



## **Procedures and Requirements for Participation in the 2020 Annual Members' Meeting, Revision of By-laws, and Election of Trustees**

To conform with the government's regulation on social distancing and prohibition on mass gatherings and to protect the safety of the association's members during the COVID-19 pandemic crisis, the **Board of Trustees (BOT)** resolved in its **10 July 2020 Board Meeting** to dispense with the physical conduct of the 2020 Annual Meeting of Members (AMM) and the Election of Trustees, thereby allowing to hold the Annual Meeting via remote communication, and for members to cast their votes by electronic voting.

### **I. ANNUAL MEETING OF MEMBERS (AMM)**

#### **A. Registration**

1. Members must pre-register via the pre-event registration process that is being facilitated by Alab Pisay Foundation of PSHS Main Campus Batch 1995, the host of the virtual homecoming. To register, members must access <https://bit.ly/SilverLinin95RegForm> and fill up the form.
2. The event host will send details and private links for the event via email.
3. Only members in good standing will be included in determining the quorum.
4. Members in good standing may send any questions and/or comments prior to the meeting to [pshsnaa.membership@gmail.com](mailto:pshsnaa.membership@gmail.com). The deadline for submitting questions shall be at on 11:59 PM of 04 September 2020 (PST).
5. The proceedings during the 2020 Annual Members' Meeting will be recorded, copies of which will be made available to members.

#### **B. Electronic Voting in Absentia**

1. Members in good standing have the option to vote for the matters contained in the agenda for the 2020 Annual Meeting of Members through electronic voting.
2. PSHSNAA will send a link to members in good standing any agenda items to be voted on, after which, the registered member may vote as follows:
  - a) The registered member has the option to vote: **In Favor of, Against, or Abstain.**
  - b) Once voting on the agenda items is finished, the registered member can proceed to submit his/her vote.
  - c) Once submitted, the member can no longer change his/her votes. The registered member will receive a confirmation email that his/her vote has been recorded.
  - d) Thereafter, votes and results will be validated.



## II. REVISION OF BY-LAWS

The following Sections of the 2014 Amended By-Laws of the Association are hereby proposed for revision, in compliance with **Section 16 of SEC Memorandum Circular No. 2020-06** (Guidelines on the Attendance and Participation of Directors, Trustees, Stockholders, Members, and Other Persons of Corporations in Regular and Special Meetings through Teleconferencing, Video Conferencing, and Other Remote or Electronic Means of Communication). Voting per section will be online and will be included in the ballot for the 2020 Election of Trustees.

SECTION	PROPOSED REVISION
Article V Section 1	<p>All members of the Association who are present <b><u>physically or by remote communication</u></b> during the annual homecoming gathering of the PSHS System, held every first Saturday of September of each year, shall constitute the General Assembly.</p> <p>The place of meeting shall be determined by the Board of Trustees.</p> <p>The Annual Meeting of the members of the Association shall be held during said annual homecoming on the first Saturday of September of each year.</p>
Article V Section 3	<p>Decisions of the General Assembly shall be considered valid upon the simple majority vote (of fifty percent plus one) of members in good standing who are present at the Annual Meeting. A majority vote shall be determined by secret ballot, or upon agreement when there is no objection, by simple raising of the hands, or by yeas and nays. <b><u>Voting may also be exercised in person, through remote communication, electronically or otherwise, subject to compliance with the rules and regulations as may be issued by the Securities and Exchange Commission.</u></b></p>
Article 6 Section 6	<p>A simple majority of the members of the Board of Trustees present physically or by tele- or video- conference shall constitute a quorum. <b><u>Tele- or video-conference meetings of the Board of Trustees may be conducted in accordance with the requirements of law, provided that:</u></b></p> <p style="padding-left: 40px;"> <b><u>a. — the number of Trustees attending by tele- or video- conference shall not exceed those physically present; and</u></b>  <b><u>b. — there are at least five (5) Trustees physically present.</u></b> </p> <p>Decisions of the Board of Trustees shall be considered valid when voted by a simple majority of those present, provided a quorum is in attendance. Vacant positions in the Board of Trustees shall not be counted in the determination of quorum.</p>

## III. ELECTION OF TRUSTEES

### A. **Activation of Membership**

1. Members in good standing must log in the PSHSNAA website [www.pshsnaa.org](http://www.pshsnaa.org) during the voting period (12:01 AM of 27 August 2020 to 12:00 PM of 05 September 2020 PST) to vote.
2. Only members of good standing as of 11:59 PM of 04 September 2020 PST are entitled to participate (i.e. to nominate, be nominated, and be elected) and vote.

A member in good standing is one who has paid membership fees and dues prescribed by the PSHSNAA Board of Trustees (Regular/Annual or Lifetime Membership).



3. Schedule of Fees

Type	Regular Rate	Promo Rate (until 30 Sep 2020)
<b>REGULAR (Annual Renewal)</b>  Validity: <b>Date of Graduation to 30 Sep 2021</b> for New Alumni (2020 Graduates)  <b>01 Oct 2019 to 30 Sep 2020</b> for all other Alumni (following PSHSNAA FY)	[6, ∞) years since graduation: <b>PHP500.00</b> or USD equivalent	<b>PHP400.00</b> or USD equivalent
	(0, 5] years since graduation: <b>PHP400.00</b> or USD equivalent	<b>PHP1.00</b> or USD equivalent or any donation > PHP1.00
<b>LIFETIME</b>	<b>PHP5,000.00</b> or USD equivalent	<b>PHP4,000.00</b> or USD equivalent

4. Membership fee payments must be made through any of the PSHSNAA-published payment facilities.
5. The status of memberships will be verified by the Membership Committee of the PSHSNAA Board of Trustees. The validation process will be completed not later than two (2) days from receipt of email regarding request for activation of membership from the Member or the PSHS NAA website [www.pshsnaa.org](http://www.pshsnaa.org). Once validated, the Member will receive an email that his/her account has been verified and shall be provided with instructions for the Member's access to the PSHS NAA electronic voting.

**B. Online Voting**

1. Members in good standing must log in the PSHSNAA website [www.pshsnaa.org](http://www.pshsnaa.org) during the voting period (12:01 AM of 27 August 2020 to 12:00 PM of 05 September 2020 PST) to vote. Should voting of a member through this method is impossible, an alternative method will be devised by the Nomelec.
2. A total of seven (7) Trustee seats are open for the 2020 Elections.
3. The Election of Board of Trustees will be conducted by the Nomination and Election Committee (Nomelec) of PSHSNAA.
4. Tally of votes will be generated by the system and validated by the Nomelec.
5. Results of the election will be announced by the PSHSNAA Chairman during the Annual Meeting of Members.

**IV. DETAILS, UPDATES, AND CLARIFICATIONS**

Details and updates will be posted at the PSHSNAA website and its social media platforms:

[www.pshsnaa.org](http://www.pshsnaa.org)

<https://www.facebook.com/pshsnaa/>

<https://www.facebook.com/groups/PSHSNAA/>

For any questions or clarifications, members may contact PSHSNAA via email:

[pshsnaa.membership@gmail.com](mailto:pshsnaa.membership@gmail.com)