



## FILIPINO COMMUNITY IN BRISTOL CONSTITUTION AND BY-LAWS

### PREAMBLE

We, the Filipinos and Filipino-British in Bristol England, desiring to form an organization that shall embody our ideals, promote closer relationship, preserve and protect our cultural heritage, elevate the moral and social attributes of ourselves and posterity for optimum benefits of our community, do hereby invoke divine blessing and guidance in the promulgation of this Constitution and By-Laws.

### ARTICLE I

#### NAME, PURPOSES OF THE ORGANIZATION

**Section 1.** This organization shall be known as the "**FILIPINO COMMUNITY IN BRISTOL**", referred to as "**FILCOMBRISTOL**" in the abbreviated form.

**Section 2.** FILCOMBRISTOL is a non-sectarian, non-profit, non-political organization. It is established to serve its own interest without due intent to **dominate**, or **subordinate** itself to any other organization.

**Section 3.** The purposes of FILCOMBRISTOL are social, cultural, educational, and spiritual in nature. The scope of FILCOM embraces, but is not limited to, the following goals: (1) Promote the cultural heritage of the Filipino people, its history, customs, and traditions; (2) nurture the talents, abilities, and potentials of the Filipino locally; (3) provide social, spiritual, as well as entertainment activities and (4) offer projects or voluntary services for the community. Furthermore, the organization will (5) raise funds through donations, contributions, social functions or other means such as gifts and bequests to maintain funding sufficient for FILCOMBRISTOL programs and purposes.

### ARTICLE II MEMBERSHIP

**Section 1.** Membership shall be open to any FILIPINO and Filipino-British who are at least eighteen years and above.

**Section 2. FAMILY MEMBER:** Any family unit living within a household that meets the qualifications. Children below 18 years of age who live with a family shall qualify as family member. Membership can be established by husband and wife in a family or as a single person. A husband and wife as members will count as two members, and a single person will count as one member.

**Section 3. Duties, and Responsibilities of Members.**

**a.** It is the obligation of each member to support and uphold the constitution and by laws of FILCOMBRISTOL.

**b.** The duty to attend general meetings.

**h.** Members should actively participate in various activities of the organisation.

**SECTION 4. Rights and Privileges.**

**a.** The member has the right to attend all general, special, and regular meetings.

**b.** The right to vote during General and Special meetings and to be nominated for office.

**c.** The privilege of airing grievances pertinent to the organisation in writing, addressed to the President.

**d.** The right to request a Special meeting through the President in accordance with the By-laws.

**e.** The privilege to terminate membership in accordance with the provisions set forth by the Constitution.

**f.** The privilege to participate and volunteer his/her services in a FILCOMBRISTOL functions and activities.

**g.** The privilege to serve as a Chairperson or member of a Committee when so appointed by the President or by the executive board.

**h.** The right to review the financial accounting of the organization.

**Section 5. Benefits**

**a.** Mutual aid shall be rendered as may be required for members and their immediate "dependents" in cases where the member is a victim of fire or mishaps as determined by the officers. It may be in the form of cash, in kind donation, or personal services to be rendered by the members.

**b.** The right to terminate his/her membership through a letter addressed to the president or the secretary of the organization.

**Section 6. Termination of Membership**

- a. The officers shall terminate the membership of any member who flagrantly disregards the safety and rights of others, or whose conduct tends to discredit FILCOMBRISTOL or its members before the public.
- b. any member has the right to terminate his/her membership through a letter addressed to the president or the secretary of the organization.

**ARTICLE III**  
**OFFICERS**

**Section 1. The President shall:**

- a. Serve as Chairperson of the officers, presiding at all meetings;
- b. Shall announce the business before the assembly at meetings and the order in which it is to be acted upon;
- c. Shall receive and submit all motions and propositions presented by the members;
- d. Shall receive all communications and announce them to the assembled membership;
- e. Shall authenticate by signature, when necessary, all the acts, orders, and proceedings of the organization;
- f. Shall form and appoint the chairpersons and members of the working committee;
- g. Shall sign checks with the Treasurer, sanction all bills the Treasurer may pay them;
- h. Represent FILCOMBRISTOL in community, civic, and inter-association matters, if needed be;
- i. Provide overall direction to the officers for execution of policies, plans, and budgets;
- j. Serve as an ex-officio member of all Committees;
- k. Exercise general supervision over all affairs of FILCOMBRISTOL.
- l. Monitor the implementation of, and adherence to, the provisions of these By-laws.

**Section 2. The Deputy Vice President shall:**

- a. Assist the President in the discharge of his or her duties;
- b. Perform the duties of the President in case of extended absence or disability

**Section 3. The Assistant Vice President shall:**

- a. Assist the President and the 1st Vice President in the discharge of their duties;
- b. Perform the duties of the President and the 1st Vice President in case of extended absence or disability.

**Section 4. The Deputy Secretary shall:**

- a. Serve as secretary to the President and the organization; record the Minutes of all regular and special meetings of FILCOMBRISTOL; and shall read the minutes of previous meetings for the information and approval of the members.
  - b. Establish and maintain a filing system which will include the following: Membership Application, Incoming and Outgoing correspondence, Invitational Letter, Letter of Appreciation, new membership package, and other files that may come under this category.
- The Assistant Secretary shall:
- c. Maintain records and history of all FILCOMBRISTOL activities
  - d. Incorporate appropriate items into the permanent records of FILCOMBRISTOL

**Section 5. The Treasurers with the assistance of the Deputy Secretary shall:**

- a. Maintain all financial records, receipts and bills, contracts, and accounts of FILCOMBRISTOL, and have custody of all its funds;
- b. Keep a complete and accurate account of income and expenditures of the organisation;
- c. Keep all funds in an insured financial organization approved by the officers and in the name of FILCOMBRISTOL, subject to withdrawal by appropriate document signed in such manner as may, from time to time, be approved by the officers.
- d. Furnish all financial records to the Auditor for the annual audit, and at any other time required by the officers;
- e. Collect and disburse funds as required, by established policies and rules, and approved budgets;
- g. Deposit all money received to FILCOMBRISTOL banking facility, upon receipt or as soon as practicable, thereafter.
- h. Collect and deposit all monies under the name/account of the organization and shall pay bills and disbursements approved by the President;
- i. Authenticate by signature in conjunction with the President, all items of expenditures and disbursements;
- k. Report to the members upon request, the financial condition and status of the organization.

**SECTION 6. The AUDITOR shall:**

- a. Develop and monitor FILCOMBRISTOL budgets, and present them to the membership at annual meetings; and establish and oversee FILCOMBRISTOL activities.

- b. Identify, maintain, and inventory all assets owned by FILCOMBRISTOL; conduct annual inventory when so directed by the President;
- c. Appraise all newly acquired items and be notified of disposal of any items; and
- d. Enter into contracts and make arrangements for the use of facility to be utilized by FILCOMBRISTOL in its functions and activities.

**SECTION 7. Press Relations Officer (PRO) shall:**

- a. Serve as the primary contact with the news media, prepares announcements for dissemination to the organization. Writes articles and compiles information in answer to specific requests from individuals and organizations.
- b. serves as liaison with the General Assembly; and performs other activities related to the public understanding of Filipinos in Bristol.

**ARTICLE IV**  
**STANDING COMMITTEES**

**Section 1.** Formation and establishment of committees shall be composed of members and volunteers. The President and each committee chairperson shall monitor each of their respective committee in accomplishing the task(s). As deemed by the President, committees are formed to support activities and performances.

**ARTICLE V**  
**ELECTION OF OFFICERS AND TENURE OF OFFICE**

**Section 1. Voting Eligibility**

- a. All registered members of the organization shall be eligible to vote for officers.
- b. Any registered member can run for any elective office.

**Section 2. Commencement**

Elected candidates shall assume office immediately after proclamation of the results of the elections.

**Section 3. Election**

- a. The top ten candidates who will acquire the highest number of votes shall be declared the ten officers of FILCOMBRISTOL.
- b. Votes can be casted in any form considering the majority's decision, not only by the officers but including the general members as a whole.
- c. All elected officers shall serve a minimum term of 1 year. All elected officers can be re-elected for up to two (2) consecutive terms only.

**Section 4. Date of election**

Election of officers shall be held during the month of October or delayed by up to three months if circumstances warrant a postponement

**ARTICLE VI**  
**RESIGNATION AND VACANCIES**

**Section 1.** Any office holder can resign at any time by submitting a resignation letter to the President or the secretary of the organization.

**Section 2.** in the event of office vacancy, an emergency meeting will be conducted in order to vote and fill the vacant office. If the office of the president becomes vacant, the first vice president should take the post in accordance with the law of succession.

**ARTICLE VII**  
**MEETINGS**

**Section 1.** The FILCOMBRISTOL may hold meetings, performances, activities, independently among Committees or in cooperation with all Committees in accordance with FILCOMBRISTOL By-laws, and any established policies or procedures.

**Section 2.** FILCOMBRISTOL meetings, performances, activities, participation or sponsorships shall be open to all members of FILCOMBRISTOL'

**Section 3.** The regular monthly MEETING will be every 1<sup>ST</sup> and 3<sup>RD</sup> week of the month at a time and place to be determined by the President. An alternate date may be set by the President at the preceding meeting. The President or his duly appointed representative will call the meeting to order.

**Section 4.** A special meeting may be called at any time by the President, to discuss pressing or emergency matters. A quorum of members may request the meeting through the President.

**Section 5.** Meeting minutes and any decisions made shall be kept and made available to all

members. Records of meeting minutes shall be retained by the Secretary.

### **ARTICLE VIII** **PARLIAMENTARY RULES**

**Section 1.** The rules contained in the latest edition of "Robert Rules of Order" shall govern the

**Section 2. Order of Business** - All meetings shall follow **Robert's Rules of Order** to make sure that participants will not drift away from the agenda. The presiding officer shall observe basic democratic principles to avoid monopoly during deliberations

**Roberts Rules of Order** – Newly Revised

Opening Remarks and Call to Order by the President.

- a. Reading and approval of the previous minutes by the secretary
- b. Treasurer's Report
- c. Reports of the working committees.
- d. Unfinished business.
- e. New business.
- f. Other matters.
- g. Announcements/ Adjournment
- h. Invocation

### **ARTICLE IX** **QUORUM**

**Section 1.** A quorum shall consist of a simple majority of at least 5 elected officers.

**Section 2.** At any properly announced General or Special meeting, a quorum shall consist of fifteen percent (30%) of the members and (5) elected officers.

### **ARTICLE X** **PUBLICATIONS**

**Section 1.** The FILCOM shall publish a Newsletter as desired. It should contain summaries of activities, general news, articles, photos, and announcements of interest, as determined by the OFFICERS. Publication narratives should bear the author's name.

**Section 2.** Articles, pictures and letters should be approved by at least 2 proof readers or by the majority of the officers before posting it in the web site.

### **ARTICLE XI** **BANK ACCOUNTS**

**Section 1.** Checking/Saving Accounts. The FILCOMBRISTOL shall establish checking/saving accounts with a local financial agency in the name of the FILIPINO COMMUNITY IN BRISTOL.

**Section 2.** The FICOMBRISTOL finances including bank accounts and all appropriate business transactions would be subject to audit when desired by majority of the members.

### **ARTICLE XII** **FINANCIAL RECORDS AND AUDITING**

**Section 1.** every committee is obliged to prepare a financial report each time an activity arises.

**Section 2.** A standard financial report form prepared by the treasurer shall be used.

**Section 3.** All expenditures and withdrawals will be reviewed every quarter of the fiscal year by the auditor, treasurer and the president of the FILCOMBRISTOL.

**ARTICLE XIII**  
**METHOD OF DISBURSEMENT**

**Section 1.** All expenditures incurred by the FILCOMBRISTOL shall issued and signed by the President or the Treasurer.

**Section 2.** Each withdrawal shall be signed by the President or Vice President, and by either the Secretary or Treasurer. A petty cash fund of up to £100 may be kept by and accounted for by the Treasurer. All expenditures

and withdrawals from this fund must be clearly recorded in a permanent record. Cash disbursements will be supported by official receipts signed by the recipient.

**ARTICLE XIV**  
**DISESTABLISHMENT**

**Section 1.** In the event the FILIPINO-COMMUNITY IN BRISTOL is disestablished, all liabilities shall be paid from the assets and the remaining assets will be TO A LEGITIMATE FILIPINO CHARITY.

**Section 2.** The banking institution with whom the ORGANIZATION has an account at the time of disestablishment shall therefore be closed.

**ARTICLE XV**  
**AMENDMENTS**

**Section 1.** The provisions set forth by this Constitution may be amended by at least 30 % of the members, at a properly scheduled and announced General, Special or regular monthly meeting.

**ARTICLE XVI**  
**RATIFICATION**

**Section 1.** This Constitution and By-laws governing the FILIPINO COMMUNITY IN BRISTOL, with appropriate review and approval of the general membership, is hereby unanimously approved, signed this \_\_\_\_\_ The provisions set forth by this Constitution and By-laws will take effect on \_\_\_\_\_

