

**BY-LAWS OF THE
PHILIPPINE EDUCATIONAL MEASUREMENT AND EVALUATION ASSOCIATION,
INC.**

**ARTICLE I
NAME OF CORPORATION, CORPORATE SEAL AND PRINCIPAL OFFICE**

Sec. 1. Name of the Organization. The name of the corporation shall be **PHILIPPINE EDUCATIONAL MEASUREMENT AND EVALUATION ASSOCIATION, INC.** henceforth, “the Association” or “PEMEA”.

Sec. 2. Change in Name of the Organization. The organization may at its pleasure by a vote of the membership body change its name.

Sec. 3. Seal of the Organization. The organization shall have a seal which shall be in the following form:



- a. The logo was first used during the 1st National Conference in Educational Measurement and Evaluation (NCME) in 2008 and since then was used by the organization as its official logo.
- b. The logo was adapted from Item Characteristic Curves (ICC) of the Item Response Theory (IRT).
- c. The brightly colored curves going beyond the box symbolizes the innovativeness that measurement and evaluation practitioners must take in bringing out enlightened decisions to improve school effectiveness.

Sec. 4. Principal Office of the Organization. The domicile and principal office of the Association shall be located at (St. Paul University Quezon City) or an address within Metro Manila, as hereafter be designated by the Board of Trustees.

**ARTICLE II
NATURE AND PURPOSE OF THE ORGANIZATION**

SEC. 1. Nature of the Organization. PEMEA is a non-stock, non-profit, non-partisan, and non-sectarian professional organization of educationists, researchers, teachers, and measurement and evaluation practitioners organized and governed primarily by the provisions of the Corporate Code.

Sec. 2. Purpose of the Organization. The following are the purposes for which this organization has been organized:

- a. Promote standards in various areas of education through appropriate and proper assessment.
- b. Provide technical assistance to educational institutions and other entities in the area of instrumentation, assessment practices, benchmarking, and process of attaining standards.
- c. Enhance and maintain the proper practice of measurement and evaluation in both local and international level.
- d. Enrich the theory, practice, and research in evaluation and measurement in the Philippines.

Sec. 3. The purpose of the Association as stated in Sec. 2 are not for gain or profit, as such, no dividend shall ever be declared nor compensation as such paid to any of its Board of Trustees or members. None of its properties, whatever real or personal, shall be used or expended except in carrying into effect the legitimate aims and purposes of the Association.

ARTICLE III MEMBERSHIP

Sec. 1. Membership to the Organization. Membership in this organization shall be open to all who are:

- a. practitioners in the field of measurement, testing, assessment, and evaluation.
- b. scholars, researchers, and teachers that have direct or indirect experience in assessment.
- c. students that are engaged in measurement and evaluation.

Sec. 2. Classifications of Membership. Membership in the Association shall be classified into the following categories:

- a. **Charter Members.** Charter Members are those named in the original Articles of Incorporation of the Association as well as its original By-Laws, and are signatories thereto. They are the first elected Members of the Board of Trustees.
- b. **Fellows.** Fellows shall be individuals whose occupation and professional activities are primarily in the advancement of educational measurement and evaluation, and as a profession. To qualify as a Fellow, a member must satisfy at least three of the following criteria including membership to the organization for at least two years:
 - i. Must have obtained at least a Master's degree in Education, major in Educational Measurement and Evaluation, or in any related disciplines. Such master's degree must have been based in part of a scientific thesis/dissertation of acceptable

- standards on a problem in educational measurement and evaluation and which is conferred by a graduate school of recognized handling;
 - ii. Must have published at least one research work of acceptable standards on a problem in educational measurement and evaluation.
 - iii. Must have demonstrated professional competence in educational measurement and evaluation.
 - iv. Must have been a member of good standing of the Association for at least two years prior to the conferment of this status.
- c. **Professionals.** Professionals shall be individuals who in the practice of their profession are engaged in activities which contribute to the advancement of educational measurement and evaluation as a science and as a profession. To qualify as a Professional Member, a member must be a Master's degree holder in Education or any field and is actively engaged or involved in educational measurement and evaluation activities either as a teacher, professor, researcher or practitioner.
- d. **Affiliates.** Affiliates shall be individuals who are engaged in activities rendering educational measurement and evaluation in any learning institution.

To qualify as an Affiliate, a member

- i. Must have obtained a Bachelor's degree in Education or related disciplines such as Psychology, Statistics, Mathematics, Guidance and Counseling, and other related field.
 - ii. Must be currently enrolled in a graduate in Education or related field.
 - iii. Must be actively engaged or involved in activities related to educational measurement and evaluation.
- e. **Junior Affiliates.** Junior Affiliates shall be individuals who were pursuing Education degree or simply interested in the field of (remove educational) measurement and evaluation, who have registered at PEMEA Junior Conference, paid the required fees thereof, and earned a Certificate of Attendance in the same. Junior affiliates have no voting powers in the selection of PEMEA Board of Trustees.
- f. **Institutional Members.** Any organization whose purposes are in line or supportive of the PEMEA may apply for Institutional Membership in accordance with the guidelines that may henceforth set by the Board.
- i. Pay the institutional membership to PEMEA deposited to their account. This institutional membership is valid for one year.
 - ii. The Philippine Educational Measurement and Evaluation Association shall provide the institutional member of the following:
 - iii. Conduct one day free annual webinar (good for 3-4 hours) for the organization. All other expenses will be care of the institutional member. Platform and Link for

the webinar will be care of the institutional member which shall be sent to the identified PEMEA speaker/s at least a day before the webinar.

- iv. Accommodate another request for institutional webinar. The rate for every additional webinar is dependent on the agreement between the institutional member and the organization based on the duration and number of participants to attend the webinar.
- v. Have access to online journals and resources of the organization
- vi. Allow the early bird registration rate until on-site registration for the annual and international conferences.
- vii. Allow one free registration for every five participants who will register within the early bird schedule.

- g. **Honorary Members.** Honorary members shall be individuals whom the association has invited to provide the keynote speech or to serve as a plenary speaker during the major conferences organized by PEMEA biannually. The honorary members are recognized experts in line with measurement, assessment, and evaluation who have contributed exceptionally in the field through their publications and/or educational assessment practice. The honorary members could be invited to serve as consulting editors in the official PEMEA Journals.

Sec. 3. Approval of Membership. Admission of members shall be determined in the manner herein provided, to wit:

- a. Fellows and honorary members shall be approved by a majority of the Board of Trustees at a meeting called for this purpose.
- b. Associates, Affiliates and Junior Affiliates shall be approved by majority vote of the Committee on Membership.
- c. Institutional Membership shall be approved by a majority of the Board of Trustees following guidelines that may be henceforth set by the Board.

Sec. 4. Validity of Membership. Membership for PEMEA is valid for one year. Date of membership will last until 31st of December regardless of date of application or renewal of membership. After that, memberships are deemed inactive unless they are renewed the following year. Renewal of membership can start every January the following year.

ARTICLE IV MEETINGS

Sec. 1. Annual Membership Meetings. The annual membership meeting (convention) of this organization shall be held during annual conferences usually conducted within the 2nd to 3rd quarter of the fiscal year. The Board shall determine the actual date, time, place and modality of the annual meeting and convention.

Sec. 2. Board of Trustees Meetings. The Secretary shall send a notice telling the time and place of the board meeting to every member in good standing at his/her address as it appears in the membership roster. The board meeting is conducted quarterly in a year.

Sec. 3. Place of Meetings. The first regular meeting of this organization shall be held in Manila. Subsequent venues shall be identified by the Board of Trustees.

Sec.4. Quorum. The presence of at least one-half (1/2) of the members shall constitute a quorum and shall be necessary to conduct the business of this organization.

Sec. 5. Emergency Meeting. Emergency meetings of this organization may be called by the President when s/he deems it for the best interest of the organization. Notices of such meeting shall be mailed to all members, excluding ex-officio board members, at their addresses as they appear in the membership roster at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

Sec. 6. Meeting Agenda. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Sec. 7. Order of Business in Annual Membership Meeting. The Order of Business of the Annual Membership Meeting of the Association shall be as follows:

- a. Call to order
- b. Opening Prayer
- c. Proof of the required Notice of Meeting
- d. Proof of presence of a quorum
- e. Reading of the Minutes of the previous meeting or action thereon
- f. Report of the Chairman of the Board of Trustees and President
- g. Report of the Treasurer
- h. Ratification of acts of the Board for fiscal year just ended
- i. Announcement on the Rules for Election of the Board of Trustees
- j. Announcements regarding the proclamation of newly elected members of the Board of Trustees.
- k. New Business
- l. Other matters
- m. Adjournment

ARTICLE V VOTING

Sec 1. Qualifications of the Board of Trustees. Nominees to the Board of Trustees should have satisfied the following conditions:

- a) Has been an active member of PEMEA
- b) Has attended annual conferences or CPDs of PEMEA
- c) Has contributed to PEMEA activities and initiatives (e.g. committee/division membership/sponsorship/partnership)

Sec. 2. Qualified Voters. Only active members to include those who have newly applied for membership and renewed their membership as well as the fellows, honorary members and founding members present during election time are qualified to vote.

Sec. 3. Manner of Voting. At all meetings, except for the election of officers and Trustees, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Sec. 4. Committee of Elections. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and Trustees. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

Sec. 5. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

ARTICLE VI BOARD OF TRUSTEES

Sec. 1. Composition. The business of this organization shall be managed by a Board of Trustees consisting of thirteen (13) members, including the officers of this Organization. All Trustees elected shall be residents of the Republic of the Philippines.

Sec. 2. Selection. The Board of Trustees to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall serve for two (2) terms, where a term is good for two (2) years.

Sec. 3. Responsibility. The Board of Trustees shall have the control and management of the affairs and business of this organization. Such Board of Trustees shall only act in the name of the organization when it shall be regularly convened by its president after due notice to all the Trustees of such meeting.

Sec. 4. Term of Office. The Board of Trustees shall serve for two (2) terms or four (4) years until their successors shall have been duly elected and qualified. The term of at least one third (1/3) of the Board of Trustees, shall expire every two (2) years when election of the BOT happens.

Sec. 5. Mandatory Hiatus. The elected President may serve for four (4) consecutive years. A mandatory hiatus of at least one (1) year shall be required before he or she may qualify to be elected again to the Board of Trustees. All other elected Trustees may be in the same position in the Board for a maximum of two (2) terms or four years. Otherwise, a mandatory hiatus of at least one (1) year shall be required before such member may qualify to be elected again to the BOT.

Sec. 6. Meeting. Seven (7) members of the Board of Trustees shall constitute a quorum and the meetings of the Board of Trustees shall be held quarterly.

Sec. 7. Decision Making. Each Trustee shall have one vote and such voting may not be done by proxy.

Sec. 8. Ex-Officio Membership in the Board. The Immediate Past President of the Association shall serve as Ex-officio Member of the Board subsequent to the expiry of his or her term of office. Ex-officio membership in the Board entitles the Trustee to all the privileges of the Trustees during conferences, except the right to vote. The Ex-Officio is invited to attend Board meetings as an Adviser when the present Board of Trustees (BOT) deems it necessary.

Sec. 9. Board Resolutions. The Board of Trustees may make rules and regulations on its operation during its meeting as necessary through a Board Resolution signed by the majority (at least 7) of its members.

Sec. 10. Vacancies. Vacancies in the Board of Trustees shall be filled by a vote of the majority of the remaining members of the Board of Trustees for the balance of the year.

Sec. 11. Chairman of the Board. The President of the organization by virtue of his/her office shall be Chairman of the Board of Trustees.

Sec. 12. Officer of the Board. The elected Board of Trustees shall elect their president, vice-president, executive secretary, assistant secretary, treasurer, assistant treasurer, auditor, and external relations officer.

Sec 13. Board of Advisers. The Founding Adviser and President including the Past Presidents of the organization shall serve as the Board of Advisers of the organization. They shall be invited to attend Board meetings when the present Board of Trustees (BOT) deems it necessary. The Board of Advisers are entitled to all the privileges of the Trustees during conferences except the right to vote.

Sec. 14. Removal of a Trustee. A trustee may be removed when sufficient cause exists for such removal. The Board of Trustees may entertain charges against any trustee. A trustee may be represented by counsel upon any removal hearing. The Board of Trustees shall adopt such rules for this hearing as it may in its discretion to consider the best interests of the organization. The removal of a Trustee can be made on the following:

- a. Not attending two consecutive meetings without prior notice
- b. Not attending the conventions, seminars, and conferences organized

ARTICLE VII

OFFICERS AND MEMBERS OF THE BOARD OF TRUSTEES AND RESPONSIBILITIES

Sec. 1. Officers of the Organization. The officers of the organization shall be as follows: (1) President, (2) Vice President, (3) Executive Secretary, (4) Assistant Secretary, (5) Treasurer, (6) Assistant Treasurer, (7) External Relations Officer ; (8) Auditor.

Sec. 2. President. The **President/Chair of the Board** shall preside at all membership meetings.

- a. S/he shall by virtue of his/her office be Chairman of the Board of Trustees.
- b. S/he shall present at each annual meeting of the organization an annual report of the work of the organization.
- c. S/he shall appoint all committees, temporary or permanent.
- d. S/he shall see all books, reports and certificates required by law are properly kept or filed.
- e. S/he shall be one of the officers who may sign the checks or drafts of the organization.
- f. S/he shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Sec. 3. Vice President. The **Vice President** shall in the event of the absence or inability of the President to exercise his/her office become acting president of the organization with all the rights, privileges and powers as if s/he had been the duly elected president.

Sec. 4. Executive Secretary. The **Executive Secretary** shall keep the minutes and records of the organization in appropriate books.

- a. It shall be his/her duty to file any certificate required by any statute, federal or state.
- b. S/he shall give and serve all notices to members of this organization.
- c. S/he shall be the official custodian of the records and seal of this organization.
- d. He may be one of the officers required to sign the checks and drafts of the organization.
- e.
- f. S/he shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization.
- g. S/he shall submit to the Board of Trustees any communications which shall be addressed to him/her as Secretary of the organization.
- h. S/he shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.
- i. S/he shall regularly update the yearly General Information Sheet (GIS) and other documents needed for the yearly updating of the registration of the organization from the Securities and Exchange Commission (SEC).

Sec 5. Assistant Secretary. The **Assistant Secretary** shall assist the Executive Secretary in performing all his/her defined functions.

Sec. 6. Treasurer. The **Treasurer** shall have the care and custody of all moneys belonging to the organization and shall be solely responsible for such moneys or securities of the organization.

- a. S/he shall cause to be deposited in a regular business bank or trust company a sum not exceeding Php 100,000.00 and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Trustees may cause such funds to

be invested in such investments as shall be legal for a non-profit corporation in this state.

- b. S/he must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- c. S/he shall render at stated periods as the Board of Trustees shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Trustees of such meeting.
- d. S/he shall exercise all duties incident to the office of Treasurer.
- e. S/he shall regularly file the Income Tax Return and other pertinent records of the organization for submission to the Bureau of Internal Revenues (BIR) on or before 15th of April of the year

Sec 7. Assistant Treasurer. The **Assistant Treasurer** shall assist the Treasurer in performing all his/her defined functions.

Sec. 8. External Relations Officer. The **External Relations Officer (ERO)** shall have the following duties:

- a. Inform the members of the Association as well as the public in general about the activities and projects of the Association through the official publications of the Association;
- b. Ensure the faithful and punctual publication of the PEMEA Newsletter as well as the Journal of the Association;
- c. Perform liaison functions for the purpose of maintaining professional and societal linkages with other organizations and the public, in general;
- d. Exercise and perform such other powers and duties as may be delegated to her or him by the Board.

Sec 9. Auditor. The **Auditor** shall:

- a) See to it that all expenditures and disbursements of the association are fully audited at the end of each year;
- b) Audit the association's fund quarterly;
- c) Sign all the reports submitted by the Treasurer after a thorough auditing process;
- d) Perform such other duties as are incident/s to his/her office or are entrusted to him/her by the President or the board of trustees

Sec. 10. Members of the Board of Trustees. The Members of the Board of Trustees are expected to attend regular meetings of the BOT and shall help make decisions on the activities and operations of the association. They shall chair or co-chair different specialty divisions created by the organization and serve in different working committees to perform the activities of the association.

Sec. 11. Prohibition for Compensation. No officer or member of the BOT shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed

to prevent an officer or director for receiving any compensation from the organization for duties other than as a trustee or officer.

Sec. 12. Terms of Office. Officers and Members of the Board of Trustees shall serve for two (2) terms or until their successor shall have been duly elected. However, Trustees whose terms of office in the Board are continuing shall be qualified for re-election but to a different office.

ARTICLE VIII COMMITTEES

Sec. 1. Creation of Committees. All committees of this organization shall be appointed by the Board of Trustees and their term of office shall be for a period of two terms or less if sooner terminated by the action of the Board of Trustees.

Sec. 2. Regular Committees. The Regular Committees of the Board shall be:

- a. **Committee on Programs and Continuing Education.** This committee shall be composed of the Vice-President as Chair, and four (4) others elected by the Board from among the members of the Association. Its duties shall be:
 - i. To be in charge of planning and executing a program of activities for the Association;
 - ii. To implement plans for the annual national convention, regional conventions, continuing education programs, and any other conventions, seminars, workshops and the like, that may hereafter be decided upon by the Board.
- b. **Committee on Membership.** Committee shall be composed of the Executive Secretary as Chair, the Assistant Secretary as Co-Chair and three (3) others elected by the Board from among Fellows and Professionals. Its duties shall be:
 - i) To actively recruit members into the Association;
 - ii) To screen and recommend applicants for membership;
 - iii) To keep the roster of all members of the Association including all documents pertaining to their membership and to file the same with office of the Corporate Secretary as part of the permanent files of the Association.
- c. **Committee on Finance.** This Committee shall be composed of the Treasurer as Chair, the Assistant Treasurer as co-Chair, the Auditor as member and two (3) others elected by the Board from among Fellows and Professionals. Its duties shall be:
 - i. To present to the Board for its approval, the annual budget of the Association;
 - ii. To supervise the financial operations of the Association; and
 - iii. To employ a professional external auditor whose appointment shall be approved by the Board. This auditor shall likewise submit annual oral and written reports to the Board.

- d) **Committee on Publications and Research.** This Committee shall be composed of the External Relations Officer as Chair and the Board of Editors of PEMEA Newsletter, PEMEA Journal including one (1) elected by the Board from among Fellows and Professionals. Its duties shall be:
- i) To be in-charge of publishing the official Newsletter of the Association as well as the PEMEA Journal.
 - ii) To oversee the continuity of the publications and research projects of the Association by encouraging and training potential members of the Board of Editors to actively participate in the production of the said publications.

Sec. 3. Terms of Office. Chairs and members of Board Committees shall serve for a term of two (2) years provided that the position of Committee Chair is *co-terminus* with membership in the Board. Chairs and members of Board Committees may be re-elected for as long as they are willing to serve and for as long as they fulfill the qualification requirements of the same.

Sec. 4. Special Committees. In addition to its regular Committees, the Board may create any number of Special Committees and/or *ad hoc* Committees for any project or program it decides to undertake, as well as appoint chairs and members thereof, from among the members of the Association.

Sec. 5. Specialty Divisions. The Board shall create some Specialty Divisions to be chaired by the Officers or Members of the Board of Trustees and co-chaired by qualified members of the Association, the purpose of the same being to advance the professional objectives of the different specialization areas in educational measurement, testing, assessment, and evaluation. The permanent Specialty Division shall be:

- i. School and Industrial Testing Division
- ii. Test Development Division
- iii. Psychometrics and Educational Statistics Division
- iv. Educational Evaluation Division
- v. Language Testing
- vi. Special Education Assessment
- vii) Computer-based/Online Assessment
- viii) Early Childhood Assessment

ARTICLE IX DUES

Sec. 1. Annual Dues. The annual dues of this organization shall be set by the Board of Trustees and shall be payable on or before the date of the Annual Meeting and effectivity lasts at the end of the fiscal year.

**ARTICLE X
AMENDMENTS**

Sec. 1. Approval. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than sixty (60%) of the active members in the annual convention.

Sec. 2: Effectivity. The By-Laws is effective upon its approval by the active members during its annual convention. The By-Laws was ratified during the Annual Convention held on May 26-28, 2021.