

**CONSTITUTION AND BYLAWS OF
THE FILIPINO FAMILIES AND FRIENDS
OF NORTH EDISON, NEW JERSEY**

ARTICLE I

The name of the association is the Filipino Families and Friends of North Edison. Established in 1994, in the Year of the Family, it is an organization of Filipino-Americans residing in North Edison, New Jersey and its neighboring communities.

ARTICLE II

GOALS AND OBJECTIVES

The association is organized for non-profit, educational, cultural, charitable, and social purposes for the good of its members and the greater community. Its objectives are:

- A. To foster awareness of the Philippine culture among members and their descendants**
- B. To develop educational programs which members deem necessary**
- C. To support family activities for all ages**
- D. To foster professional, ethical, and friendly relations among members**
- E. To network with other organizations with common goals**
- F. To support selected organizations and families in need through financial contributions and services as determined by the president and appropriate committee/s.**

ARTICLE III

Section I: Membership

To become a member of the association, it is required that one promises to fulfill the constitution and bylaws of the association.

Section II: MEMBERSHIP PROCESS

- A. A current member of the association must recommend the interested party. The prospective member must fill out an application.**
- B. The applicant must read the bylaws of the association.**
- C. The applicant must pay one-time membership dues of \$10.00 per family.**

Section III. THE MEMBERS

- A. All members are required to support and assist in all association activities.**
- B. All members shall abide by the rules and regulations, as set forth by the constitution and bylaws.**

ARTICLE IV

OFFICERS, DUTIES, AND TERMS OF OFFICE

SECTION I. Elected and Appointed Officers

- A. The elected officers of the association shall be as follows:**

- 1. President**
- 2. Secretary**
- 3. Treasurer**
- 4. Auditor**

- B. The following are appointed officers:**

- 1. Vice-president (by the President)**
- 2. Assistant secretary (by the Secretary)**
- 3. Assistant treasurer (by the Treasurer)**
- 4. Public Relations Officer, PRO (by the President)**
- 5. Assistant Public Relations Officer (by the PRO)**
- 6. Sergeants at Arms (by the President)**

- C. An officer shall be an active member of the association. The tenure of office is two years. An officer may be re-elected and/or re-appointed.**

SECTION II. Duties

A. President

- 1. The two- year tenure of office begins from January through December.**
- 2. The president shall be the presiding officer at all meetings.**
- 3. (S)he shall be an ex-officio member of all standing committees and special committees.**
- 4. (S)he is a member of the Finance Committee.**
- 5. (S)he must sign bank checks in the absence of both the treasurer and the assistant treasurer.**
- 6. (S)he must approve all expenditures before the treasurer may pay them.**
- 7. (S)he shall perform other duties imposed by the association as they pertain to the office.**
- 8. (S)he shall appoint the Vice-President, Public Relations Officer, Sergeants at Arms, and Committee Chairpersons.**
- 9. (S)he will oversee with the various chairpersons, resulting in the regular functioning and reporting of the committees.**
- 10. The president shall complete term except for mental and physical disability. The vice-president will assume the president's responsibilities when the president is unable to do so in such circumstances.**

B. Vice-President

- 1. (S)he is appointed by the President.**
- 2. (S)he shall assist the president in the performance of duties, as well as assume those duties in the president's absence or inability to perform duties and functions for any reason.**

C. Secretary

- 1. The Secretary will appoint an Assistant Secretary**
- 2. The Secretary shall record all official deliberations of the association, maintain records of important events and activities, and assume other duties required by the office.**

D. Assistant Secretary

- 1. The Assistant Secretary shall notify members and officers in advance of all regular and special meetings.**
- 2. (S)he is responsible for maintaining a current list of all association members.**
- 3. (S)he will provide new members with a copy of the bylaws.**

E. Treasurer

- 1. The Treasurer will appoint an Assistant Treasurer.**
- 2. The Treasurer shall keep accounts of all incomes and expenses.**
- 3. (S)he shall render at each meeting an overview of the association's financial condition.**
- 4. All checks issued by the association shall be approved by the President and properly noted by the Treasurer.**
- 5. (S)he shall deposit money, documents, and other valuables in the name of the association and to its credit in a designated bank.**
- 6. (S)he shall disburse funds in accordance with sound procedures of financial transactions.**
- 7. (S)he shall render to the association and its president at each regular meeting all accounting of his transactions, as well as the financial condition of the association.**

F. Assistant Treasurer

- 1. The Assistant Treasurer shall assist in the duties of the Treasurer. S(he) will assume duties in the Treasurer's inability to perform the responsibilities as required by the office.**
- 2. (S)he shall be in charge of collecting membership dues.**

G. Auditor

- 1. The Auditor is elected for a two-year term of office.**
- 2. The Auditor will audit all disbursements of the Treasurer.**
- 3. (S)he will examine and audit all books of accounts.**
- 4. (S)he shall render a report to the President and/or Executive Board at the annual meeting.**

H. Public Relations Officer, PRO

- 2. The PRO is appointed by the President.**
- 3. The PRO will appoint an Assistant PRO.**
- 4. (S)he shall be responsible for the publication of the activities of the association.**
- 5. (S)he shall promote a good public image through publications and press releases in local new media.**
- 6. (S)he shall be a liaison with community groups and their civic organizations, as well as other duties designated by the president.**

I. Assistant Public Relations Officer

- 1. (S)he shall assist the PRO in all functions.**

J. Sargeants at Arms

- 1. Four Sargeants at Arms are appointed by the President.**
- 2. They are responsible for maintaining law and order in all association activities.**

SECTION III: The Executive Board

- 1. Composition: The Executive Board consists of the Officers and members of the Board of Directors.**
- 2. Duties: The Executive Board is responsible for the interpretation and amending of the Bylaws when necessary.**

SECTION IV: The Board of Directors (The Advisory Board)

Members of the Board of Directors consist of Founders of the Organization and past Presidents.

SECTION V: Other Appointed Officers

The following officers are appointed by the President:

- A. Chairpersons of Committees are appointed by the President.**
- B. Four members of the Finance Committee are appointed by the President.**

ARTICLE V

ELECTION PROCESS

SECTION I: The Elective Officers Search Committee will select nominees at the beginning of the last quarter annually.

SECTION II: The President will call an election meeting for all members to attend.

SECTION III: The President-elect will begin term of office in the beginning of the coming year.

ARTICLE VI

MEETINGS

SECTION I. The association will meet quarterly, unless otherwise dictated by the association's needs.

SECTION II. Quorum: Five officers shall constitute a quorum.

SECTION III. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order will be followed at all meetings if not specified or overridden in amended bylaws.

ARTICLE VII

COMMITTEES

A. Membership Committee

- 1. To be chaired by the Assistant Secretary and co-chaired by the Assistant Treasurer.**
- 2. Goal is to recruit active new members.**

B. Elective Officers Search Committee

- 1. Chaired by the incumbent President**
- 2. Members of the Committee are the Board of Directors.**
- 3. Prepares a list of nominees.**
- 4. Edifies and encourages prospective nominees on the organization's philosophy and officer's role.**
- 5. Obtain nomination acceptance by the nominee/s.**

C. Cultural and Educational Committee

- 1. Chairperson appointed by the President.**
- 2. The Chairperson acts as liaison between the FFFNE and other cultural groups/artists in the community.**
- 3. The Committee prepares programs which enhance awareness of the Philippine culture.**
- 4. The Committee assesses talents in members and cultivates them**
- 5. The chairperson will appoint the Summer Camp Coordinator.**
 - (a) The Summer Camp Coordinator seeks funding for cultural programs. This may include the Summer Camp grant application**

for submission to the Middlesex County Cultural and Heritage Commission.

(b) The Summer Camp Coordinator prepares reports relevant to its programs. This may include the Summer Camp final report for submission to the Middlesex County Cultural and Heritage Commission.

(c) The Summer Camp Coordinator coordinates the Summer Camp activities and the entire program.

D. Youth Activities Committee

- 1. Chairperson to be appointed by the President.**
- 2. Develops programs on youth leadership and other activities geared to the adolescent age group.**

E. Events Committee

- 1. Chairperson appointed by the President.**
- 2. Responsible for planning and arranging social functions and events.**

F. Fundraising Committee

- 1. Chairperson appointed by the President**
- 2. Prepares and executes a plan for fundraisers annually to meet the association's objectives for raising funds.**

G. Religious Committee

- 1. Chairperson appointed by the President.**
- 2. Coordinates all religious programs and activities.**
- 3. Acts as liaison to other religious groups. These may include the diocese of Metuchen's Commission on Filipino Apostolate and St. Helena's Parish.**
- 4. Attends meetings related to religious activities and informs the President of relevant topics.**

H. Finance Committee

- 1. The President and treasurer are members of the Finance Committee.**
- 2. 3 other members of the committee are appointed by the President and approved by the Board of Directors.**
- 3. The members should be diverse.**

- 4. The primary responsibility of this committee is to assist the President make decisions in financial matters including disbursements of funds.**
- 5. A majority vote is necessary to approve a decision which must include the president's.**
- 6. Disbursements over \$500.00 must be approved by the Executive Board.**

Amended By- Laws approved by the Executive Board on

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