



**LOS ANGELES FILIPINO
ASSOCIATION OF CITY EMPLOYEES
P. O. BOX 53389, LOS ANGELES, CA 90053**

CONSTITUTION AND BYLAWS

ARTICLE I: Name

The name of this organization shall be “Los Angeles Filipino Association of City Employees” otherwise known as “LAFACE”. LAFACE is a Sec. 501(c)(3) non-profit and non-partisan employee organization.

ARTICLE II: Definitions

Section 1. “Assembly” – The gathering of the general membership of the association.

Section 2. “Association” – The Los Angeles Filipino Association of City Employees or LAFACE.

Section 3. “Board”, “Board of Directors” – Governing body of the Association composed of Officers identified in Article VII with power and authority as provided in Article IX.

Section 4. “City” – The City of Los Angeles.

Section 5. “City Service” – Employment by the City of Los Angeles, including all its departments and offices. This includes all City employees on a 120-day contract, part-time, student, and exempt employees.

Section 6. “Conflict of Interest” – A situation in which a City employee is in a position to derive personal benefit from actions or decisions made in their official capacity.

Section 7. “Constitution and Bylaws” – The rules and regulations enacted by the Association to provide a framework and directions for operations and management, as provided herein.

- Section 8. “Discrimination” – Any employment practice based on non-job related factors resulting in unequal treatment of individuals or groups as identified in the City’s Equal Employment Opportunities policy.
- Section 9. “Filipino” – Any person of Filipino ancestry or who identifies as Filipino.
- Section 10. “Member” – An applicant approved for membership in the Association according to this Constitution and Bylaws.
- Section 11. “Member in Good Standing” – A Regular Member who is not delinquent in payment of dues; qualified to vote; or not dismissed or suspended from membership in the Association according to these By- Laws.
- Section 12. “Officer” – Any member of the Board.
- Section 13. “Partisan Politics” – Any activity which supports a certain political party, faction, cause, or candidate seeking or currently holding public office.
- Section 14. “Retiree” – A person who has retired from City Service .
- Section 15. “Retiree Member Officer” – A member who retired from City service appointed by the Board.

ARTICLE III: Statement of Policies

In pursuing its goals and objectives in the conduct of its affairs, the Association shall be guided by the following basic principles and policies:

- Section 1. The Association shall promote the economic, social, cultural, and educational advancement of Filipinos in City service and extend assistance to any community organization with the same goals and objectives.
- Section 2. The Association shall foster the advancement of Filipinos and other minorities in City service.

ARTICLE IV: Objectives

The objectives of this Association are as follows:

- Section 1. To assist Regular Members and members of the Filipino community in seeking City employment and promotion in City service.

- Section 2. To enhance the general advancement of our Members in City Service.
- Section 3. To cooperate with other City employee groups in promoting equal employment opportunities in the City.
- Section 4. To disseminate news and information that are of interest and/or beneficial to Members.
- Section 5. To promote the economic, educational, social, and cultural advancement of Filipinos in the community.

ARTICLE V: Membership

- Section 1. The membership of the Association shall be composed of the following:
- A. Regular
 - B. Honorary
 - C. Retiree
- Section 2. Regular Members shall be those who are currently in City service, whose membership applications have been approved by the Board, and whose annual membership dues are not delinquent.
- Section 3. Honorary Members are individuals whom the Board has approved for membership in the Association due to their respective positions in the community, their outstanding concern and involvement in the objectives and activities of the Association, or their advocacy in the advancement of minorities in City service.
- Section 4. Retiree Members are those who have retired from City service, whose membership applications have been approved by the Board, and whose annual membership dues are not delinquent.
- Section 5. Only Regular Members in good standing are qualified to vote and hold any elective office in the Association. Regular Members, who have paid their annual membership dues, are qualified to run for elected office in the Association.
- Section 6. The Board, upon a majority vote, may expel any Member for the following reasons:
- a. Non-payment of dues
 - b. Conviction of any felony, or any other crime involving moral turpitude
 - c. Committed any act deemed to be inimical to the best interest of the Association

ARTICLE VI: Membership Dues

Section 1. Regular and Retiree Members shall pay annual membership dues in an amount established by the Board and approved by a majority vote of the general membership.

Section 2. Membership dues are considered paid when the Treasurer certifies the official list of members.

ARTICLE VII: Officers

Section 1. The Board shall be comprised of the following Officers, each of whom shall be elected every two years:

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Third Vice-President
- e. Treasurer
- f. Assistant Treasurer
- g. Recording Secretary
- h. Corresponding Secretary
- i. Auditor
- j. Public Relations Officer
- k. Retiree Member Officer

Section 2. The Board shall appoint additional Officers as necessary. The total number of officers shall be an odd number at all times.

Section 3. Board members who retire from the City during their terms of office may serve out the rest of their terms in their respective offices.

Section 4. The Board may expel any Officer, upon a showing of good cause, following authorization by a two-thirds (2/3) vote of the Board.

Section 5.

The duties of the Officers shall be as follows:

- a. President – Presides at all meetings; serves as chairperson of the Board; represents the Association at official functions; conducts the business affairs of the Association; coordinates the work of Board and Association committee chairpersons; serves as official spokesperson for LAFACE; signs Association checks; and approves the agenda for all Association meetings. The President may delegate any of these duties as needed.
- b. Vice-Presidents – Assist the President in any Association matters or business; sign Association checks; develop an annual budget of the Association; reviews the estimates of Association income and expenditures; investigates any complaint of impropriety in the handling of Association funds or properties and recommend to the Board appropriate action thereon; raise funds to stabilize the financial position of the Association; and act as President in the absence or incapacity of the President, in the order of rank.
- c. Treasurer – Safeguards Association funds and property; disburses Association funds as directed by the Board in accordance with this Constitution and Bylaws; issues receipts for all Association income; signs Association checks; prepares and submits monthly and ad hoc financial reports to the Board; and provides financial records to the Auditor at the end of the fiscal year or as needed.
- d. Assistant Treasurer – Assists the Treasurer in the performance of his/her duties and assumes all Treasurer responsibilities in the absence or incapacity of the Treasurer.
- e. Recording Secretary - Prepares and presents minutes for all meetings for Board approval; certifies minutes following Board approval; provides certified minutes to the Public Relations Officer for posting on the official LAFACE website; and assists the Corresponding Secretary as needed.
- f. Corresponding Secretary – Prepares all Association correspondence; assists the President in coordinating Board and general membership meetings; prepares meeting agendas; and sends meeting notices; and assists the Recording Secretary as needed.
- g. Auditor – Conducts periodic audits of the Association’s financial records; submits reports to the Board as necessary; prepares annual and ad hoc audit reports.
- h. Public Relations Officer - Coordinates all public relations activities of the Association at the direction of the Board or the President; advises the Board or the President on public relations matters; and acts as the Association’s social media coordinator, editor-in-chief of the Association’s newsletter and the Webmaster of the official LAFACE website.
- i. Retiree Member Officer - Recruits retiree members to join, participate

and volunteer in any and all Association activities as necessary; and coordinate volunteer efforts for the interest of the Association members in areas of education, career promotion, mentorship, and knowledge transfer.

Section 6. In the event of an Officer's incapacity or conflict of interest, the Board may assign the duties and responsibilities to another Officer.

ARTICLE VIII: Committees

Section 1. The Association shall have the following Committees and their duties:

a. Membership Committee – Undertakes membership drive to recruit qualified individuals to join the Association; prepares membership application forms; processes applications for membership and recommends to the Board action thereon; maintains an up-to-date directory of members.

b. Election Committee – Establishes or revises election procedures subject to the approval of the Board; presents a slate of qualified nominees; and conducts the elections, including the counting of votes and declaration of official winners.

Section 2. The President, subject to the approval of the Board, shall create other committees as may be deemed necessary.

Section 3. The President shall appoint the chairperson of each committee. The chairpersons shall appoint the members of their committees.

ARTICLE IX: Board of Directors

Section 1. The governing body of this Association shall be the Board.

Section 2. The Board, through its Officers, shall carry out its duties in accordance with the laws of the the United States, the State of California and the City of Los Angeles, and in compliance with this Constitution and Bylaws.

Section 3. The Board shall designate the bank(s) in which the Association funds shall be deposited.

Section 4. The Board shall approve the disposition of the Association funds and properties.

Section 5. Every Board action must be authorized by a majority vote of the Officers present at the meeting where the action is taken, according to the rules and procedures established by the Board. Any action taken by the Board through emails or other electronic means must be authorized by the majority vote of all Officers. Every action shall be recorded in the

minutes or documented.

Section 6.

The Board shall adopt rules and regulations for the proper administration of its duties, as needed.

ARTICLE X: Election of Officers

- Section 1. Election of Officers shall be held no later than May of every even-numbered year, unless otherwise changed by the Board.
- Section 2. The term of office shall be for a period of two years, starting on July 1st of every even-numbered year.
- Section 3. The Election Committee shall oversee the nomination of candidates and the election process in accordance with procedures adopted by the Board.
- Section 4. The Election Committee shall prepare a slate of candidates to be presented to the Members in Good Standing. To qualify for office, each candidate must have been a Member in Good Standing for at least six months prior to the date of the election.
- Section 5. Voting by proxy shall not be allowed.
- Section 6. The election shall be by submission of ballots by Regular Members in Good Standing.
- Section 7. The candidate who receives the highest number of votes for each office shall be declared the winner. For offices of Vice Presidents, the candidate receiving the highest number of votes shall be the First Vice President; the candidate receiving the second highest number of votes shall be the Second Vice President; and the candidate receiving the third highest number of votes shall be the Third Vice President. In the event of a tie, the candidate with the earliest nomination date shall be declared the winner.
- Section 8. If an office is vacant for any reason, the Board shall appoint a successor to serve out the remainder of the term.

ARTICLE XI: Meetings

- Section 1. Board meetings shall be held monthly or as determined by the Board. Special meetings may also be held as needed and requested by the Board. Any Officer of the Board who has a total of three (3) or more unexcused absences during any calendar year may be expelled from the Board by a two-thirds ($\frac{2}{3}$) majority vote of the entire Board.
- Section 2. A quorum of the Board shall be the majority of all Officers.
- Section 3. General membership meetings shall include all members and shall be held at least twice a year.

Section 4. The quorum for a general membership meeting shall be at least 20 qualified voting members.

ARTICLE XII: Amendments

Section 1. Any proposed amendment to this Constitution and Bylaws shall be submitted in writing to the Board for approval, subject to ratification by the general membership.

Section 2. Ratification shall consist of a simple majority of the total ballots cast, submitted through a process determined by the Board.

ARTICLE XIII: Parliamentary Procedures

Section 1. *Robert's Rules of Order* shall govern in all cases where they do not conflict with this Constitution and Bylaws.