

**6 January 2017**



PHILIPPINE TRAVEL AGENCIES ASSOCIATION

The National Travel Association

**UPCOMING EVENTS**

**Membership Guidelines during GMM and other matters**

TO: **ALL PTAA Members**  
 FROM: **PAUL L. SO**  
*Secretary General*  
 THRU: **The Secretariat**

In view of PTAA's mission to upgrade and professionalize the members of the travel and tourism industry, the Board of Officers and Trustees (2017-2018) through the office of the Secretary General would like to refresh the PTAA members with the responsibilities and guidelines to be observed at all times. This is to uphold the dignity and the ethics of the travel and tour business and to strive towards its professionalization as stated in Article II c of Purposes, in the Amended by-laws of PTAA and to cut wasteful spending of the Association in making reservation with the venue for the meals.

During General Membership Meetings:

1. All PTAA Members should be reminded that it is their responsibility to attend all the General Membership Meetings of the Association by signing the registration book. Failure to attend three (3) GMMs within a calendar year may cause termination of membership, except that members whose principal offices in their Article of Incorporation are outside of Metro Manila are required to attend at least one (1) GMM within a calendar year.
2. The Board of Trustees 2017-2018 favoured that the schedule for the GMMs should be after office hours so as not to take away the working hours of the members.
3. There will be separate line for registration of confirmed and unconfirmed members.
4. Members with no confirmation will be put on waitlist.
5. Confirmed members who fail to register 10-minutes before scheduled start of the event will be marked as no-show and their seats will be released to wait listed members. Penalty will be applied to no-show members.
6. Go-show members will be accepted immediately if counted within the buffer percentage. If the buffer percentage is reached, go-show members will be accepted on standby basis only. Please note that it is likely that not all standby members may be accepted for entry if maximum reservation/occupancy of the venue have been reached.
7. Authorization should be submitted at least 1-day before the event. Non-OR or NON-AR will not be accepted as Go-show participants or without any prior written authority.
8. Members should return their IDs after the event or will be charged for the new id to be made for them in the next GMM.
9. Attending member should bring at least one (1) personal business card for any raffle draw to be conducted by the Association. You must drop only one (1) business card upon registration. No late dropping will be allowed when raffle is ongoing.
10. During raffle draw, handwritten name and company on another's business card is not allowed.
11. During raffle draw, winners should be physically present.
12. Extra person will be charged or to be sent a billing statement.
13. During dinner, collection of meal stub will be strictly implemented.

Other membership matters:

1. Delivery of PTAA publications (e.g. Membership Directory, Travel handbook, Embarkation Cards, Record Locator, SOAs, or Memorandum Circulars) is not included in the Secretariat services. Should you wish, we will deliver with collect delivery fee.
2. PTAA Ids will only be issued to names under the list of employees of member company, as submitted to the Secretariat.
3. Member(s) should advise the secretariat in writing if they have changes in the person (s) of their Official Representative(s) or the Alternate Representative(s) to ensure continuity of communications and representation in the association.
4. Member(s) should advise the secretariat in writing if they have changes in their location or change of office address so that the whole membership may be informed and proper documentation should be presented to the Secretariat.
5. Members should observe prompt payment of membership dues every renewal period.
6. Members are encouraged to actively participate and involve in the activities of the Association, specifically in the concerns of committees.
7. The Secretariat is now open for the registration of volunteers in the different Committees. It will be on a first come first served basis and subject to the concurrence of the Board of Trustees. The list will be announced after the February Board Meeting.

For any concerns or issues that may arise, please feel free to get in touch with the Secretariat office at email address [ptaa@ptaa.org.ph](mailto:ptaa@ptaa.org.ph) or yours truly at email address [botpaulso@gmail.com](mailto:botpaulso@gmail.com).

Thank you.

**PAST CIRCULARS**

[MC-2017-001](#)  
[Induction of Newly Elected Board of Officers and Trustees and PTAA 1st General Membership Meeting 2017](#)

**CONTACT US**

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