

I. RETENTION GUIDELINES

Regular members will be retained in the organization provided the following conditions are met:

1. He must abide by the Rules and Regulations of FINEX.
2. He shall conduct himself in accordance with the FINEX Code of Ethics.
3. He must be responsible for the prompt payment of dues and/or assessments. All membership dues should be paid on or before March 31 of the applicable year.

The following annual membership dues will apply upon receipt of payment, subject to an annual review by the Retention Committee (RC):

Schedule	Amount
Payment made before March 31	Regular Annual Dues
Payment made from April 1 to June 30	Regular Annual Dues plus P2,000.00
Payment made from July 1 to September 30	Regular Annual Dues plus P4,000.00

Members who have not paid as of September 30 of the applicable year shall be recommended for termination to the Board of Directors (BOD). The penalty of P2,000 per quarter after March 31 will be effective on 2009 and thereafter.

Any payment terms other than the aforementioned may be requested by a member in writing to the RC for approval by the BOD. Nevertheless, all payment schemes shall require full payment of the membership dues (regardless of inclusion or waiver of penalties) on or before September 30 of the current year.

4. He must earn at least 10 attendance credit points a year. Points are earned by involving oneself in the activities of the Institute such as general membership meetings, committee meetings, FINEX-sponsored activities. There are a number of ways whereby a member may be credited for points earned. Section III – 3 outlines the various ways a member can earn points.

- a. Members who fail to comply with Section 4, Minimum Point Requirements will be recommended for termination by the RC to the BOD., In the event that the recommendation for termination is accepted by the BOD, and the member has already paid his dues to Finex, the payment for the unused months of the applicable year, shall be returned to the member.
5. Leave of Absence (LOA) shall be allowed only for the following reasons:
 - a. Temporary foreign assignment or study abroad;
 - b. Health reasons that render a member physically incapable of active participation in the Institute's activities;
6. A leave of absence shall have prior approval of the BOD upon the favorable recommendation of the MC.
7. Leave of Absence (LOA) shall be approved for a maximum of five (5) years. A request for extension beyond 2 years should be accompanied by a documentary proof pertaining to the reason for and extension, and is subject to review and recommendation by the MC followed by an approval of the BOD. The LOA is independent of the temporary relief as prescribed in the Acceptance Guidelines.
8. A member whose LOA has been approved by the BOD, shall not be required to pay the regular annual membership dues. However he shall be required to pay a reduced annual membership fee of five thousand pesos (P5,000.00) per year on or before March 31 of the applicable year. If, however, a member wishes to extend his LOA for more than 2 years, he may opt to pay the reduced annual dues in advance. Thus, if a member will have an LOA of 2 years, then he may pay ten thousand pesos (P10,000) on or before March 31 of the first applicable year.
9. A leave of absence is applicable for the current calendar year. Members who have already paid their membership fees but are taking their LOA shall not be entitled to a rebate.

II. TERMINATION OF MEMBERSHIP

Membership in the Institute shall cease:

1. By resignation of the member in writing to the Board of Directors through the Membership Committee;
2. By death or physical incapacity of the member;
3. By termination of the BOD as recommended by the MC for the following reasons:

- a. Failure to conduct oneself in accordance with the FINEX Code of Ethics and the Rules and Regulations of FINEX, as recommended by the Ethics Committee;
- b. Delinquency in the payment of membership dues, assessments and/or other accounts as stipulated in Section 3;
- c. Failure to obtain the required attendance points from the various activities of the Institute as stipulated in Section 5.

The provisions of sub-section 3b and 3c shall not apply to Life Members, past Presidents and Incorporators.

III. POINT SYSTEM

1. Members are required to earn ten (10) points per year.
2. Members should earn at least 50% of the minimum point requirement from attendance in General Membership, Meetings (GMM), Committee Meetings and technical activities.
3. The points assigned for each activities are as follows:

COMMITTEE ACTIVITY		POINTS
A	Committee Meeting	2 points per Meeting
B	Seminars	
	As Speaker in Metro Manila	3 points / 2 hr session
	As Speaker outside Metro Manila	4 points / 2 hr session
	As Participant in/or Outside Metro Manila	2 points / half day session 3 points / whole day
C	Representing FINEX in any Public Relations activities	2 points / activity
D	Contribution of Articles to FINEX Publications	
	FINEX Digest (monthly)	2 points / write-up
	Philippine Star "Beyond Bottom Line" (Wednesdays/Sundays)	3 points / write-up
	Business Daily "FINEX Views" (Wednesday)	3 points / write-up
E	Membership Meeting	
	General Membership Meeting (GMM)	2 points / meeting
	Attendance of an Invited Guest to GMM (regardless of number of guests)	1 point / meeting
	Joint / Special Meeting	1 point / meeting
	Participation of Members in the GMM Program	
	Master of Ceremonies	2 points / meeting

	Invocation	1 point / meeting
	National Anthem (for new member)	1 point / meeting
	FINEX Pledge (for new member)	1 point / meeting
	Induction of New Members	1 point / meeting
	Introduction of Speaker	2 points / meeting
	Panelist	1 point / meeting
F	FINEX Annual Conference	1 point / session
G	IAFEI World Congress Conference Meetings	6 points / day
H	Junior Finex Activites	
	Roadshow Presentation (outside Manila)	4 points / 2 hrs.
	Contribution to the Test Bank	1 point / question
	Quizmaster / Emcee (Elims and Finals)	2 points / 4 hrs.
	Board of Judges – outside Manila	4 points / 2 hrs.
	Board of Judges – within Manila	2 points / halfday
SOCIAL ACTIVITES		POINTS
	Fellowship Nights	1 point / program
	Sponsorship of New Members	2 points / approved and inducted nominee
	Sponsorship of new members from top 1,000 corporations not yet represented in FINEX	2 points / approved and inducted nominee
	Sponsorship of 5 members	3 additional points if all inducted within the year
	Sports Activities / Tournaments	2 points / activity
	Attendance in FINEX Affiliate meetings / activities	2 points / day
	Sponsorship of Computer Scholar	2 points / scholar
	Family Day (FINEX week)	1 point if alone / 2 points if with spouse and / or children
SPONSORSHIP		POINTS
	P5,000 to P19,999	1 point per sponsored activity
	P20,000 to P49,999	1 point per sponsored activity
	P50,000 to P99,999	1 point per sponsored activity
	P100,000 and up	1 point per sponsored activity

4. Members in Government with the rank of at least an Assistant Secretary or its equivalent will only be required to earn 50% of the minimum point requirement.
5. The BOD shall have the authority to decide on which activities not defined herein shall be credited with attendance points, upon the recommendation of the MC.
6. Members who earn at least 30 points during the year are allowed to carry over 6 points to the following year.

****New members are those inducted within the last 24 months from the date of induction.***