



By-laws of the PHILIPPINE SOCIETY OF ECHOCARDIOGRAPHY, Inc. (PSE)

Article I - NAME

Section 1. The name of the Association shall be "Philippine Society of Echocardiography, Inc." hereunder referred to as "PSE".

Article II - GENERAL INFORMATION

Section 1. The PSE was founded and is operated as a non-profit organization, declares no dividend and is so managed that none of its net earnings or properties may accrue to the material benefits of its officers or members, individually or collectively.

Section 2. The business address of the PSE is at the Basement level, 112 Kalayaan Avenue, Diliman, Quezon City, Philippines. This address may be changed, subject to the approval of the Board of Directors.

Section 3. The PSE is a component society of the Philippine Heart Association, Inc.

Section 4. The PSE may also establish chapters or offices or conduct its operations at such places outside Quezon City as the Board of Directors may deem necessary.

Article III - PURPOSES

The purposes of the PSE shall be

1. To enhance the knowledge of members through continuing medical education
2. To promote and ensure adherence to competency guidelines
3. To promote care for our patients through the appropriate, accurate and comprehensive use of echocardiography
4. To help hone the technical and research skills of its members and to promote advanced training in echocardiography
5. To oversee and uphold the delivery of quality imaging and interpretation in all accredited training and diagnostic echocardiography laboratories

Article IV - CHAPTERS

- Section 1.** The PSE acting through its board of directors shall establish chapters in other areas of the Philippines in order to serve the best interest of its members.
- Section 2.** The Board of Directors shall coordinate and supervise the activities of all chapters to optimize members' participation in the PSE activities as well as effective administration and operation of the PSE through its chapters.
- Section 3.** Every chapter shall uniformly and strictly observe the PSE By-Laws and may adopt its provisions for chapter purposes, whenever applicable and as far as practicable.

Article V - MEMBERSHIP

Section 1. Eligibility for membership

- A. All persons and entities who are interested in echocardiography as well as in the pursuit or the furtherance of the purposes of the PSE are eligible for membership.
- B. Admission to membership in the PSE shall be a function of the membership committee with the approval of the Board of Directors.

Section 2. Categories of membership

The PSE member may either be a Fellow, Regular Member, Honorary Fellow, or Affiliate Member

The membership committee shall determine and set forth criteria on the qualifications, privileges, and appurtenant obligations of all its members, as well as the conditions and requirements in order to maintain good standing in the PSE, subject to the approval of the Board of Directors.

A. Fellow

1) Cardiologist

- 1.1. A Fellow of the PSE must satisfy all of the following requisite qualifications and use the title of Fellow, FPSE:
 - a. A Fellow of the Philippine College of Cardiology or its equivalent
 - b. Has completed 1 year of accredited training in echocardiography as determined by the membership committee
 - c. Has passed the certifying board examination of the PSE

- d. Has been inducted as Fellow by the PSE president or a designated representative by the Board of Directors.
 - e. Must have been a PSE member in good standing for at least 1 year
 - f. An active member of the Philippine Heart Association
- 1.2. Members conferred as Fellow by the PSE before 2016 through a “grandfather’s clause” will be recognized accordingly.
- 1.3. Life Fellowship shall be automatically conferred on Past Presidents of the PSE.

2) Cardiac Sonographer

- 1.1. A Fellow FPSE (Son.) must satisfy all of the following requisite qualifications:
- a. A board-certified allied medical professional
 - b. Has undergone focused training by a PSE Fellow and/or a certified senior Sonographer in an accredited Echocardiography laboratory.
 - c. Has engaged in the performance of echocardiography for at least 5 years.
 - d. Has participated in the training and teaching of sonographers for at least 5 years
 - e. Recommended as a Fellow by at least 2 Past Presidents of the PSE and approved by the Board of Directors.
 - f. Passed the advanced certifying board examinations for Sonographers administered by the PSE
- 1.2. A sonographer who has not yet completed all of the above requirements shall be designated as a regular member.

B. Regular Member

1) Cardiologist

- 1.1. A regular member must satisfy all of the following requisite qualifications:
- a. Has completed at least 3 years of formal training in cardiology
 - b. A member of the Philippine Heart Association
 - c. Has at least 1 year active practice of cardiology and echocardiography
- 1.2. A cardiologist who has not yet completed all of the above requirements shall be designated as an affiliate member.

2) Cardiac Sonographer

- 1.1. A regular member must satisfy all of the following requisite qualifications:
- a. Has undergone focused training by a PSE Fellow and/or a certified senior Sonographer in an accredited Echocardiography laboratory
 - b. Has performed adequate number of echocardiographic studies as prescribed by the membership committee

- c. Has undergone the continuing professional development program for Sonographers by the PSE as determined by the membership committee.
 - d. Has passed the basic cardiac sonographer examination given by the PSE
- 1.2. A cardiac sonographer who has not yet completed all of the above requirements shall be designated as an affiliate member.
- C. Honorary Fellow
- 1) Any person whose contributions and accomplishment in echocardiography are outstanding and renowned may be conferred the title of Honorary Fellow by a unanimous vote of the members of the board.
 - 2) An Honorary Fellow may use the title of Honorary Fellow of the PSE, FPSE, (hon).
 - 3) An honorary fellow shall have no voting right. An honorary fellow shall be exempt from the payment of any dues.
- D. Affiliate Member
- Any person interested in echocardiography who has not satisfied the requirements for regular membership.

Section 3. Rights of members

- A. Only Fellows and Regular members in good standing as determined by the Membership Committee shall be entitled to the following rights and privileges of membership in the PSE:
- 1) Exercise the right to vote on matters relating to the affairs of the PSE
 - 2) Avail of reduced registration rates for local and international conventions/meetings
 - 3) Have free access to educational materials.
 - 4) Attain personal growth and professional advancement through PSE continuing professional development and networking
 - 5) Participate in deliberations and meetings for advancement of the membership
- B. PSE Fellows shall be entitled to the following rights, in addition to those mentioned above:
- 1) Be nominated and voted upon for a position in the PSE Board
 - 2) Serve as the head of an accredited echocardiography laboratory
 - 3) Serve as the head, director or training officer of an accredited echocardiography training program
- C. Affiliate members in good standing as determined by the membership committee shall be entitled to the following rights and privileges:
- 4) Avail of reduced registration rates for local conventions/meetings
 - 5) Have free access to educational materials
 - 6) Attain personal growth and professional advancement through PSE continuing professional development and networking

- D. Honorary Fellows shall be entitled the following rights and privileges:
- 1) Be exempt from annual dues
 - 2) Enjoy free registration rates for local conventions/meetings
 - 3) Gain free access to educational materials
 - 4) Attain personal growth and professional advancement through PSE continuing professional development and networking

Section 4. Requisites for a member to be in good standing

- A. Remittance of membership dues
- 1) The Board of Directors shall determine from time to time the annual membership dues on or before the end of the fiscal year of the PSE
 - 2) Any member who neglects or fails to pay membership dues without reasonable cause for 3 consecutive years shall be placed in inactive status. This shall take effect if the member is unable to settle the outstanding account within 3 months upon receipt of due notice from the PSE secretariat. The member, however, may be immediately reinstated in the roster of PSE upon payment of these outstanding dues plus interest of five percent (5%) per annum, computed from the last day of January of the first year of failure to pay dues.
- B. Engagement in continuing professional development activities, especially those organized by the PSE.
- C. Attendance in the annual convention or its equivalent and annual business meeting
- 1) The PSE shall hold an annual convention at a place, date and time, designated by the Board of Directors preferably in September of each year. It shall hold its business meeting during this time.
 - 2) Any member who failed to attend without reasonable cause three consecutive annual conventions and business meetings shall be dropped from the membership roster after three months from issuance of the notice to the member, subject to the approval of the PSE Board.

Section 5. Guidelines for inactive members, resignation, and removal from membership

- A. Inactive status
- 1) Any member who signifies the intention to be placed in inactive status for a valid reason and upon approval by the Membership Committee shall be exempted from attendance requirements but will still be required to pay annual dues. This inactive status shall be for a period not exceeding 5 years.
 - 2) Any member who neglects or fails to pay membership dues to the PSE without reasonable cause for 3 consecutive years shall be placed in inactive status after 3 months from receipt of due notice from the secretary of the PSE. Such member however may regain the previous status upon payment of these outstanding dues plus interest of five percent (5%) per annum, computed from the last day of January of the first year of failure to pay dues.

- B. Resignation
 - 1) Any member who wants to resign from the PSE should do so in writing addressed to the Board of Directors
 - 2) Any member who has resigned from the association may reapply and may be readmitted upon recommendation of the Membership committee and approved by the Board of Directors
- C. Removal from membership roster
 - 1) Any member whose conduct is, in the opinion of the Board of Directors, prejudicial to the welfare and best interest of the PSE, may be dropped from the membership roster by a unanimous vote of the Board upon the recommendation of the Ethics committee.
 - 2) Any member who failed to attend without reasonable cause three (3) annual convention or its equivalent and three (3) consecutive business meetings of the association shall be dropped from the membership roster after three (3) months from the receipt of due notice from the secretary of the PSE.
- D. Reinstatement of membership
 - 1) Any member who has been removed from membership in accordance with Section 5.C.1 may re-apply for membership and readmitted upon recommendation of the ethics committee after a clear showing that the adverse effects of the applicant's previous conduct shall have been completely eliminated and cleared. The readmission must be approved by the membership committee and the Board of Directors.
 - 2) Any member who has been removed from membership in accordance with Section 5.C.2 may reapply for membership and readmitted upon the recommendation of the membership committee and approval by the Board of Directors. However, readmission shall be held under advisement and become fully effective only upon showing that the member has attended at least 50% of Scientific Meetings or three (3) consecutive annual meetings of the PSE subsequent to the date of his reapplication.
 - 3) Any member who has been inactive status in accordance with Section 4.A.2 may reapply for membership and readmitted upon recommendation and approval of the Board of Directors. However, before such readmission he must pay all his back dues plus interest of five percent (5%) per annum, computed from the last day of January of the first year of failure to pay dues.

Section 6. Additional criteria for membership may be recommended by the membership committee subject to the approval of the board.

ARTICLE VI. BOARD OF DIRECTORS

- Section 1.** Authority and Responsibility. The general management of the affairs of the PSE shall be vested upon the Board of Directors, with the following functions:
- A. Formulate policies and promulgate rules and procedures relating to the PSE in the pursuit of its purposes and objectives.
 - B. Administer funds of the society provided that such not be inimical to the financial interest of the PSE or personally beneficial or profitable to the members of the Board, individually or collectively.
 - C. Appoint employees of the PSE as may be deemed necessary; fix their compensation, conditions, and terms of office.
 - D. Implement all resolutions and direct the activities of the PSE.
 - E. Participate in and supervise the activities of the Joint Committee on Accreditation (JCA).
- Section 2.** Composition. The Board of Directors shall be composed of seven (7) members who shall be elected from the Fellows of the PSE: five (5) adult FPSE and two (2) pediatric FPSE. There will be three (3) ex-officio members of the Board composed of the immediate past president, a sonographer FPSE, and Echo Council Chair of the PHA or its representative as non-voting members.
- Section 3.** Governance. The Board of Directors shall elect from among the medical members of the Board the following officers of the PSE: the President, the Vice President, the Secretary, and the Treasurer.
- Section 4.** Term of Office. The Board of Directors will hold office for one year from October 1st of every year until September 30th of the next succeeding year or until their successors have been duly qualified, elected and inducted into office. In the event that any member of the board is unable to finish his term for whatever reason, the remaining directors constituting a quorum shall, by majority vote fill the vacancy for the expired term.
- Section 5.** Quorum of the Board. Five (5) regular members of the Board of Directors present in person shall constitute a quorum for the transaction of business meetings of the board.

ARTICLE VII. DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS

- Section 1.** Within two weeks after the annual election, the newly elected Board of Directors shall elect from among themselves the officers of the Society.
- Section 2.** The President shall be the chief executive officer of the PSE and shall be responsible for the direction of its affairs. He/she shall preside at all the meetings of the PSE Board of Directors and annual Business meetings.

Section 3. The Vice President shall act as President in the absence or incapacity of the President and shall perform other duties as vested in him/her by the board.

Section 4. The Secretary shall ensure the proper documentation and record-keeping of the minutes of all the meetings of the PSE and of the Board of Directors. He/she shall also ensure the timely communication of calls for such meetings to the concerned parties.

Section 4. The Treasurer shall have custody of and be responsible for all the funds and properties of the society. He/she shall keep a complete and accurate record of receipts and disbursements of the PSE. He/she shall render an annual financial report during the Annual PSE Business Meeting, as audited by a Certified Public Accountant.

Section 5. The Board of Directors shall attend meetings of the Society and participate in all deliberations with the power to vote. They will actively support all activities of the Society.

Section 6. The appointed Cardiac Sonographer shall sit in the Board of Directors as a representative of the PSE Sonographers.

ARTICLE VIII. JOINT COMMITTEE ON ACCREDITATION

Section 1. The Joint Committee on Accreditation (JCA) shall formulate the respective policies, rules and regulations governing the certification for Fellow of qualified echocardiographers and sonographers, accreditation of training programs and diagnostic laboratories subject to approval by the PSE Board.

Section 2. The Joint Committee on Accreditation (JCA) will be composed of 5 members; one (1) member from the Philippine Heart Association Council of Echocardiography, one (1) member from the Cardiac Sonographers, one (1) Adult Echo Cardiographer, one (1) Pediatric Cardiographer and one (1) Past President of PSE.

Section 3. The JCA shall be responsible for the appointment of the members of the PSE certifying board of examiners, core curriculum and accreditation of training programs for adult and pediatric echo cardiographers and sonographers.

- A. The Chair is a PSE past president, appointed by the PSE president
- B. The members of the JCA will have a term of 2 years subject to reappointment for another term
- C. The JCA shall appoint members of the certifying board of examiners, core curriculum, and accreditation of training programs from adult/pediatric echo cardiographers and sonographers and diagnostic laboratories with the

approval of the PSE board of directors, each for a term of 2 years subject to re-appointment for another 2 years.

- D. At least one of the following qualifications must be satisfied to be a member of above subcommittees (for core curriculum, board of examiners and accreditation):
- 1) Past president of the PSE
 - 2) PSE Fellow with academic rank of full/associate professor
 - 3) Past chairperson or training officer in an institution with a fellowship echocardiography training program
 - 4) Member of the PSE board of directors (past or present)
 - 5) PSE fellow (sonographer)
 - 6) Senior member of the PSE appointed by the JCA as approved by the PSE board of directors

Section 3. The PSE board of examiners shall give their respective certifying examinations for certification of competence in their respective specialties annually.

Section 4. The JCA, through the PSE accreditation board, shall formulate their respective policies, guidelines, rules and regulations for the accreditation and certification of hospitals or institutions with training program in echocardiography.

ARTICLE IX. COMMITTEES

Section 1. The Standing Committees of the PSE and their respective functions shall be the following:

A. MEMBERSHIP COMMITTEE:

- 1) Composition: This committee shall be composed of 3 members: an incumbent member of the PSE Board of Directors, a past president, and a fellow (sonographer).
- 2) Functions: This committee shall perform the following functions:
 - a. Determination and implementation of the requisites for membership
 - b. Establishment of additional criteria for membership as deemed necessary, with the approval of the Board.
 - c. Review of the standing of every member in relation to qualifications and compliance with membership requirements.

B. ELECTIONS AND NOMINATIONS COMMITTEE:

- 1) Composition: This committee shall be composed of 3 past presidents with the immediate past president as chairman.
- 2) Functions: This committee shall perform the following functions:
 - a. Implementation of the nomination and selection process for the Board of Directors.

- b. Conduct of the annual elections of the Board of Directors of the PSE subject to the procedure specified in these By-laws and its implementing guidelines as approved by the Board.
- C. FINANCE COMMITTEE:
 - 1) Composition: The Treasurer of the PSE shall be the Chairman of the Committee. S/he can appoint additional committee members from the PSE membership.
 - 2) Functions: This committee shall perform the following functions:
 - a. Formulation of the budget of the PSE for the fiscal year.
 - b. Formulation of ways and policies to raise funds to support the PSE activities.
 - c. Coordination with a Certified Public Accountant regarding preparation of the annual financial report and other pertinent financial documents.
- D. CONTINUING PROFESSIONAL DEVELOPMENT:
 - 1) Composition: One of the Board of Directors shall be appointed as the chair of this committee. S/he can appoint additional committee members from the PSE membership.
 - 2) Functions: This committee shall perform the following functions:
 - a. Formulation of programs for the continuing education and professional development of the PSE members.
 - b. Application of the relevant CPD units for the various programs and activities of the PSE.
 - c. Determination of the minimum CPD units required to maintain good membership standing.
- E. BY-LAWS COMMITTEE:
 - 1) Composition: The immediate Past President of the PSE shall be the designated Chair of this committee, or a past officer, as appointed by the Board of Directors. S/he can appoint additional committee members from the PSE membership.
 - 2) Functions: This committee shall perform the following functions:
 - a. Review of the provisions of the By-laws, as deemed necessary by the Board of the Directors
 - b. Formulation of amendments deemed essential and pertinent to the life and purposes of the PSE.
- F. ETHICS COMMITTEE:
 - 1) Composition: A Past President or past officer of the PSE shall be appointed by the Board of Directors as chair of this committee. The Council of Elders shall comprise this committee. S/he can appoint additional committee members from the PSE membership.
 - 2) Functions: This committee shall perform the following functions:

- a. Adjudication of matters pertaining to the ethical conduct of PSE members
- b. Submission of recommendations to the Board of Directors regarding other matters involving ethical dilemmas or issues.

Section 2. Unless otherwise specified elsewhere in these By-laws, the members of the committees of the PSE are to be appointed upon the recommendation of the incumbent President and approval by the current Board of Directors with tenure of two (2) years.

ARTICLE X. MEETINGS

Section 1. The PSE shall hold its annual business meeting during the annual convention at a place, date and time designated by the Board of Directors, preferably in September of each year. The election of the Board of Directors shall be held during the annual meeting.

Section 2. Notices of the date, time, and place for board meetings, conventions and other activities of the PSE shall be given personally or disseminated through the PSE website, email or by special delivery mail at least two weeks before the above-mentioned meetings.

Section 3. Twenty percent (20%) of all the members in good standing shall constitute a quorum in an annual business or special meeting of the PSE.

Section 4. The Board of Directors shall meet at least every other month or when deemed necessary at a place and time decided by themselves. A majority of the members of the Board of Directors shall constitute a quorum in a Board Meeting.

Section 5. Insofar as it does not conflict with the provisions of this By-Laws nor with the best interest of the PSE, the Robert's Rule of Order (Revised) shall be the final authority for parliamentary procedures to be observed during the meetings of the PSE.

ARTICLE XI. NOMINATION AND ELECTION

Section 1. Any member in good standing may nominate a PSE Fellow for election to the Board of Directors.

Section 2. The incumbent Board of Directors with the exception of the outgoing president will automatically be included in the list of nominees.

Section 3. In order to qualify for the position of director, a candidate must be a Filipino citizen and a Fellow of the PSE in good standing.

Section 4. The Nominations Committee shall publish the list of nominees at least two (2) months prior to the annual meeting.

Section 5. The members of the Board of Directors shall be elected by means of written votes sent by mail plus such votes by the members present in person during the annual meeting; provided, that all written votes by members in good standing who failed to attend the said annual election shall be valid

Section 6. The seven (7) nominees receiving the highest number of votes cast, shall be proclaimed by the Elections Committee.

Section 5. Only Fellows in good standing in the Society shall have the right to vote and be voted upon in the election for membership in the PSE Board of Directors.

ARTICLE XII. FUNDS

Section 1. Funds shall be generated for the furtherance of the objectives and advocacies of the PSE.

Section 2. Funds shall be generated by the society from dues or other fees from its members; it may also accept, receive, hold and administer gifts, devices, donations, contributions, funds, and other forms of financial assistance, and property of any nature without limitations as to amount or value from any legitimate governmental or private source, as well as enter into any working agreements with any institution or entity for the above purpose.

Section 3. Disbursement of funds shall be signed by the treasurer and countersigned by the President. If necessary, the board of Directors may designate other signatories.

ARTICLE XIII. MEDICAL ETHICS

Section 1. All PSE members shall uphold the highest ethical standards in the practice of echocardiography

Section 2. Any member of the Society who violates any of the provisions of these Bylaws shall, after due process by the Ethics and Grievance Committee and after confirmation by the Council of Elders, be subject to reprimand, suspension, or expulsion from the PSE as approved by the Board of Directors.

ARTICLE XIV. COUNCIL OF ELDERS

Section 1. All past PSE Presidents shall comprise the council of elders.

Section 2. The Council of Elders shall adjudicate ethical matters, as determined by the Ethics Committee.

Section 3. The Council of Elders shall also serve as the advisory council of the Board of Directors

ARTICLE XIV. AMENDMENTS

Section 1. Only a majority of the Board of Directors or at least 20% of the members in good standing may propose amendments to the By-laws.

Section 2. These By-laws may be amended at the annual or special meeting of the Society by a majority of the Board of Directors and at least a majority of the members in good standing.

ARTICLE XV. EFFECTIVITY CLAUSE

This By Laws shall immediately take effect upon ratification of the general membership.

ByLaws Committee
Philippine Society of Echocardiography
July 2017