CONSTITUTION
OF THE
FILIPINO-CANADIAN ASSOCIATION
OF SASKATCHEWAN, INC.

I: NAME OF THE ORGANIZATION
1 The official name of the organization is FILIPINO-CANADIAN ASSOCIATION OF SASKATCHEWAN, INCORPORATED.
2 It shall also be known by its acronym, FILCAS.

II: OBJECTIVES OF THE ORGANIZATION
1 FILCAS MISSION: To provide outstanding leadership and assistance, while promoting and preserving Filipino Culture, encouraging youth, and building a stronger community.
2 FILCAS VISION: A strong, sustainable Filipino Heritage for the community.
3 To promote a mutual understanding among Filipino and Canadian members.
4 To provide an environment for social growth, educational advancement, and cultural preservation.
5 To establish liaison with other ethnic and community groups.
6 To provide assistance and support to members and new Filipino residents of the community.

III: MEMBERSHIP
1 Membership shall be available to anyone interested in the objectives, purposes, and activities of the association.
2 To be a registered member, anyone 18 years of age and over, shall pay an annual registration fee. Henceforth, a paid member is a registered member.
3 Registered member of the association is qualified to run for office and hold an official position in the association.

IV: OFFICERS AND DIRECTORS
1 The FILCAS Board of Directors shall comprised of 20 total Directors.
2 A total of fourteen (14) positions will be elected Directors.
3 Seven (7) Directors will be elected annually to serve for a two year term.

FILCAS CONSTITUTION
Five (6) non-elected directors shall be assumed by:
a) Immediate Past President of FILCAS:
b) Lifetime Honorary Director;
c) Designated representative from the cultural arm of FILCAS, Kumintang Folk Ensemble;
d) Representative from the affiliated Filipino Seniors’ association;
e) Representative from the language school, Filipino Heritage School;
f) Representative from the community at large to chair the Bingo Fundraising Committee.

Each of the 20 directors shall have each one (1) voting right.

The officers of the Board of Directors shall consist of President, Vice-President, Secretary, Treasurer.

The officers of the Board of Directors shall be nominated and elected among the 20 incumbent elected and non-elected members of the Board of Directors at the first meeting after an election.

Committee chairs in such capacities as Sports, Social, Financial, Fundraising, and other matters pertaining to the day-to-day operation of the association shall be appointed from among the 20 Officers and Directors.

The officers and directors of the association shall not receive any remuneration for services rendered.

V: DUTIES OF THE OFFICERS & DIRECTORS

The President is the chief executive officer of the association:
a. shall preside at all Board of Directors’ meetings;
b. appoint committee chairpersons and ex-officio member of all the committees;
c. and perform other duties associated with the office.

The Vice-President shall assume the duties of the President in case of the President’s absence.

The Secretary shall be responsible for the minutes of the Board:
a. shall keep all approved minutes in a minute book;
b. shall send copies of the minutes to the Board;
c. shall send notices of meetings to the Board of Directors.

The Treasurer shall be the custodian of the association’s financial assets:
a. shall maintain a record of receipts and disbursements;
b. shall be responsible for the association’s financial operation and preparation of financial statements.

The Directors shall be appointed to head committees or serve as working members of the different committees.

The Board may appoint standing and ad hoc committee as needed.
ARTICLE VI: MEETINGS

1. An Annual General Meeting (AGM) shall be held every year, towards the fourth quarter months of the year, the date to be jointly set by the incumbent Board of Directors.

2. A notice of Annual General Meeting shall be transmitted or relayed to all registered member by phone, e-mail, mail, newsletter, announcements and notices, seven (7) days prior to the proposed date.

3. The notice of AGM meeting shall be accompanied by an Agenda;

4. An Emergency Meeting may be called, whenever deemed necessary, by the majority of the Board of Directors.

5. Regular meetings of the Board of Directors shall be held at least eight (8) times a year.

6. A notice for the regular meetings of the Board of Directors shall be called by the President, and shall be relayed by the Secretary, at least seven (7) days prior to the meeting.

7. Agendas shall be provided at least five (5) days in advance of any Regular Meeting.

VII: VOTING & QUORUM

1. Each of the 20 directors has one vote each.

2. Each registered and paid member has one vote.

3. Voting for seven (7) directors shall be held annually by the majority of the association’s registered members.

4. Fifty-percent (50%) plus 1, or a majority of the sitting elected and non-elected officers and directors of the Board of Directors shall constitute a quorum.

5. Ten percent (10%) of the paid registered member shall constitute a quorum during the General Annual Meeting.

6. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

7. Passage of a motion requires a simple majority, fifty percent (50%) plus one (1) of those present during a meeting.
VIII: CONFLICT OF INTEREST

1 Any member of the Board of Directors who has a financial, personal, or official conflict, or appearance of a conflict, with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will be asked, or will offer to the Board to voluntarily excuse himself/herself and will vacate that seat and refrain from discussion and voting on said item.

IX: AMENDMENTS

1 Amendments to the Constitution shall be submitted in writing to the Board of Directors 7 days before convening an Annual General Meeting.
2 Amendments to the Constitution shall be approved by a majority’s vote of the incumbent Board of Directors.
3 Amendments to the Constitutions shall be ratified by a majority’s vote of the registered member present during the Annual General Meeting, provided a quorum has been established.

X: DISSOLUTION

1 Dissolution of the organization shall be approved by two-thirds of the incumbent Board of Directors, and ratified by majority of the registered members during an Annual General Meeting,
2 In the event of the dissolution of the organization, its properties and assets shall, after payments of its liabilities, be donated to United Way, or any Canadian charitable organization designated, approved, and voted by majority Board of Directors and majority of the registered members.

Incorporated, February 1980
Amended, November 2007
Amended, October 2010
Ratified, November 2010
BYLAWS RELATING GENERALLY TO THE TRANSACTION OF
BUSINESS AND AFFAIRS OF FILIPINO-CANADIAN ASSOCIATION
OF SASKATOON INCORPORATED

INTERPRETATION
“the association” means Filipino-Canadian Association of Saskatchewan, Inc. or FILCAS.
“officers” and “directors” mean the members of the Board of Directors
“the office” means the office of the association
“membership” and “members” mean the paid registered members of the association
“community” relates to the Filipino-Canadians of Saskatchewan

BYLAWS
OF THE
FILIPINO CANADIAN ASSOCIATION OF
SASKATCHEWAN, INC. (FILCAS)

1. BUSINESS OF THE ASSOCIATION

REGISTERED OFFICE

1.01 The office of the association shall be located at Suite 14, 115 Third Avenue South, in the City of Saskatoon, in the Province of Saskatchewan.

1.02 The documents and all materials pertaining to the business of the association shall be at the FILCAS office.

2. FINANCIAL YEAR

2.01 The financial year of the association shall begin on the first of January and shall end on the 31st day of December of each year.

2.02 A financial statement of assets and liabilities shall be reported at the end of each year to the membership at the Annual General Meeting.

2.03 The Association’s financial statements, records of assets and liabilities, bank records, and financial documents shall be turned over by the outgoing financial officers to the incoming officers, not later than January 31st.

1 BYLAWS OF FILCAS
3. SIGNING OFFICERS
3.01 The signing officers of the association shall be any two of the following: President, Vice-President, and Treasurer.

4. REVENUES OF THE ASSOCIATION
4.01 The association shall apply its revenues towards its day to day operation and the fulfillment of its aims and objectives.
4.02 Major disbursement of the fund shall be for the following purposes:
   a) As seed money for engaging in gainful activities with a goal to generate more funds;
   b) The purchase of real estate or building for the use of the association and its members.
4.03 The Board of Directors shall oversee that 20% of the association’s revenue at the end of each fiscal year shall be deposited in a contingency investment fund.

5. MEMBERSHIP DUES AND MEMBERSHIP INTEREST
5.01 A membership fee for anyone 18 and over shall be $5.00 per person, and $10.00 for family, payable annually.
5.02 A registered member shall be entitled to the rights and privileges of membership in the association;
5.03 A registered member shall be duly informed of all the activities and affairs of the association.
5.04 A registered member, 18 and over, shall have one (1) voting right.

6. OFFICER’S ELIGIBILITY
6.01 To be a director of the association, he or she, shall adhere to the following criteria:
   a) Well-informed of the objectives and activities of the association;
   b) Actively involved in the activities of the association;
   c) Must be a paid member, at least three (3) months, prior to an election;
   d) Shall be willing to devote time to attend meetings and participate in the activities of the association.
   e) Must be based in Saskatchewan, and shall able to attend FILCAS activities and meetings in Saskatoon.
   f) Previous members who have not paid nor kept their membership fee up to date, may be allowed to be nominated and run for FILCAS office, provided that they are known members of the community, and have paid their membership fees ten (10) days before the election.

7. CALL FOR A GENERAL ELECTION
7.01 Election shall be held annually towards the fourth quarter of the fiscal year, date and time, to be determined by the incumbent Board of Directors.
7.02 The Call for Nominations for Directors and Election shall be relayed to the membership by telephone, electronic mail, mail, announcement, notices and/or publication in the newsletter, at least seven (7) days, before the proposed date.
8. ELECTION COMMITTEE & NOMINATION OF CANDIDATES

8.01 An Election Committee shall be formed after a call for an Election, consisting of four (4) members, represented by the incumbent officers and volunteers from the membership.

8.02 The duties of the Election Committee are:
   a) shall be responsible for accepting nominations;
   b) shall be responsible for preparing the list of candidates, list of eligible voters, and getting the ballots ready;
   c) shall oversee that an orderly election is enforced.

8.03 Deadline for the nomination shall be seven (7) days prior to an Election

8.04 Nomination shall be signed by two nominating members of the association

8.05 No member shall be nominated without his/her consent.

8.06 The list of nominated candidates shall be presented and made available to the membership, before or during the Election.

8.07 Nominees to any official positions shall be subject to scrutiny as to qualifications and eligibility by the Election Committee.

9. VOTING PROCEDURES

9.01 One voting ballot will be issued to one registered member.

9.02 Voting shall be in secret, and there shall be no voting by proxy.

9.03 Campaigning will not be allowed within the parameters, and inside the polling station.

9.04 Voting shall be held within 7 days of the nominations, strictly monitored by the members of Election Committee, and with the assistance of the incumbent offices and official volunteers.

9.05 The counting of the ballot shall begin, at the conclusion of time allotted for election.

10. DECLARATION OF WINNERS

10.01 Candidates with the majority’s vote shall be declared the winner by the Election Committee.

11. APPEAL PROCESS

11.01 Used ballots shall be kept in safeguard for a period of thirty (30) days, the time frame when any candidate can contest and appeal the result of the election.

11.02 The Election Committee shall be automatically dissolved if no one appeals or contests the result of the election within thirty (30) days.

11.03 The Election Committee shall reconvene if an appeal is submitted within thirty (30) days.

11.04 In conjunction with the incumbent Board of Directors of the association, the decision of the Election Committee, shall be binding.

11.05 Used ballots shall be properly discarded at the discretion of the incoming set of officers.

3 BYLAWS OF FILCAS
12. TERM OF OFFICE
12.01 An elected Director shall have a 2-year term of office, beginning at the first of
January of the first year of, and commencing on the 31st of December of the
second year.
12.02 A non-elected Director shall have a 2-year term, and subject to the decision of
the governing body of the affiliated organization.
12.03 Each director shall be provided with the copy of the Constitution and Bylaws of
FILCAS and shall abide by their provisions.

13. RESIGNATION & REMOVAL FROM OFFICE
13.01 A Director shall be removed from office due to conduct unbecoming of the
position.
13.02 A Director may resign his/her position, by submitting in writing, to the
President of the Board of Director.
13.03 A Director may be removed from office by a majority vote of the Board of
Directors, subject to a review and an opportunity to be heard.
13.04 A Director may be removed from office by a signed petition of the two-thirds of
registered membership, subject to a fair hearing and representation.

14. FILLING VACANCIES
14.01 The Board of Directors shall have the power to fill vacant position or
unfinished term of office by any of the Directors.
14.02 Nominations to the vacant or unfinished term of office may be accepted.
14.03 Vacant and unfinished term of office shall be appointed, elected, or accepted by
a majority vote by the Board of Directors.

15. ADDITIONAL DUTIES/RESPONSIBILITIES
15.01 The President of FILCAS shall have the following additional responsibilities:
a) to create new committees, to implement a general plan, in consultation with
the other officers, and make decisions on behalf of the association;
b) shall be knowledgeable and conversant of the Constitution and Bylaws of
the association and shall enforce the association’s mandated objectives and
activities;
c) shall be the official representative of the association in the community.
15.02 The Treasurer shall be responsible for forming and recruiting volunteers to the
Financial Committee.
15.03 The duties of the Financial Committee are:
a) shall collect membership fees and compile the list of paid member;
b) shall be responsible for the receipt of proceeds and disbursement of
expenses and financial and fundraising activities of the association;
c) shall advice the Executive Officers of budgetary restraints and financial
difficulties the association might encounter
e) shall keep safeguard all financial records and documents, and keep them
permanently at the association’s office.
The Secretary shall have the following additional duties:

a) shall keep a complete list of the association’s membership, duly noting paid and unpaid members, and shall continually update the membership addresses, phone numbers and e-mail;

b) shall keep the complete address and contact phone numbers of the officers of the association;

c) shall be responsible for filling out the form for the annual registration of the association with Saskatchewan’s Dept. of Non-Profit Corporations;

d) shall be responsible for filling out the application for membership with Folkfest, Inc.

Other Committees to be formed and chaired by members of the Board of Directors are:

a) Financial Committee working with the Treasurer, shall audit the financial transactions of the association, and advise the Board of Directors of budgetary restraints and financial difficulties the association might encounter, shall help safeguard financial records ad documents of the association, shall be conversant of all the monetary and financial transactions of the association.

b) Cultural Committee shall be responsible for the cultural mandate of the association, and shall be chaired by the Director representing Kumintang Folk Ensemble, with these additional responsibilities: Shall create a Program Committee to oversee the presentation of the Filipino folk arts during Folkfest, and shall be responsible for acting as liaison with regards to the association’s involvement in cultural and folk art events in the community.

c) Information Committee shall be responsible for the dissemination of information to the membership by posting notices, newsletters, and announcement in the community through the association, in-charge of web sites, Facebooks. This committee will also be responsible for maintaining symbols and logos pertaining to the association.

d) Fundraising Committee shall be responsible ways and means to raise funds for the association, and will be closely working with the Bingo Coordinator.

e) Sports Committee shall be responsible for organizing, booking venues for the various sporting activities of the association.

f) Social Committee shall be responsible for organizing, booking venues for the various social activities of the association.

g) Ad Hoc Committees shall be temporarily formed whenever the need arises or whenever the Board of Directors deemed necessary.
16. ADDITIONAL RESPONSIBILITIES OF THE BOARD OF DIRECTORS

16.01 The Board of Directors shall oversee that the mandated activities of the associations are followed through;

16.02 The Board of Directors and officers shall actively participate in the fulfillment of the objectives of the association, chairing committees and being members of the Folkfest standing committees;

16.03 The Board of Directors shall have the power to impose budgetary control and fund management to regulate the financial activities of the association;

16.04 The Board of Directors shall, in cases of abuse or neglect, shall oversee that the Constitution and the Bylaws of the association are strictly observed.

17. SPECIFIC COMMITTEES AND PROCEDURES UNIQUE TO FILCAS

17.01 KALAYAAN COMMITTEE shall be celebrated in the community, on a weekend closest to June 12, the actual date of the Independence of the Philippines.
   a) A steering committee shall be responsible for the activities centering on Kalayaan.
   b) The Kalayaan Celebration shall aim to include all the groups and members of the Filipino-Canadian community of Saskatoon.

17.02 FOLKFEST COMMITTEE shall be the showcase of Filipino culture in Saskatoon;
   a) FILCAS, being one of the original pavilion members of the multicultural festival Folkfest, shall be the host of Philippines Pavilion annually;
   b) The President of FILCAS shall be the Pavilion Manager, or shall have the right to delegate or appoint one in his/her stead;
   c) The Pavilion Manager and/or his alternate shall attend Folkfest meetings, and shall update, inform the officers and directors about Folkfest, and make decisions for the Philippines Pavilion;

18. AMENDMENTS TO THE BYLAWS

18.01 Amendments to the Bylaws shall be submitted in writing, signed by two members, and shall be approved by a majority’s vote by the incumbent Board of Directors.

Formulated, November 2007
Ratified, November 2010

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