

**Constitution and By-Laws
of the
Filipino Seniors of Mississauga**

P R E A M B L E

WE, FILIPINOS AND FILIPINO-CANADIAN SENIORS OF THE CITY OF MISSISSAUGA, DESIROUS OF ESTABLISHING AN ASSOCIATION THAT SHALL EMBODY OUR THOUGHTS, HOPES, PRAYERS AND ASPIRATIONS TO WORK FOR THE COMMON GOOD OF ALL FILIPINOS IN PARTICULAR AND THE COMMUNITY IN GENERAL THROUGH MEANINGFUL ACTIVITIES/PROJECTS AND PROMOTE PEACE AND GOODWILL AMONG ALL, DO HEREBY ENACT AND PROMULGATE THIS CONSTITUTION AND BY-LAWS.

**Article I
Name and Domicile**

- Section 1. The name of the association shall be the Filipino Seniors of Mississauga.
- Section 2. The principal office address of the association shall be in the city of Mississauga, Province of Ontario, Canada.

**Article II
Aims and Objectives**

- Section 1. The primary aim of the association is to reduce the sense of inactivity lack of camaraderie, and loneliness of the members.
- Section 2. The general objectives of the association are as follows:
- a) To develop and promote camaraderie and fellowship among the members;
 - b) To participate actively in worthwhile community projects or either or both the Philippine and Canadian governments;

- c) To promote unity and better understanding among the members of the association and with other senior organizations in the community; and
- d) To render assistance to bonafide members in every feasible way as the need arises.

Article III Nature

The association shall be non-sectarian, non-stock, non-profit and shall not be used for the promotion of the candidacy of any person seeking public office.

Article IV Membership

Section 1. Eligibility. The following are eligible for membership in the association:

- a) Filipinos and Filipino-Canadians and their spouses.
- b) Other senior residents of Mississauga and surrounding environs who desire to join the association.

Section 2. Category of Membership.

- a) Regular: Those who are fifty (50) years of age or over and a member of good standing.
- b) Auxiliary: Those who are forty (40) to forty nine (49) years of age whose participation and involvement shall greatly help attain the objectives of the association.

Section 3. Fees and Dues: Membership fees and annual dues shall be assessed against members according to the following schedule:

- a) Membership fee is \$25.00 per annum.
- b) Fees are applicable to all regular and auxiliary members.
- c) Annual dues shall be paid at the beginning of the year up to the end of February of the same year.

- Section 4. Obligation of members. All members shall:
- a) Uphold the Constitution and By-laws, policies, rules and regulations of the associations;
 - b) Abide by the decision of any duly constituted body of the association;
 - c) Regular attendance in the meetings; unless there is a valid and compelling reason for non-attendance.
 - d) Take active participation in all activities of the association.

- Section 5. Right of Members.
- a) All bonafide members shall have the right to vote and be elected officers or members of the Board of Directors and to participate actively in all the activities and projects of the association.
 - b) All members shall have the right to look into the books of account of the association at any reasonable time,
 - c) All bonafide members are entitled to whatever benefits extended by the association in accordance with the policies and provisions to be discussed and finally determined by the Board of Directors and/or the general assembly.

- Section 6. Termination of the Membership. Membership in the association maybe terminated on any of the following grounds:
- a) Resignation filed and/or tacit withdrawal of membership filed with the chairman, Membership committee or chairman, Board of Directors.
 - b) By the majority vote of the assembly for any act committed in violation of the provision of the constitution and By-Laws and such other policies of rules and regulations of the associations.

- Section 7. Expulsion of Officers and Members. An officer/member may be expelled from the association for:
- a) Using the name of the association for his/her own interest and without the consent and approval of the assembly.
 - b) The conviction of a serious or grave offence by virtue of a final judgment by a competent civil or criminal court.

Section 8. Manner of Expulsion.

No officer or member shall be expelled from the association without proper investigation by a duly constituted body; findings of which shall be referred to the Board of Directors for appropriate action. In case the Board fails to decide, the matter shall be referred to the assembly; a 2/3 vote decides the expulsion of the officer or member concerned.

Article V
Board of Directors

Section 1. Policy-Making Body. The Board of Directors shall be the policy-making body of the association.

Section 2. Composition. The Board of Directors shall be composed of twenty-one (21) members – thirteen (13) elected officers and eight (8) others to be elected as members.

Section 3. Duties. The Board of Directors shall:

- a) Formulate policies and assume responsibility for the effective management of the association.
- b) Create and dissolve special committees, e.g. Commission on Election, Investigation Committees, etc.

Section 4. Meetings. The Board of Directors shall meet regularly on the last Saturday of each month beginning at 1:00 p.m. or a time agreed upon, at the principal office of the association or any other place as the Board may decide. Special meetings shall be held at the call of the President/Chairman of the Board of Directors or upon written request of at least eight (8) members.

Section 5. Quorum. The quorum at all meetings of the Board of Directors shall be by simple majority.

Section 6. Tenure of Office. The tenure of office of the Board of Directors shall be the same as that of that executive officers.

Article VI
Officers of Association

Section 1. Officers. The officers of the association shall consist of the President/Chairman of the Board of Directors, two (2) Vice-Presidents (First Vice-President and Second Vice-President to be determined by the number of votes each garners), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Assistant Auditor, two (2) Public Relations Officers, Special Service Officer and two (2) Property Custodians.

Section 2. Tenure. All officers shall serve for a two (2) year term. They may run for re-election up to a maximum of two (2) terms only.

Section 3. Vacancy.

- a) In case of vacancy in the office of the President, the First Vice - President shall serve as President for the unexpired portion of the Term.
- b) The same applies to other positions.
- c) In case of vacancy among the eight (8) elected members of the Board, the vacancy shall be filled by a special election.

Section 4. Duties:

- a) The President. The President shall act as the Chief Executive of the Association. He/She shall:
 - 1) Preside at all meetings of the association.
 - 2) Appoint the chairman and members of standing committees.
 - 3) Be ex-officio member of the different committees.
 - 4) Countersign all checks and vouchers.
 - 5) Act on all matters relative to the aims and objectives of the Association in accordance with policies laid down by the Board.
- b) Vice-Presidents. The Vice-Presidents shall perform such duties as may be assigned to them by the President and in his/her absence, the President may designate either of the Vice-Presidents to act as President.

- c) Secretary. The Secretary shall be the official recorder of the association and he/she shall:
- 1) Take down the minutes of all meetings of the association and keep records of all the proceedings.
 - 2) Keep a continuing and updated roster of membership.
 - 3) Issue notices, dates of meetings and activities of the association;
Prepare necessary correspondence for the association.
 - 4) Have custody of all records and documents of the association.
 - 5) Perform such other duties and functions as may be assigned from time to time.
- d) Assistant Secretary. The assistant Secretary shall assist the Secretary and shall automatically perform the function of the Secretary upon the latter's incapacity or absence.
- e) Treasurer. The Treasurer shall:
- 1) Be custodian of all funds.
 - 2) Subject to the approved policy or the Board of Directors, shall be responsible for the financial transaction of the association.
 - 3) Deposit all funds in a bank in the name of the association.
 - 4) Render a financial report of the association during monthly meetings of the general assembly.
 - 5) Keep the book of accounts which shall be available at any reasonable time for inspection by the Auditor and all members.
 - 6) Perform other duties as may be required.
- f) Assistant Treasurer. The Assistant Treasurer shall automatically perform the duties and functions of the Treasurer in case of incapacity of the latter. He/she shall do such other duties as may be assigned him/her from time to time.
- g) Auditor. The Auditor shall conduct a periodic audit of the financial records of the Treasurer as well as the properties of the Association. He/she shall report to the advise the President/Chairman of the Board of Directors as to the Financial Status of the association recommend appropriate action.
- h) Assistant Auditor. The Assistant Auditor shall automatically perform the duties of the Auditor in case of incapacity of the latter and such other duties as may be assigned him/her from time to time.

- i) The Public Relations Officers. The Public Relations Officer shall be responsible for:
 - 1) co-ordinating with other organizations/associations for establishing good relationship.
 - 2) publishing the activities, projects and special event of the association in the various media.
 - 3) establishing a cordial atmosphere among members and with the public in general in accordance with the policies of the associations.
 - 4) developing and fostering good relationship with other organizations and the community as a whole.
- j) Special Service Officer. The Special Service Officer shall be responsible for orderliness during meetings and other activities and perform other duties as may be assigned him/her from time to time.
- k) Property Custodian. The Property Custodian shall :
 - 1) be the custodian of all properties and other assets of the association.
 - 2) prepare an inventory of all properties of the association.
 - 3) require a memorandum receipts from any member who shall borrow or take possession of any property of the association after approval by the president.
 - 4) make periodic report of the properties/assets of the association; no property shall be given out to anyone without prior approval by the President.

Article VII Elections

Section 1. Annual or Regular Election.

- a) The association shall hold an election of officers on the last Saturday of November at 1:00 p.m. at the principal office of the association or any other place or time to be designated by the President.
- b) A committee duly appointed but the President shall formulate one (1) month before the rules and regulations covering the elections to be passed upon by the assembly at least two (2) weeks before elections.
- c) The election shall be conducted by secret ballot.

d) Election shall not be postponed except for lack of quorum or force majeure.

Section 2. Special Elections. Special election shall be called by the President when deemed necessary to fill up vacancies.

Article VIII Meetings

Section 1. Regular Meetings. Regular monthly assembly meetings shall be held on the fourth Saturday of each month at the principal office of the association starting at 1:00 PM.

Section 2. Special Meeting. The President may call for a special meeting when urgent matters involving the association have to be discussed.

Section 3. Quorum. Quorum is a simple majority, meaning, one-half (1/2) of the whole membership plus (1). For purposes of transacting routine business, thirty percent (30%) of all who have paid their fees and dues shall suffice.

Section 4. Failure to Muster Quorum. In case there is no quorum as required in the preceding section, the meeting shall proceed and minutes thereof shall be submitted for approval in the next following meeting.

Article IX Finances

Section 1. Kinds of Funds.

a) General Fund. General fund will come from membership fee, annual dues, donations, and proceeds from fund-raising projects. General funds are to be used for administrative and operational expenses to carry out the objectives of the association.

b) Special Fund. Special Funds are those coming from sources outside the association (ex., grants) and are especially earmarked for certain projects or activities designed to benefit the members and/or the community.

Section 2. Bank Accounts.

- a) Bank deposits shall be in the name of the Filipino Seniors of Mississauga and shall be in the savings-checking account.
- b) Bank deposit account shall be designated as General Fund. Special funds shall be created when necessary as appropriate.
- c) Deposit and withdrawals. All funds collected shall be deposited immediately on the following working day. All withdrawals shall be signed by two (2) out of the three (3) authorized signatories namely, the President, the First Vice-President and the Treasurer.

Section 3. Disbursement of Funds. Disbursement of funds in excess of \$100 except for routine expenses shall be subject to prior authority of the assembly.

Section 4. Petty Cash Fund. A petty cash fund or not more than one hundred dollars (100.00) shall be set asides and handled by the President for minor administrative and operational expenses and replenishable upon liquidation of the same.

**Article X
Standing Committee**

Section 1. The following standing committees shall be created by the President and members shall be appointed by the Chairman:

- a) Membership Committee.
 - 1) To recruit and screen new members.
 - 2) To act on application for re-admission into the association of previously terminated members.
- b) Program and Activities Committee.
 - 1) Study and evaluate past programs of the association.
 - 2) Plan and schedule activities of the association in consultation with the President and in coordination with other standing special committee.
- Ways and Means Committee.
 - 1) Recommend fund-raising activities to finance the association's operational requirements.
- c) Budget and Finance Committee.
 - 1) Prepare an annual budgetary plan of the association.

e) Sunshine Committee.

- 1) To inform the body about any illnesses of death among members or their immediate family.
- 2) To visit ailing members.

**Article XI
Amendments**

Section 1. Initiative. Amendments shall be initiated by the assembly. An Amendments Committee shall be appointed by the President which shall be responsible for the phraseology, editing and style.

Section 2. Vote Requirement. A two-third (2/3) affirmative vote of those present in the meeting called for the purposes passes the amendment.

Section 3. Effectivity. Any amendment takes effect immediately upon approval unless specified at some other date.

**Article XII
Dissolution**

Section 1. Requirement. The association may be dissolved by three-fourths (3/4) vote of all regular members present at the meeting called for purpose.

Section 2. Disposition of Funds, Properties, Records and Assets. Upon its dissolution, all funds, properties and other assets shall be donated to other senior organizations and upon direction of the President and approved by the assembly. Records and other documents may be deposited in a government archive for posterity, if no office or member signify his/her care and interest for them. All liabilities must be settled first.

Section 3. Procedure. Notices of dissolutions shall be sent to all government agencies concerned accompanied by the corresponding resolutions and its confirmation of dissolution signed by the President.

By-Laws

Section 1. Order of Meeting. Order of meeting shall as follows:

- a) Call to order.
- b) Reading and approval of minutes of previous meeting.
- c) Report of Treasurer.
- d) Report of Standing/Special Committees.
- e) Unfinished business from the previous meeting.
- f) New Business.
- g) Adjournment.

Section 2. Proper decorum shall be observed during meeting.

- a) Nasty words and acts and irrelevant matters shall not be allowed.
- b) Drinking of alcoholic beverages, wines, liquors shall not be allowed.
- c) Unnecessary and heated discussion on any matter at issue shall not be allowed by the President or presiding officer and shall end this by moving for the division of the house.

Section 3. Qualification of Candidates.

- a) No member shall be nominated or elected to any key position of the association without one (1) year residence in the association.
- b) Must be a member of good standing.
- c) No husband and wife team shall be elected at the same time to any position of President/Vice-President/Treasurer/Assistant treasurer.
- d) A candidate in absentia is qualified to be nominated to run for a position when represented by a proxy with a Letter of Consent signed by the candidate and witnessed by two (2) other members.

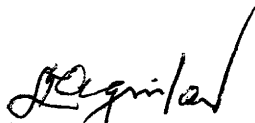
Section 4. Assumption of Office. All elected officers shall assume office on the first day of January of the following year.

Effectivity

Section 1. This constitution and By-Laws, as amended, shall take effect upon its Approval by the General Assembly.

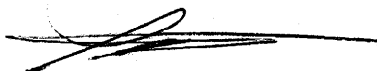
CERTIFICATION AND ATTESTATION


We hereby certify and attest that the foregoing document consisting of fourteen (14) pages including this one, is the true and correct copy of the Constitution and By-Laws of the Filipino Seniors of Mississauga, as amended.


Luz Aguilar
Chairman

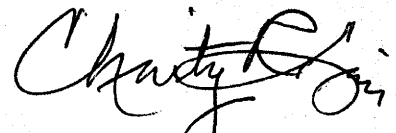

Archie Ayala
Member



Cesar Cruz
Member


Peter Santos
Member


Ben Santos
Member





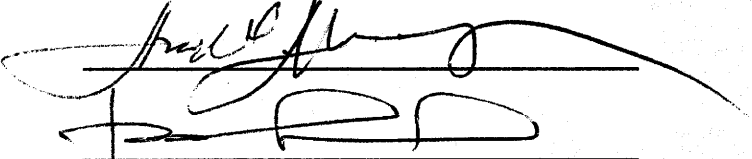
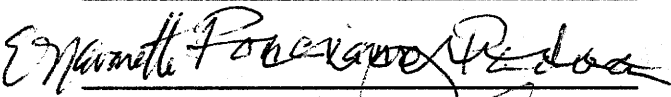
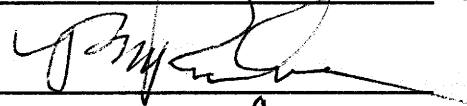
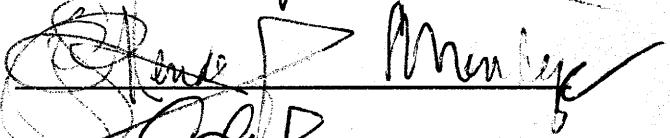

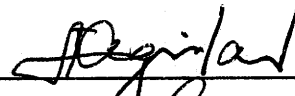
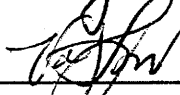
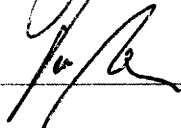

Elsie Fajardo-Paez
Member


Charity Lim
Member


Alma Torreno
Member


Vangie Alcasid
President

APPROVED, RATIFIED and ADOPTED, this 5th day of Nov., 2016
In the Year of our Lord, Twenty Sixteen, at the City of Mississauga, Province of
Ontario, Canada.

Name (Please print)	Signature
MILA SANTOS	
Z. Ayala	Z. AYALA
ROSARIO Lopez	
DIVINA VILLAMATER	
 ANGEL ATIENZA	DAIME VILLAMATER
RUDY ALCASID	
Ellen G. Virey	Ellen G. Virey
IKE Schollzardt	IKE Schollzardt
Lita R. Pano	Lita Romana Pano
Eleanor Navarrete	
Ponciano Padua	
Pete & Lucy MENDOZA	
Connie de Leon	
LUZ AGUILAR	
VALERIE FERRER	
Vic RIVERA	

Name (Please print)

Signature

Norma Antipolo

Norma Antipolo

ZENAIDA G. GUZMAN

Z. Guzman

ALMA B. TORRENO

Alma B. Torreno

CHIT ATIENZA

Chit Atienza

MARIETE BALBASTO

Mariete Balbastro

ALBERTO BALBASTO

Alberto Balbastro