or posting jobs through the Career Center on a consistent basis. In addition, service as a mentor as part of the Mentoring Network program and maintenance of consistent contact with the Career Center mark the significant contributions of alumni.

How to Nominate: The recipient will be selected by the Career Center staff in collaboration with a representation of the SPCFAA Board of Directors.

When Awarded: Annually at Homecoming.