

**CONSTITUTION and BY-LAWS  
of the  
PHILIPPINE SOCIETY OF GASTROENTEROLOGY, INC.**

**ARTICLE I  
PREAMBLE**

The **Philippine Society of Gastroenterology** envisions itself as an organization of competent gastroenterologists imbued with highest level of moral and ethical values, committed to the practice of the specialty in the Philippines and dedicated to the highest standards of learning, training, teaching and research towards the prevention, treatment and cure of digestive disorders. It shall encompass all other groups of physicians who share special interest in gastroenterology and hepatology. It shall endeavor to become an important Society of Gastroenterology in the Asia-Pacific region and in the World.

**OFFICE**

The principal office of the Society shall be in Metro Manila, Philippines.

**ARTICLE II  
MEMBERSHIP**

**1. General Qualifications for Membership:**

- a. **National Membership-** Only physicians licensed to practice medicine in the Philippines who are Diplomates of their specialty and are members of the Philippine Medical Association shall be eligible for membership in the society.
- b. **International Membership-** Physicians of foreign nationality who possess credentials of training in gastroenterology and hepatology and who express the desire to be active members of the Society shall be eligible as international members. They shall enjoy all rights and privileges as those of the national members, except the right to vote and the right to hold office.

**2. Types of National Membership and Qualifications for each. There shall be four (4) types of membership with qualifications as follows**

- a. **Full Member.** A full member of the Society shall meet all the following requirements:
  1. He must meet all the qualifications and requirements for an Associate member.
  2. He must be a Diplomate in Gastroenterology and certified accordingly by the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy;
  3. A letter of intent shall be addressed to the Board of Directors accompanied by payment of the corresponding membership dues for the first year, if the application is approved.
- b. **Life Member.** Life membership may be obtained by any fellow in good standing for at least 5 consecutive years by applying and paying a prescribed fee. The corresponding certificate attesting to such status shall be awarded in an appropriate ceremony. A life member, thereafter, shall be exempt from payment of all membership dues.
- c. **Fellow.** Fellowship in the Society shall be classified as:
  1. **Regular Fellow.** A candidate for Regular Fellow shall meet all the following requirements:
    - a. He must comply satisfactorily with all the qualifications of a Full Member of the Society
    - b. He must fulfill all requirements as prescribed by the Membership Committee and duly approved by the Board of Directors.
    - c. Applications shall be addressed to the Board of Directors accompanied by an endorsement from two (2) Fellows of the Society in good standing;
    - d. He shall pay a prescribed processing fee equivalent to the corresponding membership dues for the first year, if the application is approved.
    - e. A full member in good standing can qualify for Fellowship in the Society two years from being certified as Diplomate by the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy. He/she must have also served in the Joint Annual and Midyear Conventions for two (2) consecutive years.

2. **Life Fellows.** This category shall be awarded to Fellows of the Society who have been Past Presidents and past members of Philippine Specialty Board of Gastroenterology and Digestive Endoscopy who have served a full tenure of three (3) years.
  - a. The Membership Committee shall submit a list of qualified members for life fellowship and the Board of Directors, sitting en banc, acting favorably on the recommendation of the Membership Committee, shall bestow the title of Life Fellow on qualified members.
  - b. The corresponding certificate and medal attesting to such status shall be awarded in an appropriate ceremony.
  - c. A Life Fellow shall, thereafter, be exempt from payment of all membership dues.
3. **Fellow Emeritus.** A Fellow of the Society in good standing for at least ten (10) consecutive years automatically becomes Fellow Emeritus upon attaining the age of sixty (60) years, regardless of membership status, active or inactive. He shall be exempt from payment of annual dues, assessments, convention fees and other requirements of active membership but may enjoy all the privileges of a Fellow.
4. **Honorary Fellow.** A member of the medical profession who is generally recognized as occupying a position of honor or eminence in the practice of gastroenterology in any of its subspecialties or in medical research may be conferred an Honorary Fellowship in the Society upon recommendation by the Membership Committee and approval by the Board of Directors. Proposals for Honorary Fellowship should be submitted to the President of the Society at least three months before the Annual Meeting. However, when it is deemed urgent to award Honorary Fellowship to eminently qualified physicians or scientists, these requirements may be waived upon recommendation of the Membership Committee and by a unanimous vote of approval by the Board of Directors. The awardee shall have all the privileges of a Fellow but is not qualified to vote or hold office and shall have no financial obligations to the Society.

d. **Associate Member.** An associate member shall meet the following requirements:

1. He must have completed his/her fellowship training in a certified Philippine Society of Gastroenterology training institution; and
2. He must submit a letter of intent addressed to the Board of Directors, accompanied by payment of the corresponding membership dues for the first year.
3. He must have also attended the Joint Annual Convention and Midyear Conventions for two (2) consecutive years.

**3. Rights and Privileges of Members-** only Fellows in good standing shall be entitled to vote and to hold office.

- a. A Fellow, to be in good standing, shall be up to date in the payment of his dues and other financial obligations to the Society, active in the attendance of scientific meetings and other activities of the Society, except for those residing abroad, and not suffering from any infirmities on account of any violation of the Code of Medical Ethics or provisions of the Article XIV of these by-laws.
- b. Full members and Fellows shall be entitled to vote. However, only Fellows in good standing for two (2) consecutive years shall be entitled to hold elective office. Further, only Fellows shall be allowed to use the title "F.P.S.G.", Honorary Fellows may use the letter F.P.S.G (Honorary); Honorary Fellows and other members may participate in the general membership meetings.

**4. Acquisition of Membership-** Any person who desires to join the Society and who has the necessary qualifications shall file a written application for membership together with the application fee. Upon receipt by the Society of the said application, the same shall be referred to the Committee on Membership, which shall then authenticate the credentials and evaluate the application and forward the accepted application with the necessary recommendations or comments to the Board of Directors for final approval. Upon approval by the said Board of the application and payment by the applicant of the required entrance or initiation fee, the applicant shall then be inducted to the corresponding category of membership. The Board of Directors may or may not approve any application for membership and its decision shall be deemed final.

**5. Certificate of Membership-** Every member of the Society shall be entitled to receive a Certificate of Membership, which shall specify, among others, the type of membership he holds. Honorary Fellows shall also

be given a Certificate of Honorary Membership. Every certificate shall be in such form and design as may be approved by the Board of Directors and shall bear the signature of the President and the Secretary, as well as the Corporate Seal.

### ARTICLE III SPECIALTY BOARD

1. **The Philippine Specialty Board of Gastroenterology and Digestive Endoscopy** is the certifying arm of the Society. It shall be composed of five (5) members appointed by the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy and they shall have a term of three (3) years designed in such a way that the term expires on staggered basis. The Specialty Board shall promulgate its own rules and regulations subject to the approval of the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy.
2. Replacements shall be made as the term ends. In case of resignations and/or incapacity, the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy shall appoint a replacement who shall serve for the remainder of the corresponding term of the member who resigned.
3. The Chairman and Treasurer of the Specialty Board shall be elected from amongst its members every year. The Specialty Board shall be completely independent in the performance of its functions and implementation of its rules and regulations, after the same has been approved by the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy.

#### **4. Qualifications for members of the Specialty Board**

- a. must be a member of good standing of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy.
- b. must be a Diplomate of the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy.
- c. must have any of the following qualifications:
  1. Must have an academic appointment in a recognized medical college for at least 5 years or
  2. Must have had at least 5 years experience related to teaching of Gastroenterology or
  3. Past Chief of Section of a Philippine Society of Gastroenterology accredited training institution or
  4. Past President of either the Philippine Society of Gastroenterology or the Philippine Society of Digestive Endoscopy
  5. Past training officer of a Philippine Society of Gastroenterology accredited training institution
  6. Past member of the Accreditation Board of the Philippine Society of Gastroenterology
- d. other qualifications shall be determined by the Specialty Board upon the approval of the Board of Directors.

#### **5. Duties of the Specialty Board**

- a. Evaluate qualifications of applicants for the Certifying Examination in Gastroenterology;
- b. Conduct written and oral examination;
- c. Submit to the Board of Directors for approval all candidates who have passed their Specialty Board Examination at least six weeks prior to the Annual Business Meeting;
- d. Submit a yearly financial report to the Board of Directors.

ARTICLE IV  
**ACCREDITATION BOARD**

1. **The Accreditation Board** shall be composed of five (5) members appointed by the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy. Members shall have a term of three (3) years on staggered basis.
2. Replacements shall be made as the term ends. In cases of resignation and or incapacity, the Board of Directors of the Philippine Society of Gastroenterology and Philippine Society of Digestive Endoscopy shall appoint a replacement who shall serve the remainder of the corresponding term of the resigned or incapacitated member.
3. The Chairman and Treasurer of the Accreditation Board shall be elected from amongst its member every year. The Accreditation Board shall be completely independent in the performance of its functions and implementations of its rules and regulations, after the same have been approved by the Board of Directors of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy.

**4. Qualifications of the members of Accreditation Board**

- a. Must be a member of good standing of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy.
- b. Must be a Diplomate of the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy.
- c. Must have any of the following qualifications;
  1. must have an academic appointment in a recognized medical college or
  2. past Chief of Section of a Philippine Society of Gastroenterology accredited training institution or
  3. Past President of either the Philippine Society of Gastroenterology or the Philippine Society of Digestive Endoscopy or
  4. Past Training Officer of a Philippine Society of Gastroenterology accredited training institution or
  5. Past member of the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy
- d. Other qualifications shall be determined by the Accreditation Board upon the approval of the Board of Directors.

**5. Duties of the Accreditation Board**

- a. Regular evaluation of Training Programs, i.e., at least every two years
- b. In coordination of the Committee on Training Program, ensure strict implementation of all provisions of the prescribed accredited program.
- c. After proper deliberations, make regular recommendations to the Board of Directors, regarding the status of all evaluated Training Programs.
- d. Shall submit a yearly financial report to the Board of Directors.

ARTICLE V  
**FEES, DUES AND ASSESSMENTS**

1. **Application Fee** - An application fee shall be charged from fellows and members and shall be paid to the Society upon filing of the application for membership.
2. **Annual Dues** - There shall be annual dues for Fellows and Members as may be determined by the Board of Directors. Non-payment of dues within the prescribed period shall constitute delinquency and further non-payment within three (3) months thereafter after due notice can be cause for cancellation of the name of the delinquent members from the roster of members.
3. **Special Assessment** - Special contributions and or assessments may be imposed by the Board of Directors and collected from the Fellows and Members as the occasion may demand.
4. **Funds** - The funds of the Society shall be deposited in the name of the Society in a bank which the Board of Directors shall designate.

#### ARTICLE VI DUTIES AND RESPONSIBILITIES OF MEMBERS

1. All active members are encouraged to attend all scientific meetings of the Society. Everyone is required to attend the Annual Meeting. Failure to attend the Annual Meeting for three (3) consecutive times without justifiable reason is cause for cancellation of membership.
2. Every member is expected to follow strictly the principles of Medical Ethics of the Philippine Medical Association.
3. All members shall pay promptly all fees, dues and assessments to remain in good standing.
4. They shall not create or become members of organizations whose objectives are competing contrary and/or inimical to the interests of the Society.

#### ARTICLE VII THE BOARD OF DIRECTORS

1. The general management of the Society shall be vested in a Board of Directors composed of eleven (11) members, who shall be elected at the Annual Meeting of the Society. The Immediate Past-President shall be nominated as member of the Board. Only the Fellows in good standing shall be entitled to vote and to hold office. Directors shall serve for one (1) year and until their successors are duly elected. Those elected to the Board of Directors of the Philippine Society of Gastroenterology shall not hold concurrent positions in the Board of Directors of the Philippine Society of Digestive Endoscopy.
2. **Vacancies** - Any vacancies in the Board shall be filled-up by the Fellow who garnered the next highest position in the elections of the previous Annual Meeting as duly certified by the COMELEC and duly resolved favorably by the Board.
3. **Quorum** - The Directors shall act only as a Board, and the individual Directors shall have no power as such. A majority of the Directors shall be necessary at all meetings to constitute a quorum for the transaction of any business and every decision of a majority of quorum duly assembled as a Board shall be valid as a corporate act.
4. **Meetings** - The Board of Directors shall hold a meeting for organization and election of officers immediately after their election. Thereafter, the Board of Directors shall meet regularly every second Tuesday of every month at such time and at such place as the Board may fix from time to time. Special meetings may be called by the President on a day's notice, as he/she may deem necessary or upon the request of the Board of Directors.
5. **Powers** - Without prejudice to such powers as expressly conferred upon it by statutes of the Philippines, the Board shall have the power to:

- a. Prescribe rules and regulations for the management of the Society's affair and activities not inconsistent with the Articles of Incorporation and By- Laws;
- b. Approve or reject any application for membership in the Society;
- c. Require special contribution and/or assessment from all members of the Society, provided that the purpose for which the funds are to be used and the manner in which the same shall be spent is indicated in its resolution;
- d. Create an Executive Committee of not less than five (5) members to which it may delegate any of its power allowed by law as it may deem fit.

**6. Censure or Removal from office** - Any member of the Board may be censured or removed from office for:

- a. Incapacity to serve (e.g. emotional, mental, physical, etc.); or
  - b. Failure to serve provided that such action shall be with due notice and upon the unanimous vote of the rest of the Board of Directors; or
  - c. Expressed refusal to serve; or
  - d. Five (5) or more absences, with no justifiable cause, from the monthly board meetings.
- Expulsion shall be carried out upon by a simple majority vote of the Board of Directors sitting en banc, while any other disciplinary measures shall be by two thirds (2/3) vote of the Board of Directors present. In either case, expulsion or disciplinary measures shall only be for cause and upon the prior recommendation of the membership and credentials committee.

## ARTICLE VIII OFFICERS

1. **Election** - The Officers of the Society shall be the President, First Vice-President, Second-Vice President, Secretary, Treasurer, and Press Relation Officer, all of whom shall be elected by the Board of Directors from among themselves by a majority vote during an organizational meeting that shall be called within ten (10) days from the date of election of the Board of Directors.
2. **President** - He shall:
  - a. Preside over general meetings of the Society or of the Board of Directors.
  - b. Execute and sign contracts for and in the name of the Board of Directors.
  - c. Sign jointly with the Secretary all certificates of membership.
  - d. Appoint the Chairman and members of all committees, whether standing or special. He shall act as ex-officio member of all standing committees except the Nomination Committee.
  - e. Exercise other powers and perform other duties as the Board of Directors may prescribe.
  - f. Sign jointly with the Secretary or Treasurer all checks to be issued by the Society as authorized by the Board of Directors.
3. **First Vice-President** - He shall perform the duties of the President in the absence or incapacity of the latter for any cause, be in-charge of the internal and national affairs of the Society, and perform other duties as the Board of Directors may prescribe.

**Duties as Chairman of Internal Affairs:**

- a. Shall serve as the liaison between the society and all national medical, civic societies or organizations, and governmental instrumentalities or agencies in the Philippines.
- b. Shall be responsible for assisting the President and act for and on his behalf if when the President is unable to attend or upon the President's instructions on matters relating to the relationship and dealings of the Society with the above-mentioned organizations or agencies.
- c. Shall serve as coordinator of all related activities between the Societies and its Chapters.

4. **Second Vice-President** – He shall perform the duties of the President in the absence or incapacity of the President and the Vice-President for any cause. He shall be in-charge of the external or international affairs of the Society and perform other duties as the Board of Directors may prescribe.

**Duties as Chairman for External Affairs**

- a. Shall be in-charge of coordinating the affairs and activities of the Society in relation to its international commitments.
- b. Shall be responsible in assisting the President or the First Vice President, and act for and on either's behalf when the President or the First Vice President is unable to perform or attend to his duties, or may act upon the President's instructions on matters relating to the relationship and dealings of the Society related to concerns with international agencies, societies or organizations.

5. **Secretary** – He shall:

- a. Keep a record of membership in the Society, indicating names, address and signatures of members;
- b. Keep full minutes of all general meetings of the Society and of the Board of Directors.
- c. Keep the corporate seal and affix the same to certificates and other documents requiring said seal.
- d. Make notices as may be necessary for general meetings of the Society and those of the Board of Directors.
- e. Serve as concurrent Secretary of the Philippine Specialty Board of Gastroenterology and Digestive Endoscopy.
- f. Perform other duties as may be prescribed by the Board of Directors;
- g. Sign jointly with the President or Treasurer all checks to be issued by the Society as authorized by the Board of Directors.

With the approval of the Board of Directors, the Secretary may designate an Assistant Secretary to help him in the performance of his duties.

6. **Treasurer** – He shall:

- a. Have the custody of all funds of the Society and keep a record of all receipts and disbursements in the corresponding books of account.
- b. Receive and issue receipts for all money paid to the Society.
- c. Deposit in the name of the Society in any bank as may be designated by the Board of Directors all the funds of the Society.
- d. Sign jointly with the President or Secretary all checks to be issued by the Society, as authorized by the Board of Directors.
- e. Render a financial report at the Annual General Meeting of the Society or such other times as the Board of Directors may require.
- f. Perform other duties as may be prescribed by the Board of Directors.

7. **Public Relations Officer** – He shall be responsible for:

- a. The creation or building up of the public image of the Society.
- b. Publication or press releases of activities and projects of the Society.
- c. The publication of a Directory of Members of the Society.
- d. The publication of the proceedings of the Board of Directors and the Society and such matters as it may deem fit to carry out the objective of the office and the organization.

ARTICLE IX  
**GENERAL MEETING OF THE SOCIETY**

**1. Annual Meeting** - The Annual General Meeting of the Society shall be held in March of each year at such date and time as the Board of Directors may decide. At this meeting, the members of the Board of Directors shall be elected. The awarding of the certificates of membership of new fellows, honorary fellows and members, as it may see fit, shall also be done, aside from other business that may properly be transacted such as rendition of Annual Reports by the President and the Treasurer.

Written notice of the Annual General Meeting of the Society shall be sent to every member of the Society at least twenty (20) days prior to the said meeting.

**2. Special Meeting** - Special Meetings of the Society may be called by the President at his discretion or whenever requested in writing by at least three (3) Directors or ten (10) Fellows who are not members of the Board. Written notice of the Special General Meeting stating the purpose of the meeting shall be sent to every member at least five (5) days prior to said meeting.

**3. Scientific Meeting** – The Society shall conduct at least three (3) scientific meetings every year on such day and time as the Board of Directors may previously determine.

**4. Quorum** - Except as otherwise provided by existing laws, the presence of majority of Fellows and Members who are in good standing and who are not delinquent in the payment of fees, dues, or assessments shall constitute a quorum for the transaction of any business in general meeting of the Society.

ARTICLE X  
**STANDING COMMITTEES**

Without prejudice to the creation of a Special Committee by the Board of Directors as it may see fit, the following shall be the standing committees, whose members shall be appointed by the President with their respective functions.

**1. Committee on Research and Research Education-** This shall be a joint committee of the Philippine Society of Gastroenterology and the Philippine Society of Digestive Endoscopy composed of two (2) Coordinators for Research, each of whom must be a Member of the Board of Directors of their respective Societies, and shall be appointed by their respective Presidents. There shall be five (5) members who will serve for a term of three (3) years in such a way that their term expires on a staggered basis. They shall elect among themselves a Chairman. The Committee shall:

- a. Be responsible in promoting, guiding, advising and overseeing all research projects in the field of Gastroenterology and Digestive Endoscopy of Members and Fellows-in-Training in both Societies, either independently or in cooperation with other institutions private or governmental, local or international.
- b. Be responsible in reviewing completed research papers intended for presentation during the Joint Annual Convention, maintaining a systematic filing of all completed research papers and encouraging the publication of worthy papers in scientific journals both local and international.
- c. Be responsible in conducting workshops, seminars and conferences designed to enhance the capabilities of Members and Fellows-in-Training of both Societies to competently engage in scientific research.
- d. Be responsible in serving as the technical arm of both Societies in the matter of approval of applications for research grants.
- e. Be responsible in the performance of other functions that may be assigned by the Board of Directors.



**2. Committee on Scientific Activities** - This committee shall be composed of five (5) members, one of whom shall be the Treasurer of the Society and a Chairman, who is preferably a member of the Board of Directors. The three (3) committee members who are not members of the Board of Directors shall serve for a term of three (3) years. The committee shall be responsible for the preparation and presentation of the scientific program of the Society which shall be subject to the prior approval of the Board of Directors. The Scientific Committee shall be concerned with:

- a. The quarterly scientific meetings of the Society in Metro Manila;
- b. The scientific meeting related to or in participation with the Philippine Medical Annual Convention;
- c. Scientific meeting upon request from other societies either in the form of participation in their scientific programs or to put up special meetings for the benefit of the members of the requesting organizations;
- d. Prepare the regular Postgraduate Course of the Society together with the necessary sub-committees and budget;
- e. Select speakers/lecturers for the regular Postgraduate Course of the Society and scientific meetings according to the guidelines set by the Adhoc Committee created for the purpose.

**3. Committee on Membership** - This committee shall be composed of three (3) members who shall serve a term of three (3) years and a Chairman who is preferably a member of the Board of Directors. The Committee shall be responsible for the:

- a. Authentication of the application of candidates for admission to the Society;
- b. Evaluation of the qualifications of the candidates and determination as to what membership category the candidates would qualify;
- c. Submission of the application of candidates who are qualified together with their recommendation to the Board of Directors for final approval;
- d. Evaluation of any proposal for disciplinary action or to propose to the Board of Directors disciplinary action against erring members of the Society.

The committee shall submit their findings together with their recommendations to the Board of Directors.

**4. Committee on Civic Action** - The committee shall be composed of a Chairman who is preferably a member of the Board of Directors and five (5) members. The five (5) committee members who are not members of the Board of Directors shall serve for a term of three (3) years. The committee shall be responsible for the conduction and coordination of medical civic activities of the Society by:

- a. Providing for direct participation of the members to the community health programs by making available to the community GI clinics;
- b. Recommending control measures to proper private and government agencies for the prevention and control of prevalent gastrointestinal diseases;
- c. Conducting public information programs and when possible giving material assistance in case of calamities.

**5. Committee on Constitution and By-Laws** - The committee shall be composed of a Chairman who is preferably a member of the Board of Directors and three (3) members. The three (3) committee members who are not members of the Board of Directors shall serve for a term of three (3) years. The committee shall be responsible for:

- a. Making proposals for amendments of the Constitution and By-Laws as may be deemed necessary from time to time;
- b. Studying and making recommendations on amendments proposed by members of the Society that shall be submitted to the Board of Directors;
- c. Interpreting and constructing the provision of the Society's Constitution and By-Laws

**6. Committee on Ways and Means** – The committee will be chaired by the Treasurer of the Society. Its duties will be prescribed by the Board of Directors.

**7. Council of Past-Presidents** – The council shall be composed of all living Past Presidents of the Society, the chairman of which shall be the most senior (active) at the time of election. He shall hold the position for a period of two years, after which the next most senior (active) shall take over as Chairman. The presence of a majority shall constitute a quorum. The Council will be represented in the Board of Directors by the Immediate Past-President. The Council shall:

- a. **Constitute the Commission on Election.** The Council shall designate three (3) of its members to the COMELEC and shall be responsible for the conduct of the elections at the annual meeting of the Society. The COMELEC within thirty (30) days from its organization shall submit to the Board of Directors its implementing rules and regulations for the conduct of elections.
- b. **Constitute the Awards Committee.** The council shall designate three (3) of its members to compose the Awards Committee, who shall draw the guidelines for the giving of awards and selection of awardees and which shall be submitted to the Board of Directors within thirty (30) days from its organization for approval, and henceforth, determine or choose the awardees from time to time and the award to be given according to the guidelines.
- c. **Act as Advisory to the Board of Directors in particular and to the Society in general.** They shall be consulted on matters of controversial nature especially where the Board of Directors is unable to resolve or reach a satisfactory decision.
- d. **Constitute the Nominations Committee.** The committee shall be composed of a Chairman, who shall be the immediate Past-President, and three (3) members of the Council of Past Presidents, who shall as much as possible be regionally distributed. The committee shall:
  1. Meet at the latest before the 15<sup>th</sup> day of January of every election year to consider the qualifications of Fellows whose names have been submitted to the committee for nomination and select all nominations of deserving and qualified Fellows.
  2. Submit to the Board of Directors the list of the nominees chosen by the Committee in a sealed envelope at least seventy two (72) hours before the elections. The sealed envelope will be opened by the Committee at the Annual Meetings just before the Convention.
  3. It may formulate internal rules, policies and processes as may be required by the nature of the job and as approved in advance by the governing board.
- e. **Ethics Committee.** The committee shall be composed of Past Presidents of the Society, aged 50 years old and above who are willing and able to serve. The Immediate Past President shall serve as Ex-officio member of the committee until his successor has been named. The Board shall appoint the Chairman from among the Past Presidents of the Society. The Chairman shall henceforth select 4 more members preferably of different expertise in ethical issues in the practice of gastroenterology. They shall serve for 3 years on a staggered basis. The outgoing chairman shall recommend to the Board his replacement.

**The functions of the Ethics Committee** are as follows:

1. Establish guidelines regarding proper professional and ethical conduct of Society members;
2. Receive immediately all complaints/concerns on ethics in the practice of Gastroenterology brought to the attention of the Board.
3. Review and investigate complaints regarding ethical violations, resolving the same and recommend appropriate sanctions.
4. Act as Advisory Council to the Board of Directors regarding issues and decisions particularly where the name of the Society is at stake.
5. Arbitrate on Society issues and controversies;
6. Perform other functions as may be assigned to the Council by the Board of Directors.

**8. Committee on Training Programs-** The Committee on Training Program is a body which shall be responsible for designing, improving or strengthening through innovation and foresight the Gastroenterology Training Programs that shall be implemented throughout the country.

- a. The Committee shall be composed of the Chairman, who is a member of the current Board of Directors and 4 members. They shall serve for three (3) years on a staggered basis.
- b. The members must be any of the following:
  1. Must have an academic appointment in a recognized medical college.
  2. Past director or training officer of a recognized training program.
  3. Is not currently directly in-charge of any training program.
  4. A past member of the Accreditation or Specialty Board.
- c. Functions:
  1. It is tasked to conduct and supervise the in-service evaluation examination of the Training Fellows;
  2. It is tasked to coordinate with the Specialty Board and Accreditation Board on the aforementioned objectives;
  3. It shall review the yearly results of the Specialty Certifying Examinations and shall compare and study their observations with the Specialty Board and Accreditation Board, respectively;
  4. It is tasked to formulate recommendations and utilize resources for the maintenance and advancement of the quality of the Gastroenterology Training Program;
  5. It is tasked to periodically review the core curriculum and make appropriate changes for the maintenance of competency and quality.

**9. Committee on Chapters-** The committee shall be composed of the Vice-President for Internal affairs as Chairman and three (3) members who shall as much as possible be regionally distributed. The Committee shall:

- a. Promulgate, subject to the approval of the Board of Directors, the requirements for the organization and authorization of chapters, their obligations, rights and privileges;
- b. Amend the above from time to time as exigencies may require, likewise subject to the approval of the Board of Directors;
- c. Act upon the application to organize a chapter by looking into the application and make its recommendation to the Board of Directors;
- d. Review the performance of provisionally approved chapters during their second year and recommend to the Board of Directors the giving of a Permanent Chapter status or the cancellation of authority of the provisional chapter;
- e. Study and encourage formation of chapters.

**10. Committee on Councils, Clinical Practice and Quality Management -**

- a. The committee shall be composed of several councils, each representing a distinct gastroenterology subspecialty interest group. It shall be headed by a Chairman, appointed by the President from among the members of the Board of Directors of the Philippine Society of Gastroenterology and serve for a period of one (1) year without prejudice to re-appointment. The members of the committee shall be composed of the Coordinators of the different councils. The Committee shall responsible
  1. Be responsible for consolidating the activities of the different Councils within the Society.
  2. Be responsible, from time to time, for providing inputs and recommendations to the Board of Directors in the manner of specific aspects on research and clinical practice generated by the Councils
  3. Be responsible for the creation of new Councils as initiated or approved by the Board of Directors
  4. Be responsible for other functions as directed by the Board of Directors
  5. Be responsible for developing evidence-based clinical practice guidelines, policy statements, and consensus statements to guide Gastroenterologists and Primary Care Physicians in the management and treatment of patients suffering from various digestive diseases and conditions.
  6. Be responsible for providing recommendations to the governing board on issues related to patient care, quality and safety.
- b. All members of the Society shall automatically be members of all the councils. Members of the Society who have signified their intentions to serve a particular council/s shall be classified as active members of that particular council/s. These active members shall then be eligible to elect and be elected as core members of that particular council.

1. Each council shall elect 7 core members who in turn choose their coordinator, who shall serve for a period of one (1) year subject to a maximum of two (2) re-elections. Each coordinator shall act as ex-officio member after serving their term if not re-elected.
  2. Core members shall have an indefinite term of office for as long as they are willing to serve.
  3. A member of the Society can be a core member of more than one council but he can only serve as a coordinator of one council.
  4. Each council has the discretion to increase the number of their core members as they deem necessary either by invitation or application from the list of their members.
- c. The Councils shall
1. Be responsible for addressing issues of relevant scientific research, social and public health concerns covered by their specific area of interest in coordination with the various committees of the Society.
  2. Be responsible for other functions as directed by the Board of Directors.
  3. Submit an annual report, through its coordinator, of its proceedings and recommendations to the Board of Directors.

## ARTICLE XI CHAPTER

For more effective supervision, administration and to better secure the purpose for which the Society was organized, the Board of Directors may, with two-thirds (2/3) vote, approve the formation of chapters upon application of at least five (5) Fellows residing or practicing in a geographically contiguous area.

The applicants shall, upon the approval by the Board of Directors, elect from among themselves a President, Vice-President, and a Secretary-Treasurer. Their term of office shall be for one year, provided that the term of office of the incumbent set of officers shall expire on the annual meeting and election of the new set of Board of Directors.

## ARTICLE XII FISCAL YEAR

The fiscal year of the Society shall begin on the first day of April and shall end on the last day of March of the next year.

## ARTICLE XIII SEAL

The seal of the Society must be in such form or design as the Board of Directors may adopt, but the full name of the Society must be inscribed therein.

## ARTICLE XIV DISCIPLINE AND SEPARATION OF MEMBERS

- 1. Resignation of Members-** Any member may voluntarily resign from the Society by submitting a letter of resignation.

**2. Expulsion of or Disciplinary Measures against Members** - Any members may be expelled or disciplined by any of the following offenses.

- a. Violation of the Principle of Medical Ethics of the Philippine Medical Association.
- b. Conviction by the Board of Medical Examiners for some offense within its jurisdiction.
- c. Violation of any of the provisions of Article VI and commission of other acts.
- d. Participation in the formation of, or subsequent joining of a newly formed society of specialists in the field of gastroenterology whose existence is competing or inimical to the objectives and interest of the Society.
- e. Other acts that are derogatory to the Society or grossly repugnant to its purpose and aims.

#### **ARTICLE XV PUBLICATIONS**

The Society shall have an official publication or journal and reserves the right to publish in its official journal all papers submitted at its scientific meetings, seminars and symposia.

The Board of Directors shall appoint the Editor-in-Chief of the journal who shall serve a term of four (4) years without prejudice to re-appointment. The Editor-in-Chief shall appoint his staff subject to the approval of the Board of Directors. The Board of Directors may initiate or terminate other publications as the need of the Society may demand.

#### **ARTICLE XVI AMENDMENTS**

The By-Laws may be amended, repealed or new By-Laws may be adopted by a vote of a majority of the members and majority vote of the Board of Directors, provided the proposed amendments shall have been sent to all members at least thirty (30) days before the scheduled meeting called for the purpose or any regular meeting where the amendments are in the agenda.

**REVISED MARCH 2013**