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Committee on Membership Care

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FY 2021 – 2022



UNITED ARCHITECTS OF THE PHILIPPINES

The Integrated and Accredited Professional Organization of Architects (IAPOA)  
Qatar Chapter – UAP Chapter Registration No. 00127. | QFCA Reg No. 00699



LTR Reference No.: U127-BOD-BOR-220929-002

September 29, 2022

**BOARD RESOLUTION**

**UNITED ARCHITECTS OF THE PHILIPPINES-QATAR CHAPTER  
CHAPTER'S FOUNDERS , THE PAST PRESIDENTS COUNCIL-ADVISERS, CHAPTER  
BENEFITS AND PRIVILEGES FOR THEIR SERVICE AND CHAPTER BOARD OF DIRECTORS  
MEMBERSHIP BENEFITS**

CHAPTER BOARD RESOLUTION NO.002 S.2022  
DELIBERATED & APPROVED BY THE CHAPTER BOARD OF DIRECTORS ON SPECIAL MEETING  
HELD ON JULY 22, 2022

WHEREAS, UAP Qatar LLC (G) Chapter Board of Directors during its regular board meeting in reference to Meeting Reference No. U127-BOD-MOM-220728-0022 - dated 22 July 2022, has presume to establish into a resolution the following policies on the privileges for Chapter Founders, Chapter Advisers (Past Presidents); Chapter President, Chapter Board of Directors, Chapter Committee Chairpersons, Chapter Committee Members, the Philippine-based Chapter Representative, Philippine-based and Chapter members who have rendered special assistance to Chapter events and activities; and

Chapter's Founders

WHEREAS, the privileges of the Chapter Founders shall be designated as follows;

- Transferable privilege for event payments,
- Free Annual Chapter Dues Payment and with Free actual event registration fees, and

Chapter Past Presidents Council- Advisers

WHEREAS, the privileges of the Chapter Past Presidents Council-Advisers shall be designated as follows;

- Transferable privilege for event payments,
- Discount of 50% to the Annual Chapter Dues Payment and Free event registration fees, and

WHEREAS, the request of the Chapter Past Presidents Council to transfer their privileges to less fortunate deserving members of the chapter can only be applied when the Chapter Past Presidents Council (Past President) confirms his attendance of his registration fee; and

Chapter President

WHEREAS, the privileges of the incumbent Chapter President shall be provided as follows;

- 100% free registration fee on all chapter events,
- QAR 200 phone allowance (monthly),
- 1-Corporate Jacket of UAP Qatar LLC (G) 1-Polo Shirt, free of charge
- Representation (reimbursement of expenses in the conduct of his/her official duty and attendance to meetings such as food and transportation),
- Air fare tickets, transportation allowance in attending UAP National Convention (NATCON) by representing UAP Qatar LLC (G) and in attending UAP Middle East North Africa Summit (MENA) only,

WHEREAS, the reimbursement of expenses shall be subjected to standardized cap per meeting expenses which shall be discussed on the succeeding board meeting; and WHEREAS, the expenses should they exceed, the standardized cap shall be taken from sponsorship budgets of related event as applicable; and



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Chapter Board of Directors

WHEREAS, the privileges of the incumbent Chapter Board of Directors which composed of the Vice-President for Programs and Development, Vice-President for Operations, Chapter Secretary, Chapter Treasurer, Chapter Auditor and the Nine (9) Directors/ Commission Chairmen shall be provided as follows;

- 100% free registration fee on all chapter events,
- Representation (reimbursement of expenses in the conduct of his/her official duty and attendance to meetings such as food and transportation,
- 1-Corporate Jacket of UAP Qatar LLC (G) 1-Polo Shirt, free of charge

Chapter Secretary, Membership Care, Internal Affairs,

WHEREAS, a QAR 100 phone allowance (monthly additional privilege of) shall be afforded each to the Chapter Secretary, Membership Care and the Director/ Commission Chairman of the Internal Affairs for their telecommunication expenses when communicating to the general membership; and

WHEREAS, the said privileges as mentioned above are performance-based and can be revoked/ cancelled should the incumbent Board of Director is proven to be non-performing, has been negligent of his/ her duties, makes three (3) unofficial absences to meetings without the courtesy of informing the Chapter President and have not advised suitable replacement to take over his position in any of the chapter activities or events; and

Chapter Director/Committee and Committee Members

WHEREAS, the privileges of the incumbent Chapter Director/Committee and Committee Members who were officially appointed into office by the Chapter President and the Chapter

which includes the technical working group members, committee members, assistants, shall be provided as follows;

- 50% discount on registration fee on all chapter general membership assemblies and chapter main events,

WHEREAS, the said privileges as aforementioned are performance-based that can be revoked/ cancelled should the committee member is proven to be non-performing and negligent of his/her duties, with three (3) consecutive unofficial absences to meetings without the courtesy of informing their Board of Directors Committee and have not been involved during the preparation and implementation of chapter activities or events; and

WHEREAS, the registration fee discount will only take effect upon the recommendation of Board of Directors/ Commission and they shall notify in official electronic mail; one (1) week in advance to the Chapter Secretary and the Chapter Treasurer the names or list of committee members who were eligible for the said privileges prior to registration closing dates of chapter general membership assemblies and chapter main events; and Philippine-based Chapter Representative

WHEREAS, the privileges of the Philippine-based chapter representative who acts as liaison officer representing UAP Qatar LLC (G) shall be provided as follows;

- 50% Chapter membership dues,
- Free registration when attending UAP National Convention (NATCON) and shall be sponsored and paid for by the UAP Qatar LLC (G), and



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WHEREAS, the Philippine-based chapter representative shall be directly reporting to the office of the Chapter President and shall be designated and included in the chapter's organizational chart as Philippine based chapter representative; and Philippine-based Members

WHEREAS, the Philippine-based members' payments shall be coursed through UAP Member care HQ as properly endorsed by the UAP Qatar LLC (G) through the Chapter Membership Care Committee Chairperson as members in good standing; and

WHEREAS, the Chapter Membership Care Committee Chairperson shall generate the list of Philippine-based members of good standing for the UAP Membership care HQ; and WHEREAS, the Philippine-based members of good standing are required to attend the annual UAP National Convention (NATCON) as UAP Qatar LLC (G) delegates as a pre-requisite in obtaining the listed benefit above; and Chapter Members who have rendered special assistance to Chapter Events and Activities

WHEREAS, the privileges of the Chapter members who have rendered special assistance to chapter events and activities as such shall be provided accordingly;

THEREFORE, BE IT RESOLVED, as it is hereby resolved, that the above-mentioned chapter privileges shall be established to be adopted and implemented, as deliberated and duly approved by the general membership assembly; as officially recorded and minuted on the occasion of the by the Chapter Secretary; and

RESOLVED, that the chapter privileges for the Chapter Founders, shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the Chapter Advisers (past presidents) shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the, Chapter President shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the Chapter Board of Directors shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the Chapter Director/Committee Chairpersons and Committee Members shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the Philippine-based chapter representative shall be provided as stipulated above; and

RESOLVED, that the chapter privileges for the Chapter members who have rendered special assistance to chapter events and activities shall be provided as stipulated above; and

RESOLVED FURTHER, that the proposed amendment shall be discussed and presided by the Chapter President together with the Chapter Board Directors on a board meeting thirty (30) days before the general membership assembly; and which it shall be prepared and drafted into a proposed amendment to the previous board resolution; and

RESOLVED FURTHER, that proposed amendments to these policies on chapter privileges shall have to be submitted to the Committee on By-Laws under the Commission of Internal Affairs for study and evaluation at least ninety (90) days before the general membership assembly; and

RESOLVED FURTHER, that the Committee on By Laws shall refer the proposal, as studied and evaluated, to the Commission of Internal Affairs, which shall then endorse it to the Chapter Secretary for the dissemination to the Chapter President and the Vice President for Programs



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and Development forty-five (45) days for their review and evaluation before the general membership assembly; and

RESOLVED FURTHER, that members, so thus WE, the chapter board of directors and the general membership assembly of the UAP Qatar LLC (G); who have attended the 4<sup>th</sup> Regular Board Meeting FY 2022-2023 on 22 July 2022, hereby attest that the foregoing discussion was deliberated and duly agreed by the general membership assembly, as officially recorded and minuted by the Chapter Secretary. Set forth our signatures to approve and adopt affirmatively this resolution in full force and effect this 26 July 2022.

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