

BY-LAWS

UNITED STATES PHILIPPINES FRIENDSHIP ORGANIZATION As of June 2014

ARTICLE I DUTIES OF OFFICERS

Section 1. PRESIDENT

A. The President will be the chief executive of the organization. It will be the duty of the President to preside at all meetings and to have general supervision of the affairs of the organization.

B. He or she will negotiate, on behalf of the organization; all contracts, deeds and functions that may be required and approved by the Board of Directors for the proper operation of the organization. Any written documents must be signed by both President and Secretary to be binding.

C. The President will call to order and adjourn all meetings.

Section 2. VICE PRESIDENT

A. It will be the duty of the vice-president to act in the absence or disability of the President and to execute on behalf of the Organization. Any instrument acted on will have the same force and effect as if it were executed on behalf of the organization by the President.

B. The vice-president will be the coordinator of all committees and consultant to the President and the board.

C. He or she shall be responsible for chairing the member-ship committee, ensuring all committee responsibilities and duties are accomplished. The Associate Vice President may hold this position.

D. He or she shall be responsible for the public relations of the organization which includes: posting fliers and/or placing newspaper, radio and TV notices of USPFO meetings, functions, involvement or participation in Abilene/ Dyess community events and activities. The Associate Vice President may be delegated these responsibilities.

E. The vice-president will be the coordinator of all committees and consultant to the President and the Board.

F. He or she will be responsible to perform such duties as may be assigned by the President.

Section 3. SECRETARY

A. The Secretary will be responsible for keeping of the organizations records. He or she will be responsible for giving all notices of meetings of the officers and all of the notices required by civil law or this Constitution and Bylaws.

B. The Secretary will be the custodian of all documents, books, correspondence, and papers relating to the business of the organization, except those of the Treasurer, and provide secure safe keeping of important or recorded documents, to include all organization archives.

C. The Secretary will read the minutes of the previous meeting unless waived without objection.

D. The Secretary will prepare reports and other correspondence as required. He or she will co-sign any and all documents and written transactions signed by the President, except those of the Treasurer.

E. He or she shall maintain membership rosters correct and current and provide current telephone rosters to key USPF0 members. Provide membership applications and general information to prospective members. Record and file completed membership applications and notify current members when renewals are due. Collect membership fees, as applicable, to be turned over to the Treasurer.

F. Any permanent or important USPF0 document shall be kept on file by the Secretary for as long as this organization remains in operation. Such documents would include the Constitution and Bylaws with amendments, newsletters, deeds, contracts, agreements, records of organizational equipment and any other document deemed appropriate by the operating governing body.

All other documents, i.e., minutes, ballots etc., and any other such document deemed appropriate by the operating body, shall be kept on record by the secretary for two years, i.e., January 2014 documents may be disposed of on December 1, 2015, February 2014 documents may be disposed of on January 31, 2016, etc. All documents shall be reviewed by the Board of Directors before disposal.

Section 4. TREASURER

A. The Treasurer will have general charge of the finances of the organization. When necessary and proper, he or she will endorse on behalf of the organization all checks, drafts, notes, and other obligations and evidences of the payment of money to the organization or coming into his or her possession; and he or she will deposit the

same, together with all other funds of the organization, in such bank or banks as approved by the Board.

B. He or she will keep full and accurate account of all receipts and disbursements of the organization in books belonging to the organization, which will be open at all times to the inspection by the Board. He or she will present a financial report at all monthly meetings.

C. Such funds shall be used only in compliance with the purposes of this organization. Withdrawals of funds shall be made upon the authority of any two officers' signatures that the board has listed on the bank's signature card.

D. He or she shall be responsible for all membership fees collected and recording them into the organizations financial records. The Associate Treasurer may temporarily assume these duties in the Treasurer's absence, but may not hold this position unless the office of Treasurer is vacated and the Associate Treasurer assumes that office.

E. All USPFO financial records shall be kept by the Treasurer for seven (7) years. Financial records eligible for disposal shall be reviewed by the Board of Directors prior to disposal.

F. The Treasurer will be audited following the general membership meeting in the months of **JANUARY, APRIL, JULY, and OCTOBER.**

G. The Treasurer will provide the following to the audit committee

- a.) Monthly Treasurer's report
- b.) Expense Receipts (properly documented)
- c.) Income Deposit slips
- d.) Check Register
- e.) Bank Statement
- f.) Current Checks

H. The Incoming/New Treasurer will take over the account once the audit has been done in July.

I The Treasurer will bring adequate checks in the meeting to pay all USPFO obligations in timely manner

Section 5. ENTERTAINMENT COORDINATOR

A. The Entertainment Coordinator is responsible for coordinating all aspects of the social functions of the organization.

B. He or she will coordinate for all activities such as music, dancing, picnic, pageants etc. for the organization.

C. He or she is responsible to the Vice President and will appoint Committees to direct, organize, manage and coordinate these activities. The Entertainment Coordinator, or Assistant, may chair these committees.

D. The Entertainment Coordinator will keep an accurate account of all Party/Function supplies. The Entertainment Coordinator will be responsible for procuring needed supplies, with the approval of the Board of Directors.

E. The Entertainment Coordinator will be responsible for the procurement and transporting of all needed supplies for each USPFO scheduled function. He or she will also maintain order (with the aid of the Sergeant of arms) on the floor during these functions at all times.

Section 6. ADVISORY COUNCIL

The Advisory Council shall lend advice and support to the Board of Directors in accordance with the constitution and bylaws of the organization. The Advisory Council will have veto powers only. At all Board Meetings the Advisory Council shall act as the voice of the membership.

Section 7. MILITARY COORDINATOR

A. Report to the Board of Directors of base activities, events, programs or functions that the USPFO may wish to participate in the Dyess community. The participation, periodic or continual, may include co-sponsorship, when feasible, and provided for by base guidelines.

B. Be the USPFO point of contact for base activities and responsible for the on base promotion or advertisement of USPFO events, programs, functions or sponsorship, if any, as prescribed by Dyess directives.

Section 8 SERGEANT ARMS

Provide security and order at USPFO meetings and general elections and other functions as deemed necessary. Insure safe and appropriate conducts is observed and prevent undesirable elements from adversely affecting organizational activities. Notify law enforcement or emergency agencies if serious problems arise or situation warrants such intervention.

Section 9. ASSOCIATE OFFICERS

A. Become familiar with and assist the appropriate officer in their responsible duties or other such duties warranted by the Board of Directors.

B. Be prepared to assume that office if vacated anytime during the term of office.

C. Except the President, each board member will be responsible for selecting an Associate which must be approved by the board.

D. To be an Associate Officer, each nominee must be a member of good standing for at least (6) six months prior to his or her nomination.

ARTICLE II ELECTIONS

Section 1. ELECTED OFFICERS

A. Elected officers of the USPFO will be for a term of two year. No officer may serve more than two consecutive terms in office.

B. No one may run for an office if a conflict of interest is determined by the governing board.

C. No husband and wife may hold office at the same time. However, a husband or wife of a member of the Board of Directors may hold an appointment not subsequent to the Board.

D. To be eligible to run for elected office, a candidate must have completed at least twelve (12) consecutive months of membership in the organization immediately prior to the Election Day.

Section 2 ANNUAL ELECTION MEETING

Meeting will be held in June. Notices of the Annual Election Meeting will be sent to the membership 30 days prior to the election. Notice should include ballots, proxy and a list of candidates. Proxy voting will be permitted.

Section 3 PROXY

If a member cannot attend an election, then he or she can submit a Proxy. All proxy's must be signed and dated. His or her designated person must bring the sign Proxy to the election to get the necessary ballots. Proxys not signed, will not be honored.

Section 4 CANDIDATES

A. Nominations for any office may be submitted anytime to the secretary after **February 1**. Nominations for office shall be closed on **March 31**. Each nominee shall be contacted and notified of their nominations and will have until **April 15** to decline that nomination.

B. Candidates will be elected by the majority vote of members present including proxies.

C. Write in votes shall be excepted for offices having unopposed candidates.

Section 5 ORDERS OF BUSINESS

The order of business at the annual election meeting will be:

- A. Calling of roll through registration.
- B. Proof of notice at the meeting. (Calendar)
- C. Reading or waiving of the minutes.
- D. Treasurer's annual report
- E. Reports of officers and committees (optional).
- F. Introduction of candidates.
- G. Appointment of Inspector of Elections by the President.
- H. Election of Officers.
- I. New Business (optional)
- J. Adjournment.

ARTICLE III MEMBERSHIP FEES

A. An annual non-refundable membership fee of **\$25.00** per family, and **\$15.00** for single family/single membership shall be charged at the time of membership registration or renewal.

B. All Membership dues will be due by January 31. This will simplify bookkeeping and administrative works. In transition period, membership dues will be prorated. Member who have already paid dues into the following year will have their due prorated.

Example: member has paid dues till June 1014. Member will pay prorated membership dues from July 2014 to December 2014. Then in January 2015, member will pay full membership dues for January 2015 through December 2015

ARTICLE IV COMMITTEES

Section 1 PURPOSE

Committees may be formed to conduct special activities or be a continuous body to oversee and manage ongoing programs.

Section 2 APPOINTMENTS

A. The USPFO presiding president with the Board of Directors may appoint one or more committees which will consist of at least one

committee chair and two or more members. Committee members may be any member of the USPFO or other interested party.

B. The committee chair may be appointed by the USPFO President with the Board of Directors approval. The committee chair will appoint the committee members.

SECTION 4 STUDIES, FINDINGS, & RECOMMENDATIONS

Studies, findings, and recommendations of all committees will be made to the Board of Directors for consideration and action, except as otherwise ordered by the Board of Directors. All chairpersons will update the members at each subsequent meeting until that committee's function or activity is completed or dissolved.

SECTION 6 ACTIVITIES BUDGET

Committees formed to conduct USPFO activities, i.e. parties, picnics, fund-raisers etc., will plan, prepare and submit a budget **"TO INCLUDE ALL NECESSARY SUPPLIES"** for USPFO funded expenses to the Board of Directors for approval, prior to expenditures being made. These expenses would include facility costs, supplies, decorations, etc. The Board of Directors may limit on these expenses. Expenditures not approved by the Board of Directors shall not be paid.

ARTICLE V FINANCING

Section 1 ORGANIZATIONAL FINANCING

Financing will be accomplished through car washes, yard sales, and bake sales, sale of Filipino crafts and traditional food (when allowed, i.e. festivals or fairs), voluntary donations and cost sharing contributions within the organization.

SECTION 2 BASE FUNDING

The organization does not receive base funding of any kind.

Section 3 TAXES

Taxes, if any imposed, will be paid upon receipt.

Section 4 PROCEEDS

A. All proceeds collected by events chairperson shall be collected in their entirety and turned over to the Treasurer at the next scheduled membership meeting.

B. Membership fees should be used to defer the average monthly USPFO operational costs, i.e., secretarial and treasury supplies, mail box, membership cards, taxes etc.

C. Fund raisers should be held to build a USPFO special fund, created within the Treasury for any just cause or reason, i.e., USPFO operational costs or equipment, community charity drives or events, or youth and senior programs. This special fund would be established by the approval of the Board of Directors or membership vote. Proceeds from these fund-raisers would cover approved overhead costs, and the remaining funds being obligated to the intended special fund.

D. Monetary donations received at a USPFO function shall be obligated and distributed as approved by the Board of Directors. Normally, donations would defer the cost of the function. However, if these funds are to be used for monetary prizes, one half of these donations will be used for that purpose, the half will be turned over to the Treasurer. Prize distribution would be determined by the managing committee.

E. Monetary donations received from outside sources should be obligated to the special fund stipulated by the donor. If no preference is given by the donor, the donation will be obligated by the Board of Directors or membership vote.

SECTION 5 EXPENSES

A. All expenses shall be included in a budget submitted to the Board of Directors for approval by that function chairperson. All other expenses must be submitted for approval to the general membership, and require a majority vote.

B. All expenditures will be made by check. Reimbursements of approved receipts will be paid by check. All receipts will contain the DATE, NAME OF FUNCTION and PURCHASERS SIGNATURE.

SECTION 6 AUDITING

A. The USPFO financial records will be audited on a quarterly basis in the following months: **JANUARY, APRIL, JULY, and OCTOBER.**

B. The Audits will be conducted by a (4) four person committee appointed by the presiding President following the general membership meeting in the above named months.

C. The Audit committee will be governed by a chairperson who will be responsible for reporting all findings to the Membership at the next general membership meeting. This chairperson will submit a written report signed by all committee members and the treasurer.

D. An audit will consist of reviewing the monthly treasurer's report. All expenses will be verified against proper document receipts as per Section 5, expenses paragraph. Additionally, all income will be verified against the deposit slips

E. The check register and current checks will be verified against bank statement

ARTICLE VI INSURANCE

The USPFO wishes any requirement for insurance be waived. USPFO activities will not be dangerous or liable in nature. Injuries or damage will be the responsibility of the individual member(s) involved. If any activity requires insurance, the organization will acquire the required coverage, modify the activity to waive the requirement or cancel the activity or function.

USPFO associate branches will acquire required coverage for the activities

ARTICLE VII GIFTS AND AWARDS

Section 1 GIFT

Gifts will not be funded by the organization for personal celebrations such as birthdays or anniversaries etc. Collections within the membership may be taken for such purposes if deemed appropriate.

Section 2 AWARDS

Non-monetary awards in the form of certificates or plaques may be given and funded by the organization to members, individuals outside the organization and other organizations or groups that have substantially contributed to an USPFO endeavor or supported the organization on a continual basis and the award deserves to that party. The Board of Directors will be responsible for determining the type and cost of each award.

ARTICLE VIII MISCELLANEOUS

Section 1. MEMBER'S DUTIES

- A.** Willingly attend and participate in organizational purpose and goals.
- B.** Report members that may need some form of assistance while suffering from illness, death in the family or misfortune.
- C.** Avoid personal conduct that would bring discredit upon any USPFO member, officer or the organization in general.
- D.** The USPFO Board of Directors shall have the power to appropriately admonish any and all infractions of its constitution and bylaws.

Section 2. COMPENSATION TO OFFICERS AND MEMBERS

- A. No compensation will be paid to any officer for services as a member of the board. By resolution of the board, reasonable expenses incurred by and for a board member may be allowed for attendance of official events or meetings outside the local area.
- B. Reimbursement may be allowed to a member for damage or loss of personal items, equipment or expenses used for or by this organization.

SECTION 3 EXPENDITURE OF FUNDS

A. The Board of Directors may spend up to \$25.00 of the USPFO Treasury funds without prior membership approval for get-well cards, gifts, or flowers for sick or injured USPFO member's family. Family is defined as "**MEMBER HUSBAND, WIFE, SON, DAUGHTER, MOTHER, FATHER**".

B. The Board of Directors may spend up to \$100.00 of the USPFO Treasury funds without prior membership approval for BEREAVEMENT of USPFO member's family. Family is defined as "**MEMBER HUSBAND, WIFE, SON, DAUGHTER, MOTHER, and FATHER**".

C. The Board of Directors may spend up to \$50.00 of the USPFO Treasury funds without prior membership approval for Secretarial or treasury equipment and supplies.

D. Funds to be donated for special cause events (typhoon relief, earthquake relief, winter storms or other disasters and or calamities will be voted by membership. The amount will be set by the membership, provided the expenditure will not cause the USPFO to default to its obligations

E. Every January, the USPFO will donate \$200 to Sacred Heart Catholic Church for the use of the room where we hold our monthly meetings. Any other USPFO associate branch who uses the room will contribute additional \$50. The amount may be increased by the membership consent at the January meeting.

SECTION 4 NEWSLETTERS

- A. Advertisements may be sold at a nominal fee to defer publication costs. Ads would be charged \$10.00 per year.
- B. The USPFO will produce a news-letter for the membership.