



FAMAS CONSTITUTION AND BYLAWS 2015

PREAMBLE

We, the members of the Filipino Association of Montreal and Suburbs, Inc. (FAMAS), imbued with the desire to serve the members of the community, to have a better governed and more harmonious organization, to preserve and to promote the Filipino cultural heritage and identity, advance our mission, vision and objective, enhance the ideals of our people, safeguard our rights and mutual interest, foster our general well-being, and better serve the local Filipino community, do ordain, establish and promulgate this Constitution and Bylaws.

Article I NAME OF THE ORGANIZATION

Sec. 1. The official name of the Association shall be "Filipino Association of Montreal and Suburbs, Inc." or in French, "Association des Philippins de Montréal et Banlieues, Inc".

Sec. 1.1. The "Filipino Association of Montreal and Suburbs, Inc.", FAMAS, is formerly known as the "Philippine Association of Montreal and Suburbs, Inc".

Sec. 1.2. FAMAS is an association founded in 1963.

Sec. 2. The Filipino Association of Montreal and Suburbs, Inc. is incorporated under Part III of the Companies Act of the Province of Quebec, and shall have the legal right to use the acronym FAMAS.

Article II LOGO

Sec. 1. The official FAMAS logo is a tribute to the people whose genius and hard work resulted in the foundation of the Filipino Association of Montreal and Suburbs.

The logo is made of infinitely connected curved lines that symbolize unity and brotherhood. It is FAMAS' way of paying homage to the home country as it features principal elements of the Philippine flag - the color blue that symbolizes peace, truth and justice; the color red that symbolizes patriotism and valor; the three stars that symbolize the three (3) major groups of islands, namely Luzon, Visayas and Mindanao; and the sun peering from the center that symbolizes hope.

Article III HEAD OFFICE

Sec. 1. The head office of the Association shall be in the territory of Montreal and Suburbs, in the province of Quebec, Canada.

Sec. 2. The FAMAS head office shall be called PHILIPPINE COMMUNITY CENTER (FAMAS CENTER).

BYLAW:

BL. 3.1.1. The address is 4708 Van Horne Avenue, Montreal, Quebec, Canada H3W 1H7.

Article IV OUR MISSION AND OBJECTIVES

Sec 1. MISSION

Sec. 1.1. FAMAS is a non-partisan and non-profit organization incorporated under Part Three of the Quebec Companies Act No. Chap C-38, a. 218.

Sec. 1.2. FAMAS is committed and dedicated to fulfill its mission through a multidisciplinary approach and collaborative relationships among our members, the Executive Board and the Board of Trustees.

Sec. 1.3. FAMAS shall work together with the community as partners who value caring, respect, accountability, excellence and competence.

Sec. 1.4. FAMAS shall strive to achieve its goals and objectives that influence the kind of community we take pride in.

Sec. 1.5. FAMAS shall encourage service, participation and leadership from within the organization to provide for the members' present and future needs.

Sec. 2. OBJECTIVES:

Sec. 2.1. **Goal # 1.** FAMAS shall promote and provide accessible services and programs designed to meet our members' needs.

Sec. 2.2. **Goal # 2.** FAMAS shall advocate unity and camaraderie among members.

Sec. 2.3. **Goal # 3** FAMAS shall strive to maintain financial stability.

Sec. 2.4. **Goal # 4** FAMAS shall promote participation, inclusiveness, and volunteerism among our members.

Sec. 2.5. **Goal # 5** FAMAS shall encourage leadership to develop a sense of accountability, maintain excellence, and enhance competence.

Article V OUR VISION

Sec. 1. FAMAS, being the first Filipino organization in Quebec, shall maintain to be seen and valued as an important part of a larger community.

Sec. 2. FAMAS is to be recognized as a role model for other organizations to successfully develop services that meet the needs of its members.

Sec. 3. FAMAS will continue to enhance the quality of life of its members that are united, responsible, healthy, caring, compassionate, vibrant and friendly in an ever- changing environment.

Article VI MEMBERSHIP

Sec. 1. TYPES OF MEMBERSHIP:

Sec. 1.1. **REGISTERED** – An individual who is a Filipino descendant or related by affinity up to first degree of consanguinity to anyone with Philippine ancestry, resident of Montreal and Suburbs, at least 18 years old by September 30 in that particular year, whose current membership fee is paid in full and meets the membership policies, procedures and regulations approved by the Executive Board.

Sec. 1.2. **HONORARY** - An individual conferred such status in a meeting of the Executive Board. At least three-fourths of the total number of EB must approve the awarding of the honorary membership. An honorary member is not eligible to vote.

Sec. 2. **RESPONSIBILITIES OF REGISTERED MEMBERS:**

Sec. 2.1. To attend general assemblies and other meetings of which the membership is notified in writing or through the media.

Sec. 2.2. To support the goals and activities of FAMAS

Sec. 2.3. To follow FAMAS Constitution and Bylaws, rules, policies and procedures.

BYLAWS

BL 6.2.1. Membership dues shall be reviewed and established by the Executive Board every two (2) years.

BL 6.2.2. In order to be qualified to vote, membership dues must be paid on or before the FAMAS election day.

Sec. 3. **BENEFITS OF REGISTERED MEMBERS:**

Sec. 3.1. The right to participate and vote in any FAMAS general assembly.

Sec. 3.2. The right to be a candidate in elections or to be appointed to a position in FAMAS and its subdivisions subject to election or appointment rules, policies and procedures.

Sec. 3.3. The right to be informed on the FAMAS operations and management

Article VII EXECUTIVE BOARD

Sec. 1. The officers and directors of FAMAS shall constitute the Executive Board, hereinafter referred to as the EB.

Sec. 2. The affairs of FAMAS shall be under the general direction of the EB, the sole policy making body of the association.

Sec. 2.1. The EB shall provide for the administration, management, preservation, and protection of the property, goodwill and reputation of the association

Sec. 2.2. The EB shall determine the date, time and place of the annual general assembly (GA).

Sec. 2.3. The EB shall exercise its power to the extent allowed in this Constitution and Bylaws to administer, direct, manage and conduct the affairs of FAMAS through the President and such other officers or persons as may be designated by the President.

Sec. 3. THE COMPOSITION OF THE EXECUTIVE BOARD

The EB shall be composed of:

Sec. 3.1. President

Sec. 3.2. Vice President –Internal

Sec. 3.3. Vice President – External

Sec. 3.4. Secretary

Sec. 3.5. Treasurer

Sec. 3.6. Auditor

Sec. 3.7. Accountant

Sec. 3.8. Public Relations Officer (PRO)

Sec. 3.9. Director of Educational, Social and Cultural Affairs

Sec. 3.10. Director of Membership

Sec. 3.11. Director of Sports and Youth Development

Sec. 3.12. Director of Outreach Services

Sec. 3.13. Director of Special Projects

Sec. 4. RESPONSIBILITIES OF THE EXECUTIVE BOARD:

Sec. 4.1. The **President** shall be the chief executive officer responsible for the overall direction of FAMAS affairs, including the following:

Sec. 4.1.1. shall fill in vacancies to various positions in accordance with the Constitution and Bylaws;

Sec. 4.1.2. shall supervise the performance of the other officers, directors, committee members and other appointees in terms of progress, range of activities and outreach services.

Sec. 4.1.3. shall preside at the annual General Assembly (GA) and all meetings as mandated by the FAMAS membership;

Sec. 4.1.4. shall chair the Executive Board meetings;

Sec. 4.1.5. shall authorize all disbursements of funds in accordance with Article XIII of this Constitution and Bylaws.

- Sec. 4.1.6. shall ensure that the intent and purpose of this Constitution and Bylaws are met.
 - Sec. 4.1.7. shall serve as a member, ex officio, of all committees and may request reports from committee chairs as required.
 - Sec. 4.1.8. shall ensure that long-term plans are made for meetings, activities, programs and services.
 - Sec. 4.1.9. The President shall engage the EB and stakeholders in strategic planning to establish the organization's overall program from year to year.
- Sec. 4.2. The **Vice-President of Internal Affairs** (VP Internal) shall be the coordinator of all activities internal to the Association including the following:
- Sec. 4.2.1. shall be responsible for the general operations and maintenance of the Philippine Community (FAMAS) Center.
 - Sec. 4.2.2. shall maintain close cooperation with the Treasurer in the preparation of an annual operational budget for the Philippine Community Center:
 - Sec. 4.2.3. shall assist the President in the performance of his duties;
 - Sec. 4.2.4. shall perform such other duties as may be assigned by the President;
 - Sec. 4.2.5. shall assume the powers of the President, subject to the conditions set forth by this Constitution and Bylaws, until the next election, should the President be unable to continue in office for any reason.
 - Sec. 4.2.6. shall assist the President in developing agendas and programs.
 - Sec. 4.2.7. shall see to it that the Philippine Community Center's office volunteers are informed of the programs, activities and services of FAMAS.
 - Sec. 4.2.8. shall see to it that the Philippine Community Center is properly maintained.
 - Sec. 4.2.9. shall submit an annual operational budget for the Philippine Community Center.

Sec. 4.3. The **Vice-President of External Affairs** (VP External) shall be the coordinator for all activities external to the Association including the following:

- Sec. 4.3.1. shall prepare funding proposals for FAMAS.
- Sec. 4.3.2. shall be responsible for soliciting corporate and governmental support, and maintain corporate and governmental relations.
- Sec. 4.3.3. shall act as the official spokesperson for FAMAS in all matters external to the Association.
- Sec. 4.3.4. shall direct communications with other organizations; be the officer responsible for interacting with the City, the Borough and the Filipino Community, including community services.
- Sec. 4.3.5. shall assume some of the ceremonial duties of the President, such as attending functions and events that the President may be too busy to attend.
- Sec. 4.3.6. shall work closely with the PRO in maintaining good public relations.
- Sec. 4.3.7. shall work closely with the Director of Special Projects in networking with different bodies and agencies to solicit support and funds.

Sec. 4.4. The **Secretary** shall be responsible for all records and documents of FAMAS, including the following:

- Sec. 4.4.1. shall produce and maintain minutes of the Executive Board meetings;
- Sec. 4.4.2. shall keep records of activities, archives, and organizational documents of FAMAS.
- Sec. 4.4.3. shall take minutes at meetings and distribute them to board members, including reminder of next board meeting date.
- Sec. 4.4.4. shall send announcements of other meetings as needed.
- Sec. 4.4.5. shall maintain a file of corrected minutes and related handouts. This serves as a historical record of board activities.
- Sec. 4.4.6. shall keep and maintain a file of the association's correspondences, contracts and other important records.

Sec.4.5. The **Treasurer** shall be responsible for all the financial records of FAMAS, including the following:

- Sec. 4.5.1. shall be one of the signatories in the disbursement of funds.
- Sec. 4.5.2. shall be responsible for deposits and transactions with the bank in accordance with the policies and procedure as mandated by the EB
- Sec. 4.5.3. shall report all financial transactions in writing to the Executive Board on a monthly basis;
- Sec. 4.5.4. shall ensure that all Executive Board members prepare an estimate of their expenses to assist in the preparation of the annual budget;
- Sec. 4.5.5. shall collaborate with the President and the Accountant to present Fiscal management data to the FAMAS membership.
- Sec. 4.5.6. shall provide the Accountant with records of all financial transactions.
- Sec. 4.5.7. shall maintain all the financial records of FAMAS at the direction of the Executive Board.
- Sec. 4.5.8. shall abide by the policies and procedures on disbursement of funds as mandated by the Executive Board
- Sec. 4.5.9. shall submit a complete and audited financial report during the general assembly and the turnover of the administration

Sec. 4.6. The **Auditor** shall be responsible for auditing the book of accounts of FAMAS including the following:

- Sec. 4.6.1. shall establish internal audit control necessary for the association;
- Sec. 4.6.2. shall act as the Director-in-Charge of the Audit Committee
- Sec. 4.6.3. shall manage and evaluate the administration of financial affairs.
- Sec. 4.6.4. shall see to it that the assets of the Association are safeguarded and that the financial management control is working effectively.
- Sec. 4.6.5. shall review and confirm the accuracy of the financial statement

- Sec. 4.6.6. shall approve and countersign all financial statements.
 - Sec. 4.6.7. shall prepare all the necessary financial documents for submission to the External Auditor on an annual basis.
 - Sec. 4.6.8. shall submit recommendations and guidelines to the Executive Board
- Sec. 4.7. The **Accountant** shall be responsible for the safekeeping of the records of accounts; including the following:
- Sec. 4.7.1. shall prepare the financial report of FAMAS, in collaboration with the Treasurer and the Auditor;
 - Sec. 4.7.2. shall keep complete and accurate records of all assets, liabilities, receipts and disbursements of the FAMAS.
 - Sec. 4.7.3. shall be responsible for safekeeping and records of all financial transactions.
 - Sec. 4.7.4. shall prepare financial statement consisting of balance sheets, income statements and bank reconciliation
 - Sec. 4.7.5. shall keep and maintain portfolios of commercial investments of the Association as approved by the Executive Board.
- Sec.4.8. The **Public Relations Officer (PRO)** shall be responsible for building rapport with the public, including the following:
- Sec. 4.8.1. shall be responsible for planning, developing and implementing public relations strategies;
 - Sec. 4.8.2. shall be the key spokesperson and source of information among membership;
 - Sec. 4.8.3. shall be the official officer liaising with, and answering inquiries from media, individuals and other organizations, researching, writing and distributing press releases; collating and analyzing media coverage
 - Sec. 4.8.4. shall chair the Standing Committee on Communications
 - Sec. 4.8.5. shall be responsible for maintaining and updating information on the organization's website;
 - Sec. 4.8.6. shall be responsible for sourcing and managing sponsorship opportunities; commissioning market research; fostering

community relations through events such as open days (open houses) and through involvement in community initiatives;

Sec. 4.8.7. shall be responsible for managing the public relations aspects of a potential crisis situation.

Sec. 4.9. The **Director of Educational, Social and Cultural Affairs** shall be responsible for the following tasks:

Sec. 4.9.1. shall organize activities that will foster and facilitate the achievement of the Association's educational and socio-cultural objectives.

Sec. 4.9.2. shall coordinate and establish relationship with other multi-cultural groups with a view of fostering unity and cooperation in our community while at the same time establishing FAMAS visibility as a group.

Sec. 4.9.3. shall coordinate and supervise the Filipino language and heritage programs and promotes special programs that involve further education.

Sec. 4.9.4. shall coordinate and supervise the French Language Course for new and prospective Canadian immigrants.

Sec. 4.9.5. shall initiate and organize cultural presentations, such as Filipino arts and music, dances, literary works and other cultural activities as authorized by the Board.

Sec. 4.9.6. shall maintain and manage a library.

Sec. 4.10. The **Director of Membership** shall be responsible for the following tasks:

Sec. 4.10.1. shall facilitate the campaign, recruitment, admission and orientation of new members;

Sec. 4.10.2. shall maintain the records of membership;

Sec. 4.10.3. shall chair the Committee on Membership

Sec. 4.10.4. shall be responsible for the preparation of news and information dealing with membership;

Sec. 4.10.5. shall be responsible for getting possible benefits for membership;

Sec. 4.10.6. shall be responsible for the development and improvement of various skills of the membership

Sec. 4.10.7 shall be in charge of registration of members especially during election time.

Sec. 4.11. The **Director of Sports and Youth Development** shall be responsible for the following:

Sec. 4.11.1. shall oversee, develop, coordinate, and conduct sports activities, and workshops.

Sec. 4.11.2. shall oversee, develop, and coordinate activities geared towards youth development.

Sec. 4.11.3. shall chair the Committee on Sports and Youth Development.

Sec. 4.12. The **Director of Outreach Services** shall be responsible for the following:

Sec. 4.12.1. shall coordinate activities that concern immigration and employment, human rights, family, seniors, health, and other outreach support.

Sec. 4.12.2. shall chair the Committee on Family and Seniors Advocacies.

Sec. 4.13. The **Director of Special Projects** shall be responsible for coordinating network of activities that would generate resources and funds for FAMAS. The Director of Special Projects shall be responsible for the following:

Sec. 4.13.1. shall coordinate fundraising activities, networking with government entities, corporate sectors, and non-governmental organizations (NGOs);

Sec. 4.13.2. shall chair the Committee on Fundraising and Special Projects.

Sec. 5. Qualifications of Candidates to the Executive Board

Sec. 5.1. The **candidate for President** shall have the following qualifications:

Sec. 5.1.1. must be at least 25 years of age at the time of election

Sec. 5.1.2. must have served as member of the Executive Board for at least one term as an elected director in regular FAMAS election

Sec. 5.1.3. must not engage in activities that may place him in conflict of interests with other similar associations.

Sec. 5.1.4. must be a Registered Member.

- Sec. 5.1.5. must have been cleared of any criminal conviction for at least 5 years prior to running for the position of President.
- Sec. 5.2. Except for the presidency, a candidate for an elective position in the Executive Board shall have the following qualifications:
- Sec. 5.2.1. must be at least 18 years of age at the date of election;
- Sec. 5.2.2. must be a duly Registered Member of FAMAS
- Sec. 5.2.3 must be a resident of Montreal and Suburbs for at least one (1) year immediately prior to filing of candidacy.

Article VIII TERMS OF OFFICE

- Sec. 1. The incoming Executive Board shall start its mandate on the 1st day of September following its election, and continue for two years expiring on the 31st of August.
- Sec. 2. A FAMAS President may be elected into the office of President for a maximum of two terms.
- Sec. 3. No FAMAS President after having served for two successive electoral terms shall serve in the Executive Board except as Ex Officio in the Executive Board and or as Immediate Past President in the Board of Trustees
- Sec. 4. A Registered Member appointed to fill a vacancy in the Executive Board shall serve for the remainder of the unexpired term.

Article IX POWERS OF THE EXECUTIVE BOARD

- Sec. 1. The Executive Board is the governing body of the Association.
- Sec. 2. The Executive Board shall monitor and control the organization's operations:
- Sec. 2.1. in relation to its financial performance, budget and projections;
- Sec. 2.2. in relation to accomplishment of programs and activities;
- Sec. 2.3. in relation to target activities, as based on stated objectives.
- Sec. 3. The Executive Board shall ensure completion of audited financial statements, annual report, legal documents, projects, activity reports, and policies and procedures.

- Sec. 4. The Executive Board shall ensure that implementation of programs and activities are in accordance with the Association's mission, vision and objectives.
- Sec. 5. The Executive Board is the policy-making body of the Association. It shall:
- Sec. 5.1. create or update the mission, vision and objectives;
 - Sec. 5.2. determine the organization's programs and services;
 - Sec. 5.3. determine finances, in terms of budget and expenditures;
 - Sec. 5.4. develop, approve and implement the strategic plan;
 - Sec. 5.5. ensure procedures are in place to implement policies;
 - Sec. 5.6. determine the overall plans for the organization.
- Sec. 6. The Executive Board shall be responsible for ensuring that adequate financing is available through revenue generating projects or fundraising activities.
- Sec. 7. The Executive Board shall ensure the organization's viability, through proper planning, implementation and evaluation.
- Sec. 7.1. The Executive Board shall meet once a month. Eight (8) Members of the Executive Board shall constitute a quorum.
 - Sec. 7.2. The Executive Board shall call a General Assembly once a year. The quorum of the General assembly shall be 51 Registered members.
 - Sec. 7.3. The Executive Board shall determine the number and type of committees that will serve best the Association. Each committee shall have a written *Terms of Reference* approved by the Board.
 - Sec. 7.4. The Executive Board shall approve amendments to the Constitution and Bylaws and present such amendments for ratification to the members at a General Assembly called for that purpose.
 - Sec. 7.5. The Executive Board shall have the power to pass a resolution asking a member of the Executive Board to resign if he fails to attend five (5) regular monthly meetings without justifiable reason, or for violating the Bylaws, Policy and Code of Conduct of the Association.
 - Sec. 7.6. The Executive Board shall have the power to nominate and elect members who meet the criteria for the position of the Board of Trustees.

Sec. 7.7. The Executive Board shall have the power to appoint a member of good standing to fill the vacancy in the Executive Board with the approval of two-third (2/3) votes.

Sec. 7.8. The Executive Board shall have the power to adopt and promulgate Code of Conduct for the Executive Board and members.

Sec. 7.9. The Executive Board shall develop Administrative Policies and Procedures.

Sec. 8. The Executive Board shall have the power to award citation or any other form of recognition to deserving members, and confer honorary membership to deserving individuals or entities.

Article X COMMITTEES

Sec. 1. The Committees are advisory bodies that initiate and recommend plans to the EB. The Committees are also functional bodies acting on plans approved by the EB and subsequently report on the status of these plans to the EB.

Sec. 2. **Types of Committees:**

Sec. 2.1. **Standing Committee** is a body created by at least two-thirds vote of the EB to assist in the management of FAMAS.

Sec. 2.2. **Ad Hoc Committee** is a temporary body created by at least two-thirds vote of the EB to perform special tasks.

Sec. 2.3. **Committee on Elections or COMELEC** is a body created by the EB to direct and control the general elections in a manner approved by the EB.

Sec. 2.3.1. The COMELEC shall be composed of seven (7) members;

Sec. 2.3.2. Members of the COMELEC shall be appointed by the Executive Board

Sec. 2.3.3. Members of the COMELEC shall select a Chairperson from among themselves.

Sec. 2.3.4. Members of the COMELEC shall be appointed by the EB 90 days before election and shall continue to serve ten (10) days after the election.

Sec. 2.3.5. The COMELEC, shall have the following duties and responsibilities:

- Sec. 2.3.5.1. shall accept, screen and approve the candidates to each position in the Executive Board based on established criteria stipulated in Article VII, Section 5 of the FAMAS Constitution.
 - Sec. 2.3.5.2. shall require the candidates to attend an orientation to acquaint them with the duties and responsibilities of the office they intend to run for before they may be given the certificates of candidacy.
 - Sec. 2.3.5.3. shall be the sole committee that will conduct and manage the elections.
 - Sec. 2.3.5.4. shall examine, determine and resolve electoral complaints or protests within ten (10) business days after the election, and their decision shall be final.
- Sec. 2.3.6. The Committee on Elections, also known as the COMELEC, shall have the following outlines on the proceedings of elections:
- Sec. 2.3.6.1. Shall be convened on May 1 of any election year. Its seven members are appointed by the Executive Board no later than April 15. When convened, the appointed members choose the chairperson from among themselves.
 - Sec. 2.3.6.2. Not later than May 15, shall post on the FAMAS Center Bulletin Board and on the FAMAS website the rules governing the forthcoming election.
 - Sec. 2.3.6.3. Not later than June 15, a registered member aspiring to become a member of the Executive Board must file his certificate of candidacy in accordance with COMELEC rules as prescribed by FAMAS Constitution and Bylaws.
 - Sec. 2.3.6.4. Not later than June 22, shall post on the FAMAS Center Bulletin Board and on the FAMAS website the list of potential candidates.
 - Sec. 2.3.6.5. Not later than June 30, those who filed certificates of candidacy and are not included in the list must submit a written request for reconsideration.
 - Sec. 2.3.6.6. Not later than July 7, the COMELEC shall rule on all requests for reconsideration. The decision of the COMELEC shall be final and binding.

- Sec. 2.3.6.7. Not later than July 15, the COMELEC shall post the official list of candidates on the FAMAS Center Bulletin Board and on the FAMAS website in accordance with FAMAS Constitution and Bylaws.
- Sec. 2.3.6.8. Not later than July 20, the COMELEC shall meet with all candidates who will submit their written statement expressing their willingness to abide by COMELEC rules. Any transgression of COMELEC rules after due investigation and proven to have been done or authorized by the candidate shall lead to his immediate exclusion from the official list of candidates.
- Sec. 2.3.6.9. Not later than July 30, the COMELEC shall post on the FAMAS Center and on the FAMAS website the unofficial list of registered members eligible to vote.
- Sec. 2.3.6.10. Any registered member not included in the unofficial list must notify FAMAS immediately with proof of eligibility.
- Sec. 2.3.6.11. Not later than two days after the election, the unofficial list of total votes for each candidate shall be posted on the FAMAS Center bulletin board and on the FAMAS website.
- Sec. 2.3.6.12. Not later than two days after the posting all written requests for reconsideration regarding the unofficial list of votes must be submitted by the candidate to the COMELEC and acknowledged as such by any member of the COMELEC.
- Sec. 2.3.6.13. Not later than a week after the election, the official list of total votes shall be posted on the FAMAS Center bulletin board and on the FAMAS website. This list is final and binding.
- Sec. 2.3.6.14. The COMELEC shall then proclaim the winning candidates.
- Sec. 2.3.6.15. The COMELEC shall keep all documents and other records pertinent to the election for a month after the election and then dispose of everything except the official lists of rules, members of the COMELEC, registration forms of members, the total votes for each candidate and the winning candidates.

Sec. 2.3.6.16. Any transgression on the FAMAS Constitution and Bylaws by any member of COMELEC supported with proof of the transgression by any complainant shall be presented by the complainant to the Board of Trustees no later than a week after the alleged transgression. The decision of the Board of Trustees which shall rule no more than a week after the filing of the alleged transgression shall be final and binding.

Sec. 2.3.6.17. No filing of any alleged transgression on the FAMAS Constitution and Bylaws shall be presented to the Board of Trustees after more than two weeks of the election. The filing of such concerns after two weeks shall be considered null and void.

Article XI BOARD OF TRUSTEES

- Sec. 1. The FAMAS Board of Trustees shall act as an advisory board ensuring that the performance of the Executive Board's duties and responsibilities and implementation of programs and activities are in accordance with FAMAS core values, mission, vision and objectives.
- Sec. 2. The FAMAS Board of Trustees shall act as a consultative body who will advise the current Executive Board on matters pertaining to structure, property maintenance, investment of funds, and major financial activities.
- Sec. 3. The Board of Trustees shall act as Interim Executive Board when the incumbent Executive Board becomes incapacitated or inactive, until such time that the Executive Board reorganize itself or when a new Executive Board is elected.
- Sec. 4. The Board of Trustees shall be elected by a simple majority of the Executive Board not later than 30 days prior to next applicable election date, or as needed.
- Sec. 5. The Board of Trustees shall be composed of fourteen (14) members consisting of:
- Sec. 5.1. Five (5) Past FAMAS Presidents
 - Sec. 5.2. Five (5) Active FAMAS members
 - Sec. 5.3. Immediate Past President
 - Sec. 5.4. The Incumbent FAMAS President (Ex officio)
 - Sec. 5.5. The Incumbent Treasurer (Ex officio)
 - Sec. 5.6. The Incumbent Secretary (Ex officio)
- Sec. 6. Ex officio members shall have no right to vote, thus, there will be eleven (11) voting members of the Board of Trustees.

- Sec. 7. Six (6) voting members of the Board of Trustees shall constitute a quorum.
- Sec. 8. Members of the Executive Board may be present in any or all meetings of the BOT, and may participate in the discussions but shall not have a voting power.
- Sec. 9. Members of the Board of Trustees may be present in any or all meetings, and may participate in the discussions but shall not have a voting power.
- Sec. 10. Members of the Board of Trustees, except for the Immediate Past President and the Ex officio members, shall serve for a term of three (3) years.
- Sec. 11. Duties and Responsibilities of the Board of Trustees:
- Sec. 11.1. To call the attention of the Executive Board in avoiding actions in matters that may affect the state and prestige of the Association and if and when the Executive Board is not acting upon it.
 - Sec. 11.2. To counsel the Executive Board in matters pertaining to the structure, functions, assets and financial affairs of the Association.
 - Sec. 11.3. To review annually the insurance coverage and policy of the FAMAS property.
 - Sec. 11.4. To research, advise and recommend adequate insurance coverage for the property, contents and liability exposure.
 - Sec. 11.5. To advise the Executive Board in matters pertaining to the appropriation of General Fund and the Building Fund.
 - Sec. 11.6. The Board of Trustees shall elect a chairperson from among themselves. The elected chairperson shall preside at all meetings. The Chairperson may call for special meetings as the need arises.
 - Sec. 11.7. The Board of Trustees shall designate a recording secretary.
 - Sec. 11.8. The Board of Trustees shall meet quarterly or under special circumstances three (3) members of the Board of Trustees and one (1) member of the Executive Board may call for a special meeting at any given time.

Article XII FUNDS, DISBURSEMENT AND AUDITING

- Sec. 1. **The funds of the Association shall consist of the General Fund and the FAMAS Building Fund.**
- Sec. 1.1. The **General Fund** is appropriation of money generated for operations, administration, and support of regular services by FAMAS.
- Sec. 1.2. The **FAMAS Building Fund** is fund appropriated for major building repair and maintenance and capital improvement
- Sec. 2. Disbursement of funds shall be in accordance with the approved operational budget of the Executive Board.
- Sec. 3. Disbursement related to the General Fund must be approved by the majority of the Executive Board.
- Sec. 4. Disbursement related to the FAMAS Building Fund must be approved by the majority of the Executive Board.
- Sec. 5. **Two (2) types of Auditing of FAMAS funds**
- Sec. 5.1. Internal Auditing shall be done by the Executive Board Auditor on a regular basis in consultation with the finance/audit committee
- Sec. 5.2. External Auditing shall be done by outside certified accountants annually.

BYLAWS:

- BL 12.1.** The Signatories: The signatories of contracts and legal documents that are duly approved by the EB shall be the President and any one (1) of the following:
- BL 12.1.1. VP – Internal
- BL 12.1.2. VP – External
- BL 12.2.** Signatories for General/Operational Fund. The signatories for the disbursements and other financial matters duly approved by the EB shall be the Treasurer and the President. In case the President is not available, one (1) of the following may sign:
- BL 12.2.1. VP- Internal
- BL 12.2.2. VP –External
- BL 12.2.3. Secretary

- BL 12.3.** Signatories of the FAMAS Building Fund. There shall be four (4) signatories of the FAMAS Building Fund, namely:
- BL 12.3.1. FAMAS Incumbent President
 - BL 12.3.2. FAMAS Incumbent VP Internal
 - BL 12.3.3. FAMAS Incumbent Treasurer
 - BL 12.3.4. FAMAS Board of Trustees Chairman.
- BL 12.4.** Disbursement of the FAMAS Building Fund shall be duly approved by majority of the quorum of the FAMAS Executive Board and the Board of Trustees, passed through a resolution of each board.
- BL 12.5.** Transfer of Funds from the General Fund to the FAMAS Building Fund shall be approved by the Executive Board.
- BL 12.6.** The Assets of the General Fund in excess of \$3,000 at the end of the term shall be transferred and deposited to the FAMAS Building Fund.
- BL 12.7.** Transfer of Funds from the FAMAS Building Fund to the General Fund shall be approved by the EB.
- BL 12.8.** A report on finance shall be done by the Finance Committee, as endorsed by the Accountant.

Article XIII FISCAL YEAR

- Sec. 1. The FAMAS Fiscal year shall be from April 1 to March 31 of the succeeding year.
- Sec. 2. There shall be at least one General Assembly each year, which shall be held in the month of either June or July or August.
- Sec. 3. The assumption of office of the Executive Board shall be on September 1 to August 31 of the end of their elected term.
- Sec. 4. All books, records, money and property shall be turned over to the incoming Executive Board no later than September 30.

BYLAWS:

- BL 13.1. The "*Pista sa Nayon*" shall be held either in June or July.
- BL 13.2. The FAMAS Election of the Executive Board shall be held in August.
- BL 13.3. The FAMAS anniversary shall be commemorated through a week- long celebration, to be known as "*The Philippine Week*" to be held in June,

preferably coinciding with the commemoration of the Republic of the Philippines' Independence.

- Sec. 5. The Audited Financial Statement shall be prepared no later than June 15; and reported to the Annual General Assembly.

Article XIV AMENDMENT AND RATIFICATION

- Sec. 1. This Constitution and Bylaws may be amended in whole or in part by the Executive Board and ratified by the membership (as stipulated in Article IX of Bylaws on the Powers of the Executive Board).
- Sec. 2. The quorum in the approval of amendment(s) to the Constitution and Bylaws shall be two-thirds (2/3) of the Executive Board.
- Sec. 3. Approval of amendments to the Constitution and Bylaws shall be simple majority of the Executive Board in quorum.
- Sec. 4. The quorum in the ratification of amendments of the Constitution and Bylaws shall be two-thirds (2/3) of the Executive Board plus 50 Registered members.
- Sec. 5. Ratification of the Constitution and Bylaws shall be simple majority of membership in quorum.
- Sec. 6. On special provisions, a defined number of regular members may propose an amendment to the Constitution and Bylaws, but may be done in accordance to the resolutions passed by the Executive Board.

Article XV TRANSITORY PROVISIONS

- Sec. 1. The amended FAMAS Constitution and Bylaws shall take effect thirty (30) days after ratification.
- Sec. 2. The incumbent Executive Board shall exercise their powers until the newly elected Executive Board shall have been inducted and convened.
- Sec. 3. The newly-elected Executive Board shall assume office on September 1 of the year they were elected and shall vacate the same office after two years on August 31.
- Sec. 4. All committees existing at the time of the transition shall continue to exercise their jurisdiction until otherwise repealed in functions by the newly elected Executive Board.
- Sec. 5. The provisions of the existing FAMAS Constitution and Bylaws, as in this case the FAMAS Constitution and Bylaws (FCBL) 2015, shall be binding; and as such, are based

on Rules of Court, rules of order, procedural laws, and persons of resource in the Filipino community, cited on these cases as references and resource persons, shall remain operative unless amended in part or repealed by ratification of the general membership in accordance with Article XV.

Article XVI DISSOLUTION

- Sec. 1. The dissolution of the Association shall be decided upon by the general membership at a meeting called for this purpose, and in accordance to the Quebec Rules of Law.
- Sec. 2. The dissolution of the Association shall be determined only upon generating two-thirds (2/3) votes of the members present during this assembly; withstanding those two-thirds of members of the Executive Board and the Board of Trustees are present.
- Sec. 3. In cases of loss of interest of general membership, and it is not possible to achieve a quorum for a *de jure* dissolution, the Association shall be *de facto* dissolved.
- Sec. 4. In the event of dissolution, the remaining assets of the Association shall be donated to charities and/or non-profit organizations in particular, to any organization that promotes Philippine-Canadian heritage.