



UNITED ARCHITECTS OF THE PHILIPPINES
THE INTEGRATED AND ACCREDITED PROFESSIONAL ORGANIZATION OF ARCHITECTS

COMMISSIONS AND COMMITTEES
DUTIES AND RESPONSIBILITIES

General Provisions

1. Organization

- a. The seven (7) commissions shall be composed of their respective standing committees which shall serve as their implementing arm.

2. Committee Composition

- a. Each committee shall be composed of a Chairman, a Vice Chairman, a Secretary, and not more than four (4) members;
- b. A committee chairman and members of the standing committees shall be recommended by the Executive Directors, endorsed by the National Executive Vice President and appointed by the National President, subject to confirmation of the National Board of Directors;
- c. No member of the National Board of Directors shall be appointed Chairman or member of any standing committee. He may however, be appointed Chairman or member of any special committee created by the National President.

3. Committee Meetings and Activities

- a. Regular meetings of each committee shall be held at least once every month. Special meetings may also be held. Notices of meetings should be circulated to committee members at least one (1) week prior to the meeting date.
- b. Committee activities shall be coordinated and reported to the National Executive Vice President through their respective Executive Directors in the Commission.

4. Committee Reports

- a. Minutes of all regular and special meetings shall be submitted to the UAP National Administration Office through their respective Executive Directors for the information of the national officers and members.
- b. All committees shall submit reports of their activities to the National Board of Directors through the Executive Directors and the National Executive Vice President.



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1. COMMISSION ON INTERNAL AFFAIRS

a. Committee on Chapter Organization

- i. Promotes the objectives of UAP through the organization of Chapters, and
- ii. Coordinates the preparation of charter requirements and activities

b. Committee on Membership

- i. Takes charge of all matters concerning membership;
- ii. Effects the registration of all registered and licensed architects, as members of UAP;
- iii. Maintains an up to date listing of members with their complete personal and professional data;
- iv. Sets up criteria to determine and up-date current membership status;
- v. Takes responsibility of authenticating and updating of the UAP roster including information and data on each member such as addresses, telephone numbers, good standing status, residence in the organization, and the like, and
- vi. Disseminates information, invitations and activities of UAP to all members especially the Member Emeritus, Honorary Members of the College of Fellows, Senior Members, the Past Presidents and the Likha Awardees.

c. Committee on Library and Archives

- i. Organizes library and archival materials and maintain such for reference of the members; and
- ii. Receives all archival materials, documents, and the like, for turnover to UAP.

d. Committee on General Welfare

- i. Renders any lawful and appropriate assistance to its members;
- ii. Studies and devises systems and methods of creating job opportunities for available and potential supply of UAP manpower;
- iii. Develops programs that will effectively stimulate and create demands from government and private sector in the country and abroad; and
- iv. Promotes and develops self-sustaining projects for the general welfare of the membership.



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e. Committee on Awards

- i. Prepares programs of incentives in the form of recognition of members; and
- ii. Takes charge of all matters regarding granting of awards for services rendered to UAP and the architectural profession.

f. Committee on Ways and Means

- i. Studies and recommend an effective program in the collection of dues and other fees including acceptance of donations and bequeaths;
- ii. Keeps UAP in sound financial condition to meet its obligations and finance its projects; and
- iii. Generates funds for proper implementation of project subject to the approval of the National Board of Directors.

g. Committee on By-laws

- i. Interprets the provisions of the By-laws;
- ii. Provides for referral service concerning these By-laws;
- iii. Reports to the Commission on Internal Affairs all actions taken by the committee; and
- iv. Studies and recommends proposed amendments as may be necessary subject to the provisions on amendments of these By-laws.

h. Committee on Information Technology

- i. Prepares the Filipino Architect for globalization by providing the tools needed to compete in the global arena.
- ii. Helps make the Filipino Architect comfortable with information technology
- iii. Addresses the information technology needs of Filipino Architects in the present and the future by providing solutions that re user-friendly, affordable and practical