

PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS, INC.

The Philippine Association of Research Managers, Inc. founded in 9 September 1989 is a private, non-stock, non-profit, professional organization dedicated to the promotion and enhancement of the role of managers in improving and sustaining productivity in research. The Secretariat is located at the Philippine Council for Agriculture, Forestry and Natural Resources, Research and Development, Los Baños, Laguna, Philippines.

Vision

PHILARM as a leading professional organization for research management in the Asia Pacific Region

Mission

PHILARM advances and advocates research management as a profession, career, and a mechanism for scientific and technological innovation, productivity and sustainable development.

Purpose

1. Promote the institutionalization of research management as a profession, a career, and a tool for the management and development in the Science & Technology (S&T) sector
2. Catalyze the development of research management organization in the Philippines and Asia Pacific Region

Strategies

1. Strengthening of research management capability of PHILARM members and research organizations in Asia Pacific Region
2. Formulation and advocacy of policies on research management
3. Enhancing complementation and sharing among agencies through networking
4. Formulation and implementation of client friendly and demand-driven research management programs
5. Resource generation to support research management programs

Objectives

1. To conduct conferences, symposia, fora, workshop, seminars and trainings on research management
2. To produce information, education and communication (IEC) materials on research management
3. To create a pool of research managers
4. To prepare position papers and recommend policies supportive of research management
5. To encourage the establishment of research management organizations in Asia Pacific Region

Preamble

We, who assume responsibilities in research management, having a common desire to promote and professionalize our role as research managers and improve our managerial capabilities as well as those other individuals with similar profession, in order that a high degree of research successes could be attained, do hereby bind ourselves into an association and promulgate these By-Laws.

ARTICLE I

Name and Nature of the Organization

- Section 1. The name of the organization shall be the Philippine Association of Research Managers, Inc. abbreviated as PHILARM. Hereinafter, it is referred to as the Association.
- Section 2. The Association is a private, non-stock, non-profit, professional organization engaged in the development and promotion of research management as a profession, a career, and as a tool for the management development in the Science and Technology (S&T) sector.
- Section 3. The national office of the Association shall be located at the Philippine Council for Agriculture, Aquatic and Natural Resources, Research and Development (PCAARRD), Timugan, Los Baños, 4030 Laguna, Philippines. Regional Offices maybe established by regional chapters.

ARTICLE II

Objectives

- Section 1. The objectives of the Association shall be:
- 1.1 To promote professionalism in managing scientific research;
 - 1.2 To encourage and promote interaction among research managers in the country through seminars, workshops, conferences and other activities undertaken by the Association.

- 1.3 To promote exchange and dissemination of experiences, knowledge, lessons and principles in research management among research leader managers;
- 1.4 To promote excellence in the management of research stations/ establishments; and
- 1.5 To encourage mutual cooperation among research leaders, systems and institutions.

ARTICLE III **Membership**

- Section 1. Qualifications. Membership to the Association is open to all individuals and institutions/organizations who are involved in research or who are performing managerial functions in the research system in addition to any of the following:
- 1.1 Individuals and institutions/organizations of all nations who are actually engaged in promoting the objectives of the Association
 - 1.2 Individuals who have conducted/completed/managed at least two or more researches
- Section 2. Classification of Members. Members of the Association shall be classified and defined as follows:
- 2.1 Regular members – those who have been paying their annual dues and other dues of the Association regularly
 - 2.2 Life members – regular members who have paid full amount of life membership dues as provided for in Section 4 of this article and those who are or have been members of the Board of Directors
 - 2.3 Honorary members – those who have been accredited by the Association for their outstanding accomplishment and contribution to the field of research management
 - 2.4. Institutional Members – those institutions/organizations (Non-Government Organization or Government Organization) which have applied and have paid the full amount of membership and annual dues
- Section 3. Privileges of Members. All members shall have the privilege to participate in the activities of the Association. Only regular and life members shall have the right to vote and hold office. The institutional members shall be entitled to 1 vote.
- Section 4. Membership Dues. Membership dues shall be determined by the Board of Directors.

ARTICLE IV **Board of Directors**

- Section 1. Composition
- 1.1 The governance of the Association shall be vested on the Board of Directors which shall consist of twelve (12) members and four (4) cluster representatives for a total of sixteen (16).

- 1.2 The immediate past Vice President automatically becomes the president, while the immediate past President and a representative from Bureau of Agricultural Research (BAR) and Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) automatically become ex-officio members of the Board of Directors.
- 1.3 Eight (8) members shall be elected by a majority of all members present in the meeting called for that purpose. The Board of Directors shall choose from the eight members the other officers of the Association as follows: Vice President, Secretary, Treasurer, Business Manager, Auditor and Public Relations Officer.
- 1.4 Each of the four cluster representatives shall be elected by a majority of all members from the cluster present in the meeting called for that purpose.
- 1.5 An Executive Officer shall be appointed by the BOD and shall serve as the secretariat of the Association.

Section 2. General Functions. The Board of Directors shall formulate and execute the general policies, programs and activities of the Association; conduct business not reserved for members; and delegate individual members to participate in the various standing committees.

Section 3. Duties and Functions of Officers

- 3.1. The President shall:
 - 3.1.1 Enforce the legal mandate and spirit of these By-Laws, and all decisions made by the Board of Directors;
 - 3.1.2 Prepare agenda for meetings of the Association, preside over such meetings, and ensure the proper conduct of the affairs of the Association;
 - 3.1.3 Coordinate activities of the officers and the different standing committees;
 - 3.1.4 Serve as ex-officio member of all standing and AdHoc committees;
 - 3.1.5 Be the official representative of the Association; and
 - 3.1.6 Perform such other duties that shall be deemed necessary for the attainment of the Association's objectives.
- 3.2. The Vice-President shall:
 - 3.2.1 Perform all the duties of the President when the latter is absent or can not serve; and
 - 3.2.2 Perform other duties that may be delegated by the President.
- 3.3. The Secretary shall:
 - 3.3.1 Issue calls of meetings of the Officers, the Board of Directors, and the general membership of the Association;
 - 3.3.2 Keep record of the membership of the Association and all proceedings, and prepare minutes of all meetings; and
 - 3.3.3 Make arrangements for the mailing of reports, publications, ballots, and other materials to the membership.
- 3.4 The Treasurer who shall post a bond shall:

- 3.4.1 Collect all monies appertaining to the Association, and do all authorized disbursements of funds;
 - 3.4.2 Act as custodian of all properties and finances of the Association;
 - 3.4.3 Keep an account of all disbursements, credits and assets of the Association; and
 - 3.4.4 Prepare and submit to the Board duly audited quarterly and annual financial reports.
 - 3.5 The Business Manager shall:
 - 3.5.1 Take the lead in planning and operationalization of all business undertakings of the Association; and
 - 3.5.2 Coordinate with the treasurer in the proper management of all properties and finances to include among others, the proper investment of cash resources of the Association.
 - 3.6 The Auditor shall:
 - 3.6.1 Audit the funds in the custody of the treasurer at least every quarter of the year; and
 - 3.6.2 Render and audit report to the Board.
 - 3.7 The Public Relations Officer shall:
 - 3.7.1 Promote and maintain a wholesome relation of the Association with the public; and
 - 3.7.2 Take charge of the official publications of the Association.
 - 3.8 The Executive Officer shall:
 - 3.8.1 Take care of the day-to-day activities of the Association;
 - 3.8.2 Inform the members and the general public about the activities and achievements of the Association; and
 - 3.8.3 Promote and maintain the relation of the Association with its publics.
- Section 4. Term. All members of the Board shall hold office for a period of two years. Whenever there is a vacancy created among elective positions, the available candidate during the recent election who obtained the next highest vote shall serve the remaining term of the vacated position.

ARTICLE V **Meetings**

- Section 1. Annual Meetings. The annual general meeting of the members shall be in the month of April of each year. The time and place of the annual meeting shall be decided by the Board with due consideration of suggestions from the General Assembly.
- Section 2. Board Meeting. The Board of Directors shall hold a regular meeting every second Tuesday of February, May, August and November. The President may call special board meeting as the need arises.
- Section 3. Special Meetings. Special general meetings may be called by the Board through a resolution by at least six members of the Board or by at least thirty-three percent (33%) of members in good standing.
- Section 4. Quorum. A quorum for any meeting shall consist of a majority of the active members. Such quorum may decide on any question at the meeting

except on matters in which the corporation code requires the affirmative vote of greater proportion.

- Section 5. Rules of Order. The Robert's Rules of Order shall be followed in all general meetings.
- Section 6. Fiscal Year. The fiscal year of the association shall begin on the first day of May and shall end on the last day of April of the following year.

ARTICLE VI

Standing Committees

- Section 1. The Association shall have eight standing committees, namely: (1) Election Committee; (2) Membership Committee; (3) Program Committee; (4) Publication Committee; (5) Finance and Resource Generation Committee; (6) Continuing Education Committee; (7) Awards and Recognition Committee; and (8) Constitution and Policy Committee. These committees shall assist the Board in carrying out the objectives of the Association.
- Section 2. The Chairperson of each committee shall be appointed by the President from among the members of the Board. The appointment of the Chairperson and members of the committees shall be two years.
- Section 3. The Election Committee shall be responsible for developing and implementing the election procedures of the Association.
- Section 4. The Membership Committee shall formulate and implement the recruitment and membership development program of the Association.
- Section 5. The Program Committee shall (1) organize the annual general meetings and other related activities; and (2) coordinate the social activities of the Association.
- Section 6. The Publication Committee shall coordinate all publication works and other information dissemination activities of the Association.
- Section 7. The Finance and Resource Generation Committee shall (1) develop and implement means to generate funds from both local and foreign sources for the purpose of supporting and promoting the objectives of the Association; and (2) maintain accurate records and accounting of all funds and other resources of the Association.
- Section 8. The Continuing Education Committee shall plan and organize activities that would further enhance the knowledge and capabilities of the members of the Association.
- Section 9. The Awards and Recognition Committee shall (1) execute decisions of the Board pertaining to awards and recognition; and (2) serve as the Chairperson for selecting the Outstanding Research Manager.
- Section 10. The Constitution and Policy Committee shall (1) execute decisions of the Board pertaining to constitutional amendments, policies and resolutions; and (2) serve as the Chairperson for selecting the Best R&D Management paper.

ARTICLE VII
Election

Section 1. The election of the members of the Board shall be held on such date and places as approved by the general membership.

ARTICLE VIII
Funds

Section 1. The sources of funds of the Association shall include annual dues, gifts, donation or benefits from income generation activities.

Section 2. The funds shall be deposited in an accredited bank recommended by the treasurer and approved by the Board of Directors.

Section 3. Withdrawal of funds from the bank shall require the signature of any two of the following: the president, the vice-president, and the treasurer.

ARTICLE IX
Affiliation with other Organizations

Section 1. The Association, upon representation by the Board, may affiliate with other organizations for the purpose of promoting national and international collaboration in the field of research management.

ARTICLE X
Amendments

Section 1. These By-Laws, or any portion thereof, may be amended or repealed by a majority vote of the Board of Directors and upon confirmation by a majority of the voting members present in the meeting called for that purpose.

ARTICLE XI
Effectivity

Section 1. These By-laws shall take effect upon ratification by the body and registration of the Association with the Securities and Exchange Commission. Any amendment thereto shall take effect upon ratification by the body.

ARTICLE XII
Dissolution

Section 1. The Association may be dissolved by an affirmative vote of at least seventy-five percent (75%) of all regular members.

AMENDED AND RATIFIED BY THE MEMBERS of the Philippine Association of Research Managers, Inc. on this 17th day of April 2013 at the Villa Caceres Hotel, Naga City, Camarines Sur.