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STROKE SOCIETY OF THE PHILIPPINES COMMITTEE ON MEMBERSHIP

POLICIES AND PROCEDURES GOVERNING MEMBERSHIP OF THE STROKE SOCIETY OF THE PHILIPPINES

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I. OVERVIEW

11 This document outlines the policies and procedures for application, approval, and monitoring of
12 membership to be implemented by the Committee on Membership (hereinafter referred to as the
13 “Committee”) and approved by the Board of Trustees (hereinafter referred to as the “Board”) of
14 the Stroke Society of the Philippines (hereinafter referred to as the “Society”).
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II. SCOPE

17 All members of the Society must adhere to this policy application, approval, and monitoring of
18 membership.
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III. BACKGROUND

- 21 A. The Stroke Society of the Philippines (SSP) is the leading multidisciplinary stroke organization of
22 healthcare professionals in the country.
23 B. The Society was established with the following aims in mind; to empower people to take a
24 proactive role towards a culture of health through advocacy in stroke awareness and prevention;
25 to disseminate and promote the practice of evidence-based stroke management through
26 continuing medical education; to create and utilize innovative strategies for optimum
27 comprehensive stroke care appropriate to the local setting; to promote and attain excellence in
28 ethical and relevant stroke research with local and international stroke care network; to take an
29 active role in the international stroke care network; to organize stroke support groups and
30 promote a culture of help by supporting stroke survivors, their families and caregivers; and to
31 institutionalize stroke prevention and intervention through legislative advocacy and collaboration
32 with government agencies.
33 C. In order to implement the Society’s objectives, it is imperative that the Society be composed of
34 members with special competence in stroke care who will be working actively in taking the lead
35 in collaborating with different private and government agencies towards achievement of these
36 goals.
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IV. THE POLICY

- 39 A. The Committee on Membership of the Stroke Society of the Philippines shall be responsible for
40 drafting, revising, and implementing the policies and procedures for membership application,
41 approval, and monitoring. This manual shall be implemented only upon approval of the National
42 Board.
43 B. All applicants for membership must pass through the Committee for review. The Committee will
44 provide a recommendation to the Board of the approved applicants to be considered as members.
45 C. Regular Members with active status shall be given the following benefits and other benefits as
46 may, from time to time, be revised by the Committee together with the Board.
47 1. Discounted registration fee for the SSP Annual Convention;
48 2. Access to members only section of the SSP website – which will contain educational and
49 other supplementary materials regarding stroke such as scientific articles, journals, lectures,
50 webinars, etc.;;
51 3. Free certification of good standing from the Society;

- 52 4. Eligibility to apply for research grants and sponsorship to SSP conventions;
53 5. Eligibility to attend the business meetings and vote in matters related to the affairs of the
54 Society;
55 6. Eligibility to be nominated and be elected to the Board; and
56 7. Priority for sending copies of announcements for the Annual Convention and other scientific
57 meetings, as well as other informational materials distributed by the Society.
58 D. An annual national membership fee of Php 500.00 shall be collected from all Regular Members.
59 The fee may be revised through a recommendation by the Committee and approved by the Board.
60 The local Chapter may likewise impose its own membership fee on top of the national fee.
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62 **V. APPLICATION FOR MEMBERSHIP**

- 63 A. The Committee on Membership shall be responsible for reviewing and approving the applications
64 for membership. Final approval, however, shall be the responsibility of the Board.
65 B. Any medical, allied medical professional, or non-medical professionals who are directly
66 managing patients with stroke or with special interest in stroke care may apply for membership.
67 C. The requirements for application for membership are as follows:
68 1. For healthcare professionals (students/trainees/consultants):
69 a. Completely filled-up application form available online or on-site;
70 b. Curriculum vitae; and
71 c. Certificate of good standing from the applicant's parent institution/organization or at least
72 two (2) recommendation letters from any active Regular, Life, or Honorary members.
73 2. For non-healthcare professionals (lay):
74 a. Completely filled-up application form available online or on-site.
75 D. Local Chapters may receive, review, and approve applications for membership provided that the
76 applicants intend to be members under the local Chapter at which the he/she applied at.
77 E. Applications for membership which were received by the local Chapter shall be reviewed and
78 approved by the Committee on Membership by the local Chapter and sent to the National
79 Committee for recommendation for approval of the National Board.
80 F. Application for membership which were received by the National office wherein the applicant
81 intends to be admitted to the local Chapter, shall be reviewed and approved by the Committee on
82 Membership of the local Chapter and sent to the National Committee for recommendation for
83 approval of the National Board.
84 G. Application for membership which were received by the National office wherein the applicant
85 intends to be admitted to the National organization, or without an existing local Chapter, shall be
86 reviewed and approved by the Committee and sent to the National Board for approval.
87 H. Application for membership may be done through on-site or online portals. The information
88 gathered shall be transmitted electronically to the Committee for review and approval as
89 presented in the earlier sections.
90 I. No fees shall be collected during the application process. Initial annual membership dues shall be
91 collected only after the application is approved and the applicant receives a letter of approval
92 from the Committee.
93

94 **VI. APPROVAL OF MEMBERSHIP**

- 95 A. The Committee shall have a meeting every 2nd Saturday of each month.
96 B. The purpose of the meeting is to review applications for membership and/or approved
97 applications during the preceding month and consolidate the membership database for
98 presentation to the monthly meeting of the Board for final approval of acceptance.
99 C. Once approved, the local Chapter Committee shall be informed of the names of approved
100 applicants and shall be responsible in giving instructions to their local applicants to complete the
101 membership process. Approved National applicants shall be the responsibility of the National
102 Committee.

- 103 D. Once completed, the member shall be inducted during the annual convention of the Society.
104 E. All members shall receive an RFID physical ID to be distributed during the annual convention or
105 may be sent to the members home/clinic address with a minimal fee. Members shall also have the
106 option to keep a digital ID.
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108 VII. MEMBERSHIP CATEGORIES

- 109 A. The membership categories are as follows: Regular, Life, Honorary, Associate, Lay, and
110 Corporate.
111 B. An applicant shall qualify for membership as a **Regular Member** if the set criteria and other
112 criteria, as may from time to time be established by the Board, are met. Once accepted, a member
113 shall be expected to perform his responsibilities and shall be given rights as enumerated.
114 1. An applicant to be qualified as a Regular Member must be a medical or allied-health
115 professional who is a graduate of a recognized educational or training institution either local
116 or abroad and is in active practice of the profession. He/she must be a member of good
117 standing of his/her parent organization and must be committed to service through personal
118 involvement in the Society's activities. He/she shall pay annual membership dues and shall
119 be given the privileges as enumerated in Section IV.C.
120 C. **Life Member** category shall be extended to members who have fulfilled any of the following: an
121 active member of the Society for a minimum of fifteen (15) years or served as President of the
122 Society. He/she shall be exempted from paying the annual membership dues and renewal of
123 membership requirements. He/she shall receive the same privileges provided to Active Regular
124 Members and shall have the extra privilege of perpetual waiving of registration for the annual
125 convention of the Society.
126 D. **Honorary Member** category shall be granted to any individuals who provided the Society with
127 materialized or non-materialized services, or those who participated in the development of the
128 Society. He/she shall be exempted from paying the annual membership dues and with his/her
129 privilege limited only to perpetual waiving of the registration for the annual convention of the
130 Society.
131 E. **Associate Member** category shall be extended to members who are students/trainees of a
132 medical or allied-health medical course and who are undergoing academic or
133 residency/fellowship training from a recognized educational or training institution either local or
134 abroad. He/she shall receive the same privileges provided to Active Regular Members except for
135 eligibility to be nominated and be elected to the Board and shall be exempted from paying the
136 annual membership dues.
137 F. **Lay Member** category shall be granted to members who are non-healthcare professionals but
138 with special interest in stroke such as stroke survivors and their families, stroke support groups,
139 and others. He/she shall be exempted from paying the annual membership dues and shall be
140 given the privilege of access to educational information about stroke as well as priority for
141 announcements regarding lay activities organized by the Society and the local Chapters and may
142 be nominated and be elected to the Board.
143 G. **Corporate Member** category shall be granted to any corporation interested in the purposes of
144 SSP. They may, upon invitation and presentation of financial contribution, become Corporate
145 members. Membership privileges may apply pending recommendations from the National Board.
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147 VIII. MONITORING OF MEMBERSHIP

- 148 A. The local chapters shall be responsible for monitoring their local databases and updating the
149 information of its members. All of these updated data shall be transmitted electronically to the
150 National Committee which shall be monitoring the master database of all its members.
151 B. The membership database shall be reviewed every 2nd Saturday of the month to identify members
152 who are due to for renewal or with outstanding annual membership dues.

- 153 C. An updated list of members shall form part of the Annual Chapter Report which shall be
154 submitted at the end of each fiscal year as specified in the Policies and Procedures for Chapters
155 Manual.
156 D. Renewal of membership of Chapter members shall be the responsibility of the Chapter to which
157 the member belongs to. National membership dues may be settled at any time at the National
158 office, during the annual convention, or online through the SSP website.
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160 **IX. RENEWAL OF MEMBERSHIP**

- 161 A. Membership to the Society is considered to be lifetime, however, a Regular Member must renew
162 his/her membership status (i.e., Active) every three (3) years from the year of initial admission to
163 the Society or from the most recent renewal of membership. The due date for the renewal is 31st
164 of December of the year.
165 B. To maintain his/her status as “Active”, a Regular Member must fulfill the following
166 requirements upon renewal:
167 1. Completely settled annual membership dues for the preceding three (3) years and the current
168 year of renewal;
169 2. Presented a Certificate of Good Standing from the member’s parent organization; and
170 3. Completed any of the following: at least thirty-two (32) hours of continuing education related
171 to stroke; continuing service as an educator in the neurosciences; at least three (3) stroke
172 research outputs; current prominent leadership position as an officer in a national or
173 international stroke organization or current leadership position in a hospital or health
174 organization primarily for stroke programs; or at least twelve (12) hours of community
175 services related to stroke.
176 C. If a member was inactive for more than three(3) years but wish to renew his/her membership,
177 he/she must settle only the annual membership fees equivalent to the preceding three (3) years
178 and the current year and must submit the requirements for renewal as enumerated in Section
179 IX.B.2-3.
180 D. Credentials for the renewal shall be sent to and reviewed by the Committee.
181 E. An Associate Member will be categorized as Regular Member once academic and/or clinical
182 training is completed. The member must provide the Committee with proof of completion such as
183 Diploma or Certificate of Training in order for the change of category to be considered.
184 F. Life and Honorary Members’ membership status shall be considered as, “Active Members”,
185 perpetually unless revoked.
186 G. Lay members are considered “Active” as long as they participate in at least one (1) of the lay
187 activities sponsored by the local Chapters or SSP per fiscal year.
188 H. Renewal of membership of Corporate members shall be annually. Yearly sponsorship in SSP
189 activities especially in the Annual SSP Convention automatically renews their membership.
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191 **X. REVOCATION OF MEMBERSHIP**

- 192 A. Suspension, expulsion and termination of membership, shall be in accordance with the rules and
193 regulations of the Society.
194 B. The status as, “Member”, of the Society shall be revoked if the member fails to comply with the
195 Society’s Code of Conduct.