



THE IRVINE FILIPINO-AMERICAN COMMUNITY

By Laws

ARTICLE I

NAME, LOCATION AND PURPOSE OF THE ASSOCIATION

SECTION 1 - NAME

This Association shall be known as The IRVINE FILIPINO-AMERICAN COMMUNITY (TIFAC), hereinafter called the Association.

SECTION 2 - LOCATION

The principal office of the Association shall be in the greater Irvine area of Orange County, California.

SECTION 3 - PURPOSE

The Association is a nonprofit organization, whose purpose shall be as follows:

To enhance unity and friendship among Filipino-American families in Irvine and other Filipino-American communities in the United States.

To promote awareness of and interest in the Philippine culture and heritage among its members and other communities.

To extend a warm welcome and concrete assistance to newcomers, visitors from the Philippines, and other Filipino-American associations in the United States.

To participate in various civic and community services and encourage member involvement in these activities.

To help, in times of emergency, the Association members, other Filipinos in the United States and our countrymen in the Philippines who are in urgent need of food, clothing, shelter, health and education assistance.

To foster among its members love and concern, loyalty and respect for the Philippines and the United States.

ARTICLE II

MEMBERSHIP, VOTING RIGHTS AND DUES

SECTION 1 - MEMBERSHIP

Membership of the Association shall include resident members, nonresident members, associate members, and honorary members whose qualifications are hereinafter defined, as those who voluntarily desire to become members of the Association.



A. RESIDENT MEMBER

- Must be of Philippine ancestry or origin by birth, citizenship, or marriage or have resided in the Philippines for a period of five or more years
- Must be eighteen years of age or older
- Must reside within the boundaries as defined in Article III of these Bylaws.

B. NON-RESIDENT MEMBER

A nonresident member must have the same qualifications as defined in Section 1(A.1) and (A.2) of Article II but resides outside of the boundaries as defined in Article III of these Bylaws.

C. ASSOCIATE MEMBER

Any person of good moral character who is interested in the affairs of the Association and desires to become a member of the Association but does not qualify as a resident or nonresident member as defined in Section 1(A) and 1(B) of this Article may become an Associate Member.

D. HONORARY MEMBER

- Must have the same qualifications as defined in Section 1(A) of this article.
- Must be a distinguished member of the community, *sixty five years* of age or older.

SECTION 2 - NOMINATION & VOTING RIGHTS

Only resident members shall be entitled to nominate and vote, provided he or she has paid his/her membership dues for the fiscal year before the nominations process.

SECTION 3 - DUES

Annual membership dues of \$25.00 per family will be collected annually. Honorary members are exempt from payment of annual membership dues. All dues collected shall be turned over by the Membership Committee to the Treasurer.

ARTICLE III **BOUNDARIES**

SECTION 1 - BOUNDARIES

The boundaries of the Association shall include the central areas of Orange County, California.

ARTICLE IV **GOVERNMENT**

SECTION 1 - MANAGEMENT

The general management of the business and affairs of the Association shall be vested upon the Officers of the Association, who shall be elected and constituted in the manner provided by these Bylaws.

SECTION 2 - OFFICERS

The officers of the Association shall consist of a President, a Vice President, a Recording Secretary, a Communicating Secretary, a Treasurer an Assistant Treasurer, an Auditor, and three (3) Public Relations Officers duly elected in the manner provided under these Bylaws.

SECTION 3 - COMMITTEE CHAIRMAN

The chairman of each committee will be appointed by the President. The chairman of a committee will be responsible to recruit committee members of which one member is an elected officer of the association.

SECTION 4 - ADVISORS

The advisors will be selected by the officers of the Association. The primary responsibility of the advisors is to provide guidance to the president for the welfare and benefit of the Association.



SECTION 5 - BOARD OF TRUSTEES

The board of trustees shall consist of the past presidents of TIFAC, responsible for interpreting and safeguarding the Association's Constitution and By-Laws and overseeing the Finance Committee and Committee on Election (COMELEC).

ARTICLE V **MEETINGS**

SECTION 1 - GENERAL MEETING OF MEMBERS

The general meeting of the members of the Association shall be held during the Association's summer picnic of each year. All Association members shall be notified at least ten (10) days prior to the meeting.

SECTION 2 - SPECIAL MEETING OF MEMBERS

A Special Meeting of the members may be called by the President at any time on his or her own initiative, or upon a written request by ten (10) members of the Association. Members shall be notified of the meeting and its purpose by the Secretary at least ten (10) days before the event and only the business specified in the call shall be considered during the meeting.

SECTION 3 - QUORUM FOR MEMBERS' MEETING

At all meetings of the Association, either regular or special, ten percent (10%) of the registered voting members and three (3) officers shall be present to constitute a quorum.

SECTION 4 - MEETING OF OFFICERS

Regular officers' meeting will be held at 17302 Candleberry, Irvine between 6:30 pm to 8:00 pm every second Friday of the month. Special officers' meetings or re-schedule of regular officers' meeting can be called by the President on his/her own initiative whenever in his/her judgment it may be deemed necessary. The Communicating Secretary shall notify all officers of the meeting place at least 48 hours before the special or re-scheduled meetings. It is the prerogative of the President to invite advisors, board of trustees or guest(s) to the meeting.

SECTION 5 - QUORUM FOR OFFICERS MEETING

At least fifty percent (50%) of the officers shall constitute a quorum.

SECTION 6 - ORDER OF BUSINESS

At all meetings of the officers of the Association, the order of business shall be as follows:

- A. Reading and approval of the minutes of the prior meeting
- B. Treasurer's Report
- C. Report of Committees
- D. Unfinished Business
- E. New Business

ARTICLE VI **ELECTION OF OFFICERS**

SECTION 1 - QUALIFICATIONS

Only resident members who are also registered voters may be nominated and elected for office.

SECTION 2 - NOMINATIONS

Nomination of candidates shall be conducted in a secret ballot at least 30 days before election. The top two (2) nominees for each position will be declared as official candidates. The candidates will be notified by the COMELEC and will have 72 hours to accept or decline his/her candidacy. If only one of the top (2) nominees accepted his/her candidacy he/she will be elected by acclamation. If both top two (2) nominees decline his/her nomination the COMELEC will contact the other nominees according to the number of nominations received.



SECTION 3 - ELECTION OF OFFICERS

The officers of the Association shall be elected every two years. The election of officers will be conducted in a secret ballot at the Association's summer picnic of the election year.

SECTION 4 - TERM OF OFFICE

The elected officers and advisors shall hold office for a term of two (2) years unless they resign, are removed, or are disqualified from service.

SECTION 5 - REMOVAL FROM OFFICE

An officer may be removed from office in a special meeting called for the purpose by vote of majority of the registered voting members in attendance.

SECTION 6 - RESIGNATION

Any officer may resign from office at any time by giving written notice to the President of the Association.

SECTION 7 - VACANCY

A vacancy occurring in any office can be filled as soon as possible for the unexpired term by any member of the Association appointed by the President with the approval of the majority of officers.

ARTICLE VII **DUTIES OF OFFICERS**

SECTION 1 - PRESIDENT

The President shall preside at all meetings; approve and sign contracts, leases, deeds, and other related documents on behalf of the Association; sign all checks in the absence of the Treasurer; appoint chairpersons, and oversee the activities of all standing committees, including the installation of other committees as deemed necessary.

SECTION 2 - VICE PRESIDENT

The Vice President shall preside and assume the duties of the President in the latter's absence; and assist the President in the overall supervision and coordination of activities, social/fundraising events, cultural affairs, and other miscellaneous events; and exercise and discharge all other duties as may be required of him or her by the President.

SECTION 3 - SECRETARIES

The Recording Secretary shall keep the minutes of all meetings and proceedings of the association; and distribute the minutes of the meeting through email. The Communicating Secretary will inform officers through email or telephone of the agenda, place and date of the next meeting; keep accurate and appropriate current records of the names and addresses of members; and exercise and discharge all other duties as may be required of him/her by the President.

SECTION 4 - TREASURER

The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association, and shall disburse such funds as directed by the President with the resolution of the officers of the Association; sign all checks and withdrawal slips on behalf of the Association; keep proper books of account; prepare periodic financial reports to be presented at the officers' meeting and at the annual meeting or as may be required by the President; shall prepare an annual budget of income and expenditures; and collect and receive all fees, dues and charges paid by members.

SECTION 5 - ASSISTANT TREASURER

The Assistant Treasurer shall function in the absence of the Treasurer, and shall perform such duties as may be assigned by the Treasurer.

SECTION 6 - AUDITOR

The Auditor shall examine, at least once a year, the Association's books to ensure the proper accounting and recording of all financial transactions of the Association during the selected period; and assist the



public accountant that may be required to audit the records of the Association at the completion of the fiscal year, to ensure that the Association's financial reports are presented fairly, and in accordance with the generally-accepted accounting principles of a nonprofit organization.

SECTION 7 - PUBLIC RELATIONS OFFICERS

The Public Relations Officers shall prepare publications, correspondence and announcements for distribution to members and the general public. They shall also establish contact with various government agencies, media, business establishments, and private institutions, upon authority by the President, for the purpose of promoting the activities and projects of the Association.

ARTICLE VIII COMPENSATION OF MEMBERS AND OFFICERS

No member or officer shall receive any type of compensation for any services rendered to the Association; however, any member or officer may be reimbursed for actual expenses incurred in the performance of his or her official duties.

ARTICLE IX COMMITTEES

SECTION 1 - COMMITTEE ON ELECTION (COMELEC)

The Committee on Election will be composed of the officers of the Association until such time as the Board of Directors is elected. They shall be responsible for soliciting nominations for all offices ensuring that the nominated candidates possess the qualifications to run for such offices and that the candidates accept such nomination. The Committee shall oversee the election including the distribution and accounting of ballots, tabulation of votes, announcements of results, and declaration of elected officers. The members of this Committee shall not run for any office while serving in this Committee.

SECTION 2 - MEMBERSHIP COMMITTEE

The Membership Committee shall be responsible for the yearly update of the Association member list and taking all proper action to secure a large enrollment in the Association. The committee is responsible for welcoming new members and collecting annual membership dues.

SECTION 3 - CULTURAL COMMITTEE

The Cultural Committee shall be responsible for preserving and promoting the Philippine culture and traditions through song, dance, art and food service. It shall be responsible for planning, organizing and administering/executing the cultural activities of the association.

SECTION 4 - COMMUNICATIONS COMMITTEE

The Communications Committee shall serve as the public informant and pictorial recorder of the Association's events through newsletters and/or in the to-be-created website. It shall be responsible for the creation and maintenance of the Association's website. It is the committee's responsibility to inform its members of current events and news of general interest to Filipino-Americans in the greater Irvine area.

SECTION 5 - FINANCE COMMITTEE

The Finance Committee shall be composed of the President, Vice President and two Secretaries and shall be responsible for overseeing the financial undertaking of the association and assisting the Treasurer and Auditor in preparing a financial report to be published and distributed quarterly to the general membership.

SECTION 6 - YOUTH COMMITTEE

The Youth Committee shall be responsible for planning, organizing and administering the activities of the children of the members of the Association. These activities include, but are not limited to, membership, cultural affairs, social events, fundraising, newsletter and dance group.



SECTION 7 - TERM OF OFFICE

The chairpersons and members of the committees defined in Sections 1 through 8 of this Article shall serve concurrently with the incumbent elected officers of the Association.

SECTION 8 - KABAYAN AWARD

The Kabayan Award Program recognizes those who have made significant contributions to the association, produced a profound impact towards the unity of the Filipino-American community and best demonstrated the goals and ideas of the Association. Nominations will be submitted to the President along with a specific and complete detail of the nominees' achievements. The President and the board of trustees will choose and the award the recipient of the year during the Gala Night of the association.

Section 8A – OTHER COMMUNITY ACHIEVEMENT AWARD

SECTION 9 - OTHER COMMITTEES

Other committees may be installed, as required, by the President, and shall operate only within the timeframe they were installed for.

SECTION 10 - CALENDAR OF MAJOR EVENTS

PISTA SA NAYON (Last Saturday of July)

The Association summer picnic will include a Filipino Mass, a taste of different Philippine dishes and various palarong Pinoy.

GALA NIGHT (Last Saturday of October)

A formal dinner dance of the association that will include the induction of new officers.

PASKO SA NAYON (2nd Saturday before Christmas Eve)

The Associatin family Christmas celebration will feature a children's Nativity program, Pilipino mass, Santa Claus, parol contest, and a taste of Filipino dishes.

ARTICLE X AMENDMENTS TO BYLAWS

These Bylaws may be revised by the Association's board of trustees and amended with a majority vote of the officers at a regular or special meeting and, thereafter, ratified by the members.

ARTICLE XI DISSOLUTION

The Association may be dissolved in a special meeting called for that purpose by a vote of no less than three-fourths (3/4) of the registered voting members in attendance. Upon dissolution of the Association, no member shall be entitled to any distribution or division of its remaining property or its proceeds, the balance of all funds and other property received by the Association from any source, after the payment of all debt and obligation from any source, shall be used or distributed exclusively for the purpose within the intent of Section 501 © of the Internal Revenue Code, as the same now exists or as it may be amended from time to time.

ARTICLE XII FISCAL YEAR

The fiscal year of the Association shall begin on the first day of November and end on the last day of October of every year.