

**FILIPINO-CANADIAN ASSOCIATION  
OF SASKATCHEWAN, INC.**

**CONSTITUTION**

**and**

**BYLAWS**

# CONSTITUTION

## 1. TITLE

This document shall be named as the Constitution and Bylaws of the Filipino-Canadian Association of Saskatchewan, (FILCAS) Inc.

## 2. NAME OF THE ORGANIZATION

- 2.1. The official name of the organization is **Filipino-Canadian Association of Saskatchewan, Inc.**
- 2.2. It shall also be known by its acronym, **FILCAS.**

## 3. MISSION AND VISION

- 3.1. **FILCAS MISSION:** To provide outstanding leadership and assistance, while promoting and preserving Filipino culture, encouraging youth, and building a stronger community within the Canadian milieu.
- 3.2. **FILCAS VISION:** A strong, sustainable heritage for the community.

## 4. GUIDELINES AND PRINCIPLES

- 4.1. Leadership: FILCAS shall promote a mutual understanding among Filipino and Canadian members of the community.
- 4.2. Community Commitment: FILCAS shall provide an environment for social growth, educational advancement, and intercultural cooperation.
- 4.3. FILCAS shall establish liaison between diverse community organizations and the Filipino community to promote respect, peace, and harmony.
- 4.4. FILCAS shall provide assistance and support to its members, new Filipino residents, and Overseas Filipino Workers within the community.
- 4.5. FILCAS shall provide leadership and connection to other Filipino and Canadian organizations in order to enhance its community participation.

## 5. BOARD OF DIRECTORS

- 5.1. There shall be a minimum of seven (7) Directors and a maximum of fifteen (15) Directors on the BOD, including the Past President
- 5.2. Directors shall comprise of ten (10) elected positions and five (5) non-elected positions
- 5.3. Non-elected Directors are assumed by the following:
  - 5.3.1. Immediate past president
  - 5.3.2. Designated representative from the cultural arm of FILCAS namely, Kumintang Folkdance Ensemble
  - 5.3.3. Representative from Filipino Seniors Group
  - 5.3.4. Representative from the Filipino Heritage School
  - 5.3.5. Member-at-large
- 5.4. Nominations of Board members shall be submitted in writing to the Election Chair Committee of FILCAS prior to the Annual General Meeting.
- 5.5. Directors shall be elected to a two-year term. Terms are alternating, i.e. Five (5) Board members are elected every year.
- 5.6. When a Director leaves before the end of his/her term, the vacant seat may be filled as per Board's discretion, by appointment.

## **6. BOARD EXECUTIVES**

- 6.1. The Board Executive of the Corporation shall be elected by the Board of Directors at next Board meeting.
- 6.2. The Board Executive of the Corporation shall be elected by the Board of Directors at next Board meeting.
  - 6.2.1. President
  - 6.2.2. Vice President
  - 6.2.3. Secretary
  - 6.2.4. Treasurer
- 6.3. The President shall serve as the Past President during the term following his or her term as President. The Past President shall act as an advisor to the Board Executive and assist the President as requested. The Past President serves as a non-voting member of the Board Executive.
- 6.4. Executive Board members will be elected to a two-year term. Terms are alternating with 1) President and Secretary elected one year and 2) Vice-President and Treasurer will be elected the following year.
  - 6.4.1. No executive Board member shall serve more than two consecutive two-year terms in a particular Board Executive position unless no one wants to occupy that specific position then the Board can pass a

motion to accept incumbent for another two-year term.

- 6.4.2. Executive Board member, except for the President, may stand for election into a new Board Executive position immediately following his/her term in another position.
- 6.4.3. Executive Board member may stand for another position immediately after his/her term.
- 6.4.4. If an Executive position is vacated before the term is completed, anyone from the Board can apply to fill the position but only up to the completion of the term of the vacated position.
- 6.4.5. The Officers and Directors of the Association shall not receive any remuneration for services rendered.

## **7. MEMBERSHIP**

- 7.1. Membership shall be available to anyone interested in the objectives, purposes, and activities of FILCAS.
- 7.2. Membership have three (3) categories; namely, Single, Family, and Organization
- 7.3. 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.
- 7.4. Registered member of the association or authorized representative of an organization is qualified to run for office and hold an official position in the association.

## **8. AMENDMENTS**

- 8.1. Amendments to the Constitution shall be submitted in writing to the Board of Directors seven (7) days before convening an Annual General Meeting.
- 8.2. Amendments to the Constitution shall be approved by a majority's vote of the incumbent Board of Directors.
- 8.3. 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.
- 8.4. Bylaws may be amended by the Board of Directors, from time to time, with 75% vote of the Board of Directors present at the appropriately called Board meeting. Effective date of amendment occurs after approval and must be approved at the next AGM.

## **9. DISSOLUTION**

- 9.1. 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.

- 9.2. 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 the Board of Directors and registered members.

*Incorporated, February 1980*

*Amended, November 2007*

*Amended, October 2010*

*Ratified, November 2010*

*Amended, November 2019*

**FILCAS CONSTITUTION**

# **BYLAWS**

## **1. BUSINESS OF THE ASSOCIATION**

The office of the Association shall be located at the City of Saskatoon, in the Province of Saskatchewan.

## **2. FINANCIAL YEAR**

- 2.1. 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.
- 2.2. A financial statement of assets and liabilities shall be reported at the end of each year to the membership before and during the Annual General Meeting.
- 2.3. 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.

## **3. SIGNING OFFICERS**

- 3.1. The signing officers of the Association shall be any two of the following: President, Vice-President, Secretary, and Treasurer.

## **4. REVENUES OF THE ASSOCIATION**

- 4.1. The Association shall apply its revenues towards its day to day operation and the fulfillment of its aims and objectives.
- 4.2. Major disbursement of the fund shall be for the following purposes:
  - 4.2.1. As seed money for engaging in gainful activities with a goal to generate more funds;
  - 4.2.2. The purchase of real estate or building for the use of the Association and its members.
- 4.3. 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 providing sufficient funds are kept for the organization's daily operations.

## **5. MEMBERSHIP DUES AND MEMBERSHIP INTEREST**

- 5.1. A membership fee for each of the membership category as stated in the Constitution, i.e. Single, Family, and Organization, is set up and approved by the Board of Directors, payable annually;

- 5.2. A registered member shall be entitled to the rights and privileges of membership in the Association;
- 5.3. A registered member shall be duly informed of all the activities and affairs of the Association;
- 5.4. A registered member, 18 and over, shall have one (1) voting right.

## **6. MEETINGS**

- 6.1. General membership meeting will be called annually, within one year from the previous year's meeting or within the period stated by the Incorporation Act.
  - 6.1.1. Notice of Annual General Meeting (AGM) will be relayed to all members, by any means, no less than 15 days before the scheduled AGM;
  - 6.1.2. Notice of AGM shall be accompanied by Agenda and any relevant reports including externally reviewed financial statements of the most recent completed fiscal year.
- 6.2. Regular Board Meeting shall occur at least ten (10) times per year
  - 6.2.1. Additional meetings can be called as needed;
  - 6.2.2. Notice of regular meetings of the Board of Directors shall be called by the President and relayed by the Secretary at least seven (7) days prior to the meeting, accompanied by Agenda and Minutes of the most recent Board Meeting.

## **7. OFFICER'S ELIGIBILITY**

- 7.1. To be a director of the Association, he or she shall adhere to the following criteria:
  - 7.1.1. Well- informed of the objectives and activities of the Association;
  - 7.1.2. Must be a paid member at least three (3) months prior to election;
  - 7.1.3. Shall be willing to devote time to attend meetings and participate in the activities of the Association.

## **8. ELECTION OF COMMITTEE AND NOMINATION OF CANDIDATES**

- 8.1. 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.
- 8.2. The duties of the Election Committee are:
  - 8.2.1. shall be responsible for accepting nominations;
  - 8.2.2. shall be responsible for preparing the list of candidates, list of eligible voters, and getting the ballots ready;
  - 8.2.3. shall oversee that an orderly election is enforced.
- 8.3. Deadline for the nomination shall be seven (7) days prior to an Election
- 8.4. Nomination shall be signed by two nominating members of the Association

- 8.5. No member shall be nominated without his/her consent.
- 8.6. The list of nominated candidates shall be presented and made available to the membership, before or during the Election.
- 8.7. Nominees to any official positions shall be subject to scrutiny as to qualifications and eligibility by the Election Committee.
- 8.8. Nominations from the floor will only be accepted if there are no sufficient candidates for the open position/s.

## **9. VOTING PROCEDURES**

- 9.1. One voting ballot will be issued to one registered member.
- 9.2. Voting shall be in secret and there shall be no voting by proxy.
- 9.3. Campaigning will not be allowed within the perimeters and inside the polling station.
- 9.4. Voting shall be held at the AGM and strictly monitored by the members of Election Committee.
- 9.5. The counting of the ballot shall begin at the conclusion of time allotted for election.

## **10. DECLARATION OF WINNERS**

- 10.1. Candidates with the majority's vote shall be declared the winner by the Election Committee.

## **11. APPEALS PROCESS**

- 11.1. 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.
- 11.2. The Election Committee shall be automatically dissolved if no one appeals or contests the result of the election within thirty (30) days.
- 11.3. The Election Committee shall reconvene if an appeal is submitted within thirty (30) days.
- 11.4. In conjunction with the incumbent Board of Directors of the Association, the decision of the Election Committee, shall be binding.
- 11.5. Used ballots shall be properly discarded at the discretion of the incoming set of officers.



## **12. RESIGNATION AND REMOVAL FROM OFFICE**

- 12.1. A Director shall be removed from office due to conduct unbecoming of the position.
- 12.2. A Director may resign his/her position, by submitting in writing, to the President of the Board of Director.
- 12.3. 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.
- 12.4. 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.

## **13. FILLING-UP OF VACANCIES**

- 13.1. The Board of Directors shall have the power to fill vacant position or unfinished term of office by any of the Directors.
- 13.2. Nominations to the vacant or unfinished term of office may be accepted.
- 13.3. Vacant and unfinished term of office shall be appointed, elected, or accepted by a majority vote by the Board of Directors.

## **14. ADDITIONAL DUTIES/RESPONSIBILITIES**

- 14.1. The President of FILCAS shall have the following additional responsibilities:
  - 14.1.1. to create new committees, to implement a general plan, in consultation with the other officers and make decisions on behalf of the Association;
  - 14.1.2. shall be knowledgeable and conversant of the Constitution and Bylaws of the Association and shall enforce the Association's mandated objectives and activities;
  - 14.1.3. shall be the official representative of the Association in the community.
- 14.2. The Vice-President shall take the responsibilities of the President in his/her absence.
- 14.3. The Treasurer shall be responsible for forming and recruiting volunteers to the Financial Committee.
  - 14.3.1. The duties of the Financial Committee are:
    - 14.3.1.1. shall collect membership fees and compile the list of paid members
    - 14.3.1.2. shall be responsible for the receipt of proceeds and disbursement of expenses and financial and fundraising activities of the Association;
    - 14.3.1.3. shall advice the Executive Officers of budgetary restraints and financial difficulties the Association might encounter
    - 14.3.1.4. shall keep and safeguard all financial records and documents and keep them permanently at the Association's office.
- 14.4. The Secretary shall have the following additional duties:

- 14.4.1. Shall keep accurate minutes of all meetings, ensuring amendments are taken care of;
  - 14.4.2. Shall maintain a file of records regarding constitution and bylaws;
  - 14.4.3. 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;
  - 14.4.4. Shall keep the complete address and contact phone numbers of the officers of the Association;
  - 14.4.5. Shall be responsible for filling out the form for the annual registration of the Association with Saskatchewan's Department of Non-Profit Corporations;
  - 14.4.6. Shall be responsible for sending out notices of meetings on behalf of the Association;
  - 14.4.7. Shall be responsible for filling out the application for membership with Folkfest, Inc.
- 14.5. **Other Committees** (to be formed and chaired by members of the Board of Directors) are:
- 14.5.1. **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 and documents of the Association, shall be conversant of all the monetary and financial transactions of the Association.
  - 14.5.2. **Cultural Committee** shall be responsible for the cultural mandate of the Association, and shall be chaired by the Director representing Kumintang Folkdance 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.
  - 14.5.3. **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.
  - 14.5.4. **Fundraising Committee** shall be responsible ways and means to raise funds for the Association and will be closely working with the Bingo Coordinator.
  - 14.5.5. **Sports Committee** shall be responsible for organizing, booking venues for the various sporting activities of the Association.
  - 14.5.6. **Social Committee** shall be responsible for organizing, booking venues for the various social activities of the Association.
  - 14.5.7. **Ad Hoc Committees** shall be temporarily formed whenever the need arises or whenever the Board of Directors deems necessary.

## 15. ADDITIONAL RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- 15.1. The Board of Directors shall oversee that the mandated activities of the Associations are followed through;

- 15.2. 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;
- 15.3. The Board of Directors shall have the power to impose budgetary control and fund management to regulate the financial activities of the Association;
- 15.4. 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.

## **16. SPECIFIC COMMITTEES AND PROCEDURES UNIQUE TO FILCAS**

- 16.1. **Kalayaan Committee** shall be celebrated in the community, on a weekend closest to June 12, the actual date of the Independence of the Philippines.
  - 16.1.1. A steering committee shall be responsible for the activities centering on Kalayaan.
  - 16.1.2. The Kalayaan Celebration shall aim to include all the groups and members of the Filipino-Canadian community of Saskatoon.
- 16.2. **Folkfest Committee** shall be the showcase of Filipino culture in Saskatoon
  - 16.2.1. FILCAS, being one of the original pavilion members of the multicultural festival Folkfest, shall be the host of Philippines Pavilion annually;
  - 16.2.2. The President of FILCAS shall be the Pavilion Manager, or shall have the right to delegate or appoint one in his/her stead;
  - 16.2.3. The Pavilion Manager and/or his/her alternate shall attend Folkfest meetings, and shall update, inform the officers and directors about Folkfest, and make decisions for the Philippines Pavilion;

## **17. AMENDMENTS TO THE BYLAWS**

- 17.1. Amendments to the Bylaws shall be done by a committee approved by the Board of Directors.
- 17.2. The amended bylaws shall be presented to the Board and approved by a majority's vote by the incumbent Board of Directors.
- 17.3. Amended Bylaws shall be presented at the next Annual General Meeting.

*Formulated, November 2007*

*Ratified, November 2010*

*Amended November 2019*