

DLSAACard SYSTEM MANUAL

April, 2003

I. OBJECTIVE

The De La Salle Alumni Association (DLSAA) shall provide a DLSAA Card to qualified alumni primarily as proof of membership and, secondarily, as a means of identification. The amended DLSAA By-Laws of 12 July 2002 (By-Laws) states:

“The Board of Directors shall adopt and issue a document of membership which may either be in the form of a certificate and/or card which shall be non-transferable. The ownership of a certificate and/or card shall neither represent equity in the assets of DLSAA nor any right to participate therein, even upon its liquidation...”

II. QUALIFIED MEMBERS

A. Per the amended DLSAA By-Laws of 12 July 2002, the following are qualified as members of the DLSAA who are entitled to a DLSAA Card:

1. “Graduates of the De La Salle University System. Graduates are hereby defined as those who have either been awarded diplomas and/or conferred degrees in the elementary, high school, college/university, and/or post-graduate levels. DLSU System is defined as the Taft campus and includes all the colleges therein, the College of St. Benilde also on Taft; the College of Medicine and College of Physical Therapy of the De La Salle University Health Sciences Campus in Dasmariñas, Cavite; De La Salle University-Dasmariñas (Cavite); and De La Salle – Santiago Zobel in Alabang, Muntinlupa; and any and all future colleges and/or independent Institutions which are added and/or annexed to the DLSU System;
2. Honorary degree conferees of the DLSU System;
3. Those who have studied, but not necessarily graduated, for the equivalent of at least two (2) years in the DLSU System;
4. Members of the faculty who have served for the equivalent of two (2) years in the DLSU System;
5. Graduates (only) in any level of other universities, colleges, or institutions of learning directed or controlled by the La Salle Brothers;
6. Graduates (only) of school acquired by the DLSU System and integrated thereto, including those graduated prior to such acquisition and integration; and
7. Non-Lasallians who, because of meritorious service and/or concern/involvement in DLSAA and/DLSU System activities and/or projects, are conferred membership by the Board of Directors.”

- B. It is, however, the policy of the DLSAA to issue DLSAA Cards only to active members and those whose memberships have not been terminated according to By-laws Article II Section 4. Therefore, inactive members and those deceased, resigned and/or expelled members shall not be issued DLSAA Cards.

An inactive member is defined as one who has been “remiss in the performance of their obligations as members.” The minimum obligation of any qualified member is the payment of the annual fee. Therefore, the DLSAA shall not issue the DLSAA Card to an alumnus who has not paid his fee(s) for the duration of his delinquency.

III. PAYMENT OF FEES

The DLSAA Card shall be issued only to qualified, non-terminated and classified active alumni under DLSAA’s Policy of Payment of Fees (See Exhibit 1).

IV. CARD ISSUANCE DATES

The DLSAA Card shall be issued to a qualified, entitled member as follows:

Alumni classification	Exception(s)	Issuance Time
Graduates of DLSU System	Nil	Upon graduation
Honorary degree conferees	Nil	Upon conferment of degree
Those who have completed <u>2</u> school years in any institution in the DLSU System as follows:	Non-automatic issuance (see next column):	<ul style="list-style-type: none"> For high school graduates: upon graduation
<ul style="list-style-type: none"> Alumni-in-residence (Alumni as defined above but who are still enrolled and earning diploma and/or degree) Non-graduate alumni (alumni as above and who have left the DLSU System as a non-graduate) 	<ul style="list-style-type: none"> Elementary non-graduates and graduates High school non-graduates College/university non-graduate alumni 	<ul style="list-style-type: none"> For university alumni-in-residence: after completion of 2 school years or the equivalent of 6 trimesters and at the start of the 3rd school year or the 7th trimester <p>Provided the following alumni have completed 2 school years in any institution in the DLSU System or the equivalent of 6 trimesters, cards shall be issued only upon request and received application:</p> <ul style="list-style-type: none"> Elementary non-graduates and graduates High school non-graduates College/university non-graduate alumni
Faculty who have served for 2 years	Part time faculty	Start of 3 rd school year of teaching as determined by the school administration
Graduates of other La Salle Brothers’ schools		Upon request

Graduates of DLSU System acquired schools		Same as graduates of DLSU System
Alumni who are conferred membership		Upon conferment of membership

V. CARD INFORMATION SPECIFICATIONS

The DLSAACard shall have all information printed thereon according to uniform and consistent criteria specified hereunder and in Exhibit 2: DLSAACard Design Graphics.

A. All design and text elements, including color, typeface sizes, margins, etc. for the front and back of the DLSAA Card shall be strictly followed per Exhibit 2.

B. Chapter line

1. The Chapter name must be the official name of the Chapter indicated in its Articles of Incorporation without the word "INC." Examples are: College of Business and Economics Chapter or Nueva Ecija Chapter.
2. An alumnus' initial chapter affiliation shall be as specified in the table below. He may subsequently change his chapter affiliation for any reason whatsoever while adhering to the By-laws' Article II, Section 5-F rule: "No alumni shall be a member of more than one (1) chapter at any one time." If an alumnus decides to change his chapter, he is automatically considered formally resigned from any and all his prior chapter affiliations.

Initial Chapter Affiliation

Graduates of DLSU System	College chapter or institution in the DLSU system from which diploma and/or degree was earned, e.g. DE LA SALLE - SANTIAGO ZOBEL CHAPTER, COLLEGE OF LIBERAL ARTS CHAPTER, COLLEGE OF MEDICINE CHAPTER, COLLEGE OF ST. BENILDE CHAPTER, DE LA SALLE UNIVERSITY - DASMARIÑAS CHAPTER, etc.
Honorary degree conferees	Nil
Those who have completed 2 school years in any institution in the DLSU System or completed the equivalent of 6 trimesters as follows:	<ul style="list-style-type: none"> ▪ For alumni-in-residence: Chapter is college or institution currently enrolled in ▪ For non-graduate alumni: Chapter is college or institution <u>last</u> enrolled in
<ul style="list-style-type: none"> ▪ Alumni-in-residence (Alumni as defined above but who are still enrolled and earning diploma and/or degree) <p>Non-graduate alumni (alumni as above and who have left the DLSU System as a non-graduate)</p>	
Faculty who have served for 2 years	Chapter is college or institution alumnus is a faculty member of

Graduates of other La Salle Brothers' schools	No chapter indicated; instead, the <u>official</u> name of the school or institution from where the alumnus graduated, e.g. LA SALLE ACADEMY, UNIVERSITY OF ST. LA SALLE, DE LA SALLE LIPA, LA SALLE GREENHILLS, etc.
Graduates of DLSU System acquired schools	Same as Graduates of DLSU System above
Alumni who are conferred membership	Nil

C. Name line

The alumnus' name shall consist of three (3) parts: The complete first name (s) like STEPHANIE or STEPHANIE MARIE, followed by the alumnus-specified middle initial like "V" for Ventura or "R" for del Rosario, followed by the complete surname. If the alumnus is female, her maiden surname shall be in the maiden surname-husband (no space before and after the dash) surname format like STO. DOMINGO-CRUZ. In case one line is not enough for the name, the first line may wrap to the next.

D. Diploma(s)/degree(s) and year(s) earned line

The general rule is that this line must indicate the instance(s) why the cardholder is an alumnus. In our example, the alumna STEPHANIE MARIE V. STO. DOMINGO-CRUZ must have:

- Earned her elementary diploma from DLS Santiago Zobel, hence GS76
- Earned her high school diploma also from DLS Santiago Zobel, hence HS80
- Earned her Bachelor of Science from DLSU Main Campus' College of Engineering, major in Manufacturing Engineering and Management, in Biomedical Engineering, hence En-
minor
BSMEM-BME85

Examples

Graduates of DLSU System	<ul style="list-style-type: none"> ▪ Grade school graduate only: GS76 ▪ Grade school and high school graduate only: GS76 HS80 ▪ Grade school, high school and university graduate: GS76 HS80 BSMEM-BME85 <p>Notes:</p> <ul style="list-style-type: none"> ▪ There is no space between the diploma or degree and year: GS76 ▪ College degree must indicate degree level (bachelor, masters, doctorate), followed by college, followed by major and/or minor and followed by year: BSMEM-BME85 ▪ If two degrees, the format is: BSAE/BSA or AB-POM/BSC-BMG
Honorary degree conferees	HONORARY MEMBER

Those who have completed 2 school years in any institution in the DLSU System or the equivalent of six trimesters as follows:	<ul style="list-style-type: none"> ▪ For alumni-in-residence: ALUMNI-IN-RESIDENCE ▪ For non-graduate alumni: Nothing is indicated
<ul style="list-style-type: none"> ▪ Alumni-in-residence (Alumni as defined above but who are still enrolled and earning diploma and/or degree) ▪ Non-graduate alumni (alumni as above and who have left the DLSU System as a non-graduate) 	
Faculty who have served for 2 years	FACULTY
Graduates of other La Salle Brothers' schools	Degree and year of graduation at university and/or post graduate level, e.g. BSC70 or BSC 70 MBA76
Graduates of DLSU System acquired schools	Same as Graduates of DLSU System above
Alumni who are conferred membership	CONFERRED MEMBER

The degree (bachelor's, masters, doctorate) acronym shall follow the official degree codes of the institution which conferred it.

VI. CARD CHARGES

- A. The DLSAA Board has approved the selling price of the DLSAA Card at PESOS ONE HUNDRED (P100.00) each for the first card and for any subsequent renewal thereof. The price may be adjusted by the Board.
- B. The payment of the annual fee (currently P400.00) includes the 'free' issuance of a card, the rule being one fee equals one card. Any card replacement during its valid period because of loss or change in card information shall be charged P100.00.
- C. The card is paid according to either fee-sharing arrangements that the DLSAA has with its chapters or by category of alumni as follows:

For cards for which the DLSAA is entitled to and paid 100% of the annual P400.00 fee	Card is paid 100% by the DLSAA
For cards for which the DLSAA is entitled to and paid a percentage of the P400.00 annual fee (e.g., 50%)	Card is shared pro-rata, 50% by the DLSAA and 50% by the Chapter
For De La Salle Zobel high school graduates	Card is paid 100% by the Chapter
Honorary degree and DLSAA Board conferees	Card is paid 100% by the DLSAA

Those who have completed 2 school years in any institution in the DLSU System as follows:	
<ul style="list-style-type: none"> ▪ Alumni-in-residence (Alumni as defined above but who are still enrolled and earning diploma and/or degree) ▪ Non-graduate alumni (alumni as above and who have left the DLSU System as a non-graduate) 	<ul style="list-style-type: none"> ▪ For alumni-in-residence: A discounted rate of PESOS FIFTY-FIVE (P100.00) per card is paid by the alumnus. Subsequent change or replacement cards shall be P100.00 per card ▪ For non-graduate alumni: The regular P100.00 is individually paid by the alumnus or his chapter, if applicable
Faculty who have served for 2 years	Card is paid 100% individually or by his chapter, if applicable
Graduates of other La Salle Brothers' schools	Card is paid 100% individually or by his chapter, if applicable
Graduates of DLSU System acquired schools	If acquired school has a chapter, same as second item above; if not, card is paid 100% individually to the DLSAA
Alumni who are conferred membership	Card is paid 100% by the DLSAA

D. Validity

The card shall be valid commensurate to the rules of the DLSAA on the payment of annual fees and/or renewal thereof. The clarifications are:

1. For alumni-in-residence: The date and month of expected graduation.
This category of alumni should have their cards changed to a regular card (graduates of DLSU System) upon graduation. Should any alumni-in-residence not graduate on the expected date and, therefore, then possess an expired card, he may apply for a new one if he pays a P100.00 and surrenders his expired card.
2. For first-time (new), except high-school graduates: Two (2) full calendar years after the date of degree award which is more commonly the date of graduation. If an alumnus-in-residence receives his degree before or after graduation, then that day shall be considered the start of the two year validity period.
3. For high school graduates: A high school-graduate alumnus shall be issued a card with a validity of two (2) school years. If the alumnus is enrolled in a DLSU System institution, at the start of his third school year, he shall belong to the alumni-in-residence category and follow the rules therefore.
4. For all others: According to fee payment, e.g.: one year payment is equal to one year validity, etc. Members of the Archers' Quiver and other lifetime members have validity classified as 'LIFETIME.'

VII. SURRENDER OF CARDS

- A. The card shall contain on its back side information as to how lost cards may be returned.

- B. Cards that are changed because of defacement, destruction, change of information, etc. must be surrendered to the DLSAA before new replacements are issued.
- C. The DLSAA shall destroy and dispose of surrendered cards to prevent their re-use.

VIII. IMPLEMENTATION

The DLSAA Executive director shall promulgate the rules specifying the schedule of card processing, production requirements (pictures, signatures, etc.), redistribution, payment of fees, etc. It is also tasked with disseminating the entire contents of this manual or pertinent portions thereof to all interested parties.

This DLSAA Card System shall commence effective School year 2003-2004.