
PSTD CHAPTER CHARTER

Policy and Guidelines for the Establishment and Management of PSTD Chapters

Policy

Philippine Society for Training & Development (PSTD) Foundation, Inc. shall establish Chapters in provinces and/or chartered cities, the organization of which shall be approved by PSTD National Board of Directors upon endorsement of the PSTD Vice President for External Affairs.

PSTD Chapters are established for the following purpose:

- To professionalize Workplace Learning and Performance practice (WLP) in the whole Philippines
- To expand PSTD's reach and synergize WLP competencies
- To provide an avenue for WLP professionals to network, learn and share best practices

The PSTD Chapter Charter is the official document that recognizes that a chapter is affiliated with PSTD. It authorizes use of the PSTD name and logo, plus brings special privileges as outlined in this guideline.

For a new chapter to be chartered by PSTD, it must:

1. *register at least 12 members (individual or corporate) to PSTD National.*
Note: *These 12 (or more) National members are the ones who will be qualified to run for the first Chapter election. Corporate members have 2 votes but only 1 can run for election.*
2. *have submitted a Petition to Organize a Chapter to PSTD National*
3. *have Bylaws approved by PSTD Board of Trustees*
4. *have scheduled an election to be facilitated by a member of the Board of Trustees of PSTD National*
5. *have a clear plan of action for meeting PSTD requirements for affiliation and recognition.*

Upon renewal (or succeeding years), the Chapter shall pay PSTD National an amount equivalent to Corporate Membership Fee for Chapter Membership renewal subject to change depending on economic health of the Chapter.

Guidelines

Immediately upon approval of the By Laws of the chapter, the following will apply to all Chapters in the provinces and chartered cities outside Metro Manila:

- A) Nature and Purpose** - These Chapters shall be chapter organizations within the organizational framework of the PSTD and, as chapter organizations, they shall elect their own directors, officers and administer their affairs in accordance with the following guidelines;

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1. Their purposes and activities must be aligned with the objectives of PSTD.
 2. They shall establish their own administrative policies, rules and regulations as they deem appropriate, provided these are not in conflict with the interests of PSTD National.
 3. They shall clearly identify themselves as PSTD Chapters.
 4. They shall participate in activities of the PSTD specially the Annual Conventions and General Membership Meetings and/or whenever their participation is to the best interest of the "Society" as a whole.

B) Privileges - The Chapters shall enjoy privileges including but not limited to the following:

1. They may use the PSTD logo, name, and brand identity according to the standards specified by PSTD.
2. They will be given assistance and support by a designated Chapter Mentor (appointed by the PSTD National) in their chapter operations. They may seek counsel and guidance on matters relating to the "Society" and administration of the chapter and on personnel management and industrial relations in general.
3. Leadership Training shall be provided to Chapter Board Members, provided that the expenses that will be incurred by the training (air fare, transportation, accommodations, etc.) shall be covered by the chapter.
4. They shall be provided a copy of circulars, special studies, reports, and all other materials regularly circulated to PSTD members and its affiliates, while the members of their Board of Trustees shall be given access to the e-group and website of PSTD National.
5. They will be provided Resource Speakers to conduct two (2) programs a year (chapter to shoulder board and lodging, and airfare of Resource Speaker) for membership development or public programs to generate funds for the chapter.
6. They will be assisted in securing speakers and/or lecturers for their own activities such as seminars, special conferences, and will have access to PSTD's Roster of Speakers.
7. Chapters and their members may attend lectures, seminar, conferences and related activities sponsored by PSTD National at member rates.
8. Commission from the number of participants they send to the National Convention or Chapter discount rates during conventions. The money that will be generated shall be used for Chapter operation
9. Upon authorization by the PSTD National Board of Trustees, they may sponsor any undertaking on behalf of the PSTD in the area where the Chapter is located.
10. Access to and a Chapter page in PSTD Website.

C) Duties and Responsibilities— The Chapters shall abide by the following requirements of PSTD

1. Each Chapter must have a leadership team who will represent members of the chapter to PSTD National.
2. Chapters must be comprised of and maintain a minimum of 20 members and must pay PSTD National their Chapter annual dues equivalent to that of a corporate member.
3. Chapters must submit an Annual Operational Plans and Budget to PSTD National a month after the assumption of the new Board into office and must submit a chapter report quarterly in the form of a Performance Review and Analysis.
4. Each and every member of the Chapters shall be vested with rights and obligations of a PSTD member, in accordance with Article II of the PSTD Constitution and By-Laws, provided that they meet the qualifications for membership in Section 2 of the same Article.

D) Governance – Chapters shall be under the guidance of the PSTD National Chapter Advisory Council (PSTD–NCAC) which shall be organized by PSTD National.

1. The concurrent President of the PSTD National shall also be the Council's Chairman and VP-External of PSTD National shall be the Chapters Development Coordinator of the Chapter Advisory Council. Other members of the past and current PSTD Board of Trustees may be designated as *Chapter Mentors*, and shall be part of the Council.
2. The Council shall provide guidance, advice, and counsel to the Chapter's Board of Directors on matters affecting the Chapters. It shall meet at least once a year, usually at the beginning of the year or before the PSTD National Convention, at a time and place to be determined by the PSTD National President and Council Chairman.
3. The Chapters Development Coordinator or the Chapter Mentors shall spearhead planning the activities and programs of the NCAC, assist the different chapters, and conduct periodic chapter visits to determine problems and undertake solutions needed to ensure the viability and growth of the different chapters.
4. The PSTD National Secretariat, on the other hand, shall be available for administrative assistance and other training needs. When in Manila, the Chapter Members and/or members of its BODs are encouraged to visit the National Secretariat which will coordinate activities to make the chapter member's stay in Manila a learning opportunity and a truly rewarding experience, specifically in meeting their counterparts.

E) Organizing a Chapter

An group of individuals may initiate the organization of a Chapter in areas or localities where no chapter exists by:

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1. Informing the National PSTD Secretariat through a Petition to Organize Chapter which shall then endorse the request to the National Board of Trustees. (Annex 1)
 2. Informal meetings may be conducted by the Chapter organizer/initiator who shall form the provisional leaders to coordinate the meetings. A weekly meeting of the Chapter is advisable where PSTD Chapter Affiliation may be discussed.
 3. As soon as there is already a group of at least 12 individuals ready for the formal organization, any member of the National BOT or designated/requested past National BOT member shall conduct orientation meeting for the Chapter BOD and its members.
 4. The time, date and venue of the meetings shall be at the discretion of the local Chapter which shall see to it that such meetings shall be at the least cost and shall not interfere with the members' working time. Advisable time is during lunch or after work hours and may be held in the premises of any of the member's company.
 5. When the group is ready for induction, preparations should be done to have an induction program to be facilitated by a representative from the PSTD National.

F) Possible Cause of Dissolution of a Chapter

Below are some causes for dissolution of a chapter:

- The Chapter or Chapter Board as a unit violates the Bylaws of PSTD, Code of Ethics, Chapter Accord or Chapter Affiliation Agreement (Annex 2)
- Misuse of the PSTD name or misrepresentation of PSTD to the media, members or the general public
- Misuse or misappropriation of Chapter and member finances
- Failure to submit the necessary Chapter and financial reports to PSTD National
- The chapter members no longer wish to support the goals of PSTD
- Fewer than 15 members and/or fewer than 4 Chapter Officers

THE CHAPTER ORGANIZATION

Membership in the PSTD as well as in its Chapters, are classified into two (2) categories: **Corporate Membership** and **Individual Membership**. Individual Memberships are reserved for those personnel practitioners who are of good moral standing in the community engaged in Training and Organizational Development work and/or consultancy, with at least 3 years experience in this field either as administrative official or in a professional capacity.

The organizational set-up of the Chapter is classified into three: **executive, functional** and **advisory**

Functional: Board of Trustees

Every year, the chapter members elect the members of their Board of Directors, the number of which shall depend on the chapter membership but shall not be less than five (5), who shall be charged with general supervision and administration of the chapter.

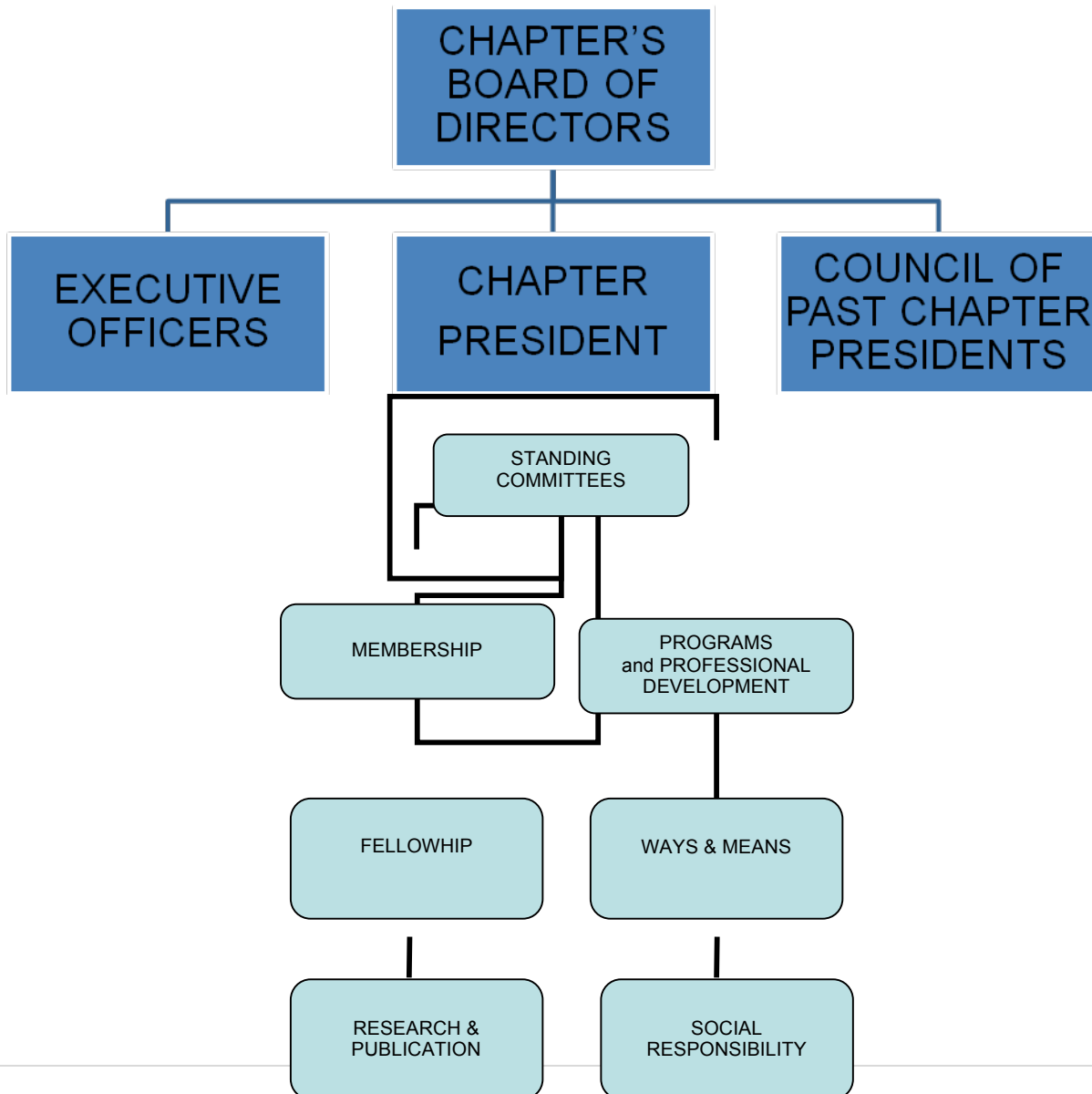
Executive: Officers/Execom

The elected members of the Board of Directors, in turn, elect the chapter officers or from among themselves, namely, the President, Vice President, Secretary, Treasurer and P.R.O. The elected officers shall be organized as a body collectively known as the Executive Committee (Execom).

Advisory: Council of Adviser

Past Presidents of the Chapter provide policy guidelines, advice and counsel to the Chapter Board of Directors and Officers. The immediate past president of the Chapter sits in the Board as Ex-Officio Director.

CHAPTER TABLE OF ORGANIZATION



This Flow Chart illustrates the overseeing responsibilities of the Chapter President and the officers over the functional committees. The name and number of committees to be established may be decided upon by the current board. Each committee should have a Head who shall act as Director-in-Charge and overseeing officer who is 'Director-in-Charge' is expected to report on committee activities, accomplishments, and problems/ suggested solutions needing attention/ approval of the Chapter Board. The Head/s of the Committees may from time to time, be required to be present in the board meeting as resource person.

The Treasurer and the Head for Ways and Means Committee may be combined especially when a Chapter does not have sufficient number of members. For effective operation of the Ways and Means Committee and to ensure proper and judicious accounting of funds and expenses, the Treasurer is suggested to be its Director in-Charge.

The Committees are required to have monthly meetings or as often as necessary to ensure that activities are efficiently undertaken. It is in the committee activities where all members should be given the opportunity to be active and exposed for leadership training. Committee works are usually the best means to prepare members for future leadership as Board Members or Officers.

The Excom is composed of the President, Vice President, Secretary, Treasurer and P.R.O. It is tasked with the overall Administration and Management of the Chapter and handles matters that are not normally undertaken in the Board Meeting which normally discuss policy matters.

As a general rule, any member must be elected to the Board for two (2) consecutive terms only. He may seek reelection after the lapse of two (2) years rest period from his immediate past term.

THE CHAPTER POLICY GUIDELINES

The Philippine Society for Training and Development (PSTD) is committed to uphold its commitment to preserve the integral juridical personality of the "society" and the oneness of its members, without however stifling the chapters freedom of association and the autonomy of the local members' to determine on their own the thrusts of the chapters' operations that pertain only to the confines of their respective territorial coverage.

In order to promote synergy and harmony in the relationship between the PSTD National and the Local Chapters, it is imperative that the leaders and members of both shall endeavor to preserve the balance between centralized organizational integrity on one hand and the chapters' autonomy upon the other hand

1. All PSTD Chapters shall continue to use, upon induction of the officers and members of the board, the official name of their Chapter in all Chapter activities and in its registration with the local Securities and Exchange Commission (SEC);

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2. All Chapters must register their name in this format – PSTD (Name of the City/Province) Chapter, e.g., PSTD - Davao Chapter;
 3. All Chapters are enjoined to adhere to the existing constitution and by laws of the PSTD National Organization;
 4. The Chapters shall adopt the logo of PSTD National and shall not in any way alter the same;
 5. The Chapters should have their own separate books of accounts, BIR registered official receipts and shall be self-sufficient in its operations;
 6. In recruiting and admitting new members, chapters should generally follow the guidelines of the PSTD National Membership Committee;
 7. Dual membership with PSTD National and Chapters is allowed. However, no single membership shall be accepted by PSTD National or Chapters belonging to the territorial coverage area of any Chapter unless such membership is carried by the company's Head Office that happens to be located in Metro Manila or province/cities.
 8. Although all chapters are encouraged to develop their respective administrative policies, rules and regulations as they are deemed fit and necessary, they, however, should be aligned with the interests of PSTD as a National organization;
 9. Chapters may be provided copies of Resolutions or decisions passed upon by the PSTD National Board of Trustees which may affect or are applicable to the operations of the Chapters, to provide them legal authority and guidelines in all official transactions and dealings in their respective locality;
 10. PSTD National shall not be liable for any obligations that may arise resulting from any transaction entered into by Chapters;
 11. All activities that the Chapter may plan out must be made known to the PSTD National BOT and if necessary, provide additional details that the Board may require for purposes of clarification and alignment with the organization's goals and purposes;
 12. Theme for Regional Conferences undertaken by chapters should be focused on topics unique or applicable to the locality and should be cleared first with the incumbent PSTD Convention Chairperson in order not to duplicate the content of PSTD National Convention.
 13. The PSTD National may issue out additional guidelines as it may see fit considering the circumstances prevailing in the chapter;

CHAPTER REPORT FORM

A. CHAPTER ESTABLISHMENT REPORT

Name of the Chapter: _____

1. Date of Induction: _____

2. Place/Time: _____

3. Attendees:

a. Guests

b. Members

4. List of Officers and Members, Company Affiliation, Addresses, Contact Nos., Email Addresses (See Attached)

5. Chapter Mailing Address, Contact Numbers, Email Address

Chapter President

B. CHAPTER MONITORING REPORT (QUARTERLY)

(This Report will help the National Office for news publication on Chapter activities in our Newsletter; assess and problems of the chapter and determine the extent of assistance the National office can provide; assistance to the chapter on its financial viability; e.g. seminars or projects the National office can co-sponsor and facilitate communication and update records).

NAME OF CHAPTER

___ **Quarter Report vs. Plans and Programs**

A. Organization

List of Officers, Board Members and Members

B. Chapter Activities

1. CHAPTER MEETINGS

- a. Dates and Venues
- b. Topics and Speakers
- c. No. of Attendance
 - _____ Members
 - _____ Guests

- 2. Specific Projects Undertaken/ to be Undertaken
(Describe Project)

C. Activities/Seminars/Workshops/Conferences Conducted

- 1. Type of Seminar/Workshop/Conference
- 2. Date and Venue
- 3. Topics and Speakers
- 4. No. of Attendance
 - _____ Members
 - _____ Guests

D. New Members (Number and Date Inducted)

- 1. Individual
- 2. Corporate

E. Withdrawals/ Resignations (Number and Date of Resignations)

- 1. Individual
- 2. Corporate

F. Problems/Suggested Solutions Needing Action from the PSTD National Secretariat

- 1. Problem/s
- 2. Solution/s

G. Articles for Possible Publication in the PSTD Newsletter

C. Financial Report – once a year based on SEC submission

CHAPTER ACTIVITIES

A. Meetings

- 1. General Membership - To be held monthly or at least, every two months. This is a forum where members learn and share experiences for professional development and fellowship. Guest Speakers may be invited from among Community Leaders, Professionals and Experts to talk on topics that are relevant and timely

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2. Board - To be held monthly, preferably before the General Membership Meeting, where Chapter Policy matters, problems/solutions and Chapter programs/plans and activities are discussed
 3. Ex-com - Held monthly, preferably a week before the monthly Board Meeting. Administrative problems and committee problems are discussed. The Excom is clearing house for matters that need Board approval
 4. Committee - Once a month or as often as necessary to discuss on committee plans, programs and projects
 5. Annual Membership Meeting and Election of New Officers - Held annually before the Election of the New National Officers, schedules of which shall be announced by the PSTD Election Committee or Elecom.

To ensure orderly proceedings of the Chapter Election, it is advisable that Elecom members be appointed by the Board six months before the Annual Chapter Election. The Elecom shall, with the approval of the BOD, prepare and issue election guidelines, accept nominations and screen qualifications of nominees, handle the election proceedings and shall prepare the necessary paraphernalia and election venue.

6. Induction Ceremonies - This is an annual activity undertaken to officially induct into office the newly elected BOD and Committee Heads of the Chapter. The Chapter may invite prominent officials of the city, municipality or provinces, distinguished personalities or professionals as guest speakers. The PSTD National President, or in his absence, the Chairman of the Board of Trustees, must be invited as Inducting Officer.

In the case of a new chapter, the PSTD National BOT Representative shall hand the PSTD Banner (to be provided free by PSTD National) to the Chapter President.

7. Chapter Advisory Council - The Council is composed of Chapter Incumbent and Past Presidents and meets at least once a year preferably held at the start of the year. Chapter problems and national policies concerning chapter operations, projects and objectives are discussed to arrive at resolutions, actions and guidelines necessary to ensure efficient operations and management of chapters. During the Council meeting, presided by PSTD National President, reports on respective chapter activities and problems are presented by the incumbent Chapter Presidents and/or their duly designated representatives. The PSTD National VP for External Affairs acts as its Secretary and shall coordinate with the host Chapter in the preparations of the meeting. During National Conferences where Chapter Officers are usually in attendance, a special Chapter Advisory Council Meeting may also be held. The normal business meeting lasts for one day which shall provide attendees as much time needed to discuss problems and solutions as well as sharing of experiences and fellowship shall be implemented.