



## **CONSTITUTION AND BY-LAWS**

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### **1. NAME**

**The name of the organisation is KABALIKAT IN NORTHWEST**

### **2. AIMS**

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**The aims of the Filipino Community are to:**

- 2.1 Promote community development through social, cultural, educational and economic projects undertaken either independently or in partnership with other organisations sharing the same goals and aspiration.**
  - 2.2 Work in conjunction with other community and charity organisations, their representatives and officials, local businesses and other relevant organisations and agencies to apply constructive methods and to encourage the promotion of the Filipino culture and its heritage in Northern Ireland.**
  - 2.3 Raising awareness among wider community of the socio-economic, environmental and cultural impact of the Filipino Community.**
  - 2.4 Gather members of the Filipino Community developing its unique variety of cultures.**
  - 2.5 Undertake comprehensive program of activities to support the embodiment of our distinct heritage through social, cultural, educational, linguistic, and artistic nature in Ireland, North and South**
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### **3. OBJECTIVES**

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**To create opportunities to:**

- 3.1 Uniting Filipino Community and promote inclusion with people from diverse ethnic, religious and cultural backgrounds.**
- 3.2 Affiliate all generations.**
- 3.3 Foster the development of talent, skills and abilities of our members to instil a sense of pride.**
- 3.4 To familiarize members of Filipino Community of the local culture through displays, exhibitions, workshops and/or performances.**
- 3.5 Promote the Filipino Community and its endeavour.**
- 3.6 Develop fundraising methods in order to support the core programme;**
- 3.7 Support education, trainings and opportunities for development of Filipino Community.**

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### **4. CARRYING OUT THE PURPOSES**

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**In order to carry out the purposes, members of Filipino Community have the power to:**

- 4.1 Raise funds, receive grants and donations.**
  - 4.2 Utilize funds to carry out the work of the association.**
  - 4.3 Coincide with and support other groups, association and charities with similar purposes.**
  - 4.4 Carry out activities which is lawful and necessary to achieve the purposes.**
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## **5. MEMBERSHIP**

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- 5.1 Membership is open to members of Filipino Community and their spouses/partners who reside or work in County Derry/Londonderry, providing they share the aforementioned aims and objectives.**
- 5.2 FAMILY MEMBER: Any family unit living within a household that meets the qualifications. Children below 18 years of age who live with a family shall qualify as family member.**
- 5.3 Qualification to full membership, i.e with voting rights, will be by signed application form accompanied by agreed proof of identity and proof of address.**
- 5.4 Honorary member maybe granted by the members at the Annual General Meeting but honorary members will not hold voting rights.**
- 5.5 Membership will be terminated should an individual violate the aims and objectives of the association and who flagrantly disregards the safety and rights of others, or whose conduct tends to discredit the Community or its members to the public.**
- 5.6 In any dispute over individual membership, there shall be the right of appeal to an individual arbitrator appointed by mutual agreement.**
- 5.7 All members has the right to terminate his/her membership through a letter addressed to the Chairman or the Secretary of the organisation.**

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## **6. COMMITTEE**

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- 6.1 The Committee will consist of minimum of 5 and maximum of 8 members.**

- 6.2 Elections to all posts will be held annually at the Annual General Meeting or Special Meeting by a majority of the voting membership (51%) present at the meeting.**
- 6.3 No person should hold the same post for more than 2 years.**
- 6.4 All members with full membership should have the right to vote, nominate and be eligible for election.**
- 6.5 Must be at least 18 years of age to be eligible to vote.**
- 6.6 Officers of the Committee may not gain financially from the work of the Association, except as stated in the paragraph immediately below.**
- Any members of the Committee who is professional, may charge and be paid the usual profession fees for business done when instructed by the other members of the Committee to act in professional capacity on behalf of the Association.**
- 6.7 All election will be held by Public election or Secret ballot as situation requires.**
- 6.8 Members of the Committee, other than officers, who may gain financially from the work of the Association should not be present during discussion about payment or contracts with the Association and must relinquish their voting rights.**
- 6.9 The Committee must be composed such that the majority will not gain financially from the Association.**
- 6.10 Other members and officers may be co-opted as necessary . Co-opted officers will not necessarily be full members of the Association.**
- 6.11 Motions of censure maybe proposed by at least three Committee members in order to institute disciplinary or dismissal procedures.**
- 6.12 Vacancies maybe filled by election at the Special Assembly/ Meeting.**

- 6.13 Officers and Members of the Committee may receive reimbursement of agreed expenses when accompanied by relevant receipts.**
- 6.14 Committee Members who do not attend more than 3 consecutive meetings without due cause may be deemed by the Committee to have resigned.**
- 6.15 The Committee may set up a sub-committees, when necessary, to deal with specific issues.**
- 6.16 The Committee has power to raise funds and employ staff and operate an equal opportunities policy.**
- 6.17 The Committee has the power to choose and appoint a coordinator of the organisation who takes part in the meeting but has no right to vote.**
- 6.18 Any office holder can resign anytime by submitting a resignation letter to the Chairman or the Secretary of the organisation.**
- 6.19 The Vice-Chairman will perform duties of the Chairman in case of extended absence or disability.**

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## **7. UNILATERAL ACTION**

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**No member of the Association shall act on behalf of the Association. When an Officer of the Association is presented with urgent action to be taken they should consult the Chairman and at least two other Officers, when necessary and report the action to the next Committee or General meeting for endorsement.**

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## **8. FINANCES**

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- 8.1 The Treasurer is required to administer a bank account and keep proper accounts to be presented to the Annual General Meeting.**
- 8.2 Cheques must be signed by two of the following committee members: Chairman and Treasurer.**
- 8.3 The Committee will have the right to inspect the accounts at any reasonable time.**
- 8.4 All money raised by or on behalf of the Association shall be applied to further the objectives of the Association and for no other purposes. The repayment of any out-of-pocket expenses must be authorised by the Committee in advance and will only be paid against relevant receipts.**
- 8.5 An auditor will be elected at the AGM and given the power to see all accounts, the minutes of meeting and bank statements.**
- 8.6 Auditor must develop and monitor budgets, and present them to the members at annual meetings and establish and oversee the association's activities.**
- 8.7 Auditor must identify, maintain and inventory all assets owned by the organisation.**
- 8.8 Auditors must appraise all newly acquired items and be notified of disposal of any items.**
- 8.9 Any payment above £500 must be authorised by the Committee in advance in accordance with any financial procedures, policies adopted by the group at a quadrate meeting.**

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## **9. GENERAL AND ANNUAL GENERAL MEETINGS**

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- 9.1 There will be a minimum of at least four Committee meetings per annum.**
  - 9.2 Motions and resolutions must be received by the Secretary at least 10 days before next meeting.**
  - 9.3 At least 7 days notice of the business of the meeting must be given by the Secretary. The date is to be displayed publicly at least 14 days in advance.**
  - 9.4 The AGM will be held annually and will be called by the Secretary giving 14 days notice of the business. The date will be displayed in advance.**
  - 9.5 A Special or Extraordinary Meeting may be called to discuss items of particular concern. Such a meeting must only deal with the issue at hand.**
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## **10. RULES OF PROCEDURE AT ALL MEETINGS**

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- 10.1 Voting- any question arising at a meeting of the Association or one of its committee shall be decided by a simple majority of those present and voting.**
- 10.2 No member shall exercise more than one vote. The Chair shall not normally vote except in cases of an equality of votes when the Chair shall have the casting vote.**
- 10.3 The coordinator has no voting right.**
- 10.4 At least fifty percent of the members with the power to vote shall form a quorum at meetings of the General Committee and all other Committees.**
- 10.5 One third of the members with power to vote, shall form a quorum at General Meetings of the Association.**
- 10.6 In the event that no quorum is present at an Annual General Meeting of the Association, the meeting shall stand adjourned**

**and be reconvened 14-21 days later, and those members present that meeting shall be deemed to form a quorum.**

- 10.7 Minute book shall be kept by the Association, the General Committee and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions. Minutes should be available to all members for inspection except when dealing with matters of employment.**

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## **11. AMENDMENTS TO THE CONSTITUTION**

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- 11.1 Only at the AGM, or at a special meeting operating under the same rules as the AGM, can a decision be taken to change the constitution. To make amendment or change to the constitution, notice of the Motion must be given as in 6.2 above, the vote being passed by two-thirds majority.**

- 11.2 Paragraphs 10.1, 11.1, 11.2 cannot be changed.**

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## **12. DISSOLUTION**

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- 12.1 The power to dissolve the Association resides with the members and must be taken at a Special or a AGM by two-thirds majority of members present voting.**

- 12.2 If a decision to dissolve the Association is taken, according to the rules of procedure above, the Committee shall have the power to dispose any assets held by or in the name of the Association.**

- 12.3 Any assets remaining after the satisfaction of any power debts and liabilities shall be transferred to a group existing within the City which shares similar objectives to those of the Association.**

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## **13. STANDING ORDERS**



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**13.1 The Committee shall have the power to adopt and issue Standing Orders for the conduct of the Association. Such Standing Orders shall come into operation immediately provide always that they shall be subject to review by the Association in General Meeting and that they shall be consistent with the provisions of this constitution.**

**13.2 This constitution was adopted as the Constitution of the Filipino Community at a Public Meeting held on the 19<sup>TH</sup> February 2014 at St. Mary's Church Multi-Function Hall Derry BT47 3QP.**

**Signed by:**

**Chairman**

(Name, Address, Signature and Date)

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**Vice-Chairman**

(Name, Address, Signature and Date)

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**Secretary**

(Name, Address, Signature and Date)

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**Treasurer**

(Name, Address, Signature and Date)

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**Auditor**

(Name, Address, Signature and Date)

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**Press Relation Officer (PRO)**

(Name, Address, Signature and Date)

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**Field Officer**

(Name, Address, Signature and Date)

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