



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

CONSTITUTION AND BY-LAWS

ARTICLE I: Name

The name of this organization shall be “Los Angeles Filipino Association of City Employees” otherwise known as “LAFACE”.

ARTICLE II: Definitions

- Section 1. “Affirmative Action” –Any positive action, activity, or program designed to remove the barriers which may limit the opportunities for employment and the advancement of all persons irrespective of race, color, religion, national origin, sex, age, disability, marital status, or sexual preference. Affirmative Action is also referred to as Diversity.
- Section 2. “Assembly” – The gathering of the general membership of the association.
- Section 3. “Association” – The Los Angeles Filipino Association of City Employees or LAFACE.
- Section 4. “Board” – Current elected and appointed officers of the Association including the immediate past President. This includes officers appointed to the Board to fill up the remaining term of an elected officer.
- Section 5. “City” – The City of Los Angeles.
- Section 6. “City Services” – Employment by the City of Los Angeles, including all its departments and offices. This includes all City employees on contract, part-time, student, volunteers, and non-civil service positions.
- Section 7. “Conflict of Interest” – A situation in which a City employee’s private interest may benefit from his or her official functions.
- Section 8. “Couples” – Two persons paired together either by marriage or domestic partnership.

- Section 9. “Director” – Any member of the Board.
- Section 10. “Discrimination” – Any employment practice based on non-job related factors such as race, color, religion, national origin, sex, age, disability, marital status, or sexual preference, resulting in unequal treatment of individuals or groups.
- Section 11. “Filipino” – Any person from the Philippines, or with ancestry from that country, or anything of, about, or from the Philippines.
- Section 12. “Member” – An applicant approved for membership in the Association according to these By-Laws.
- Section 13. “Member in Good Standing” – A Regular Member who is not delinquent in payment of dues and is qualified to vote or is not dismissed or suspended from membership in the Association according to these By-Laws.
- Section 14. “Partisan Politics” – any activity which supports a certain political party, faction, cause, or candidate seeking Public Office.
- Section 15. “Retiree” – a person who has retired from City service.

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 not be involved in partisan politics, locally or in the home Country.
- Section 2. The Association shall lead or extend assistance to any organization or movement intended to promote the economic, social, cultural, and educational advancement of Filipinos in the community.
- Section 3. The Association shall strive to foster the advancement of Filipinos and other minorities in City service and in other fields and shall cooperate with other minority groups towards achieving this end.

ARTICLE IV: Objectives

The purpose of which this Association is formed is separated into the following sections:

- Section 1. To assist Filipinos in seeking employment and promotion in City service.

- Section 2. To enhance the general advancement of Filipinos in City Service.
- Section 3. To serve as advocate of Filipinos who may become victims of discrimination in City service.
- Section 4. To cooperate with other minority groups in promoting equal employment opportunities in the City.
- Section 5. To assist Filipino businesspersons and community organizations in acquiring contracts, funding, grants and other benefits from the City, except when a conflict of interest arises.
- Section 6. To disseminate to members and other interested parties news and information that are of interest and benefit to them.
- Section 7. 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, have submitted the required application of membership, duly approved approved by the Board, and have paid their annual membership dues.
- Section 3. Honorary members are individuals who, due to their respective positions in the community and their outstanding concern and involvement in the objectives and activities of the Association and in the advancement of minorities in City service, have been awarded such membership by the Board.
- Section 4. Retiree members are former regular members who choose to continue their membership in the Association and duly approved by the Board.
- Section 5. Only Regular members in good standing are qualified to vote and hold any elective office in the Association. Only Regular members who have paid their annual dues a year prior to scheduled election are qualified to run for elective office in the Association.

ARTICLE VI: Membership Dues

Section 1. Regular members shall pay \$ 24.00 annual membership dues. Couples shall pay annual membership dues of \$ 36.00. Retiree members shall pay annual membership dues of \$ 12.00. Annual dues are subject to change by a three-fourths (3/4) vote of the Board of Directors. Membership dues are due and payable on an annual basis, upon filing of application for membership or on July 1st of each year.

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

Section 3. Any member may be expelled by a majority vote of the Board of Directors for the following reasons:

- a. Non-payment of dues for two (2) years without justification.
- b. Conviction of a felony or other crimes, involving moral turpitude.
- c. Immorality.
- d. Guilty of acts inimical to the best interest of the Association.

Section 4. Honorary members are not required to pay membership dues but they may give donations or voluntary contributions to the Association.

ARTICLE VII: Officers

Section 1. The Association shall have the following officers who 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

Section 2. Current board members who retire from the City during their term of office may continue serving in their respective capacities.

Section 3. Officers may be expelled from office for cause upon approval of at least two-thirds (2/3) of the members of the Board.

Section 4. The duties of the elected officers shall be as follows:

- a. President – Presides at all meetings; serves as General Manager of the Association and Chairperson of the Board; represents the Association at official functions and in conducting the business affairs of the Association; coordinates the work of other officers and committee chairpersons; prepares the agenda for each meeting of the Board and the general membership of the Association; and signs the Association’s checks along with the Treasurer.
- b. Vice-Presidents – Assist the President in any manner requested by the President or the Board; sign Association checks along with the Treasurer in the absence or incapacity of the President; and act as President in the absence or incapacity of the President, in the order of rank.
- c. Treasurer – Safeguards the funds and properties of the Association and disburses those funds as directed by the Board in accordance with these By-Laws; issues receipts for all income of the Association; signs Association checks along with the President or Vice-President; makes monthly financial reports to the Board and, when necessary, special financial reports to the Board; and provides financial records to the Auditor at the end of the fiscal year or when needed.
- d. Assistant Treasurer – Assists the Treasurer in the performance of his/her duties and assumes all the responsibilities of the Treasurer in the absence or incapacity of the Treasurer.
- e. Recording Secretary - Keeps the minutes of all meetings, certifies these minutes and presents them to the Board and to the general membership, as the case may be, for approval; and assists the Corresponding Secretary when needed.
- f. Corresponding Secretary – Prepares all correspondences of the Association; assists the president in coordinating all meeting of the Board and general membership and in the preparation of the agenda; sends notices of meetings, as may be necessary; and assists the Recording Secretary when needed.
- g. Auditor – Audits periodically the financial records of the Association and submits reports to the Board when deemed necessary; prepares annual audit report at the end of the fiscal year; may also make interim audit reports to the Board when necessary.
- 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 of public relations problems and

ways of resolving them; and acts as Editor-in-Chief of the Association's newsletter (Ang Tambuli) and the Webmaster of the official LAFACE web site (www.tambuli.org). Upon the approval of the Board, the President may delegate the task of Editor-in-Chief and Webmaster if the Public Relations Officer is unable to perform these functions.

ARTICLE VIII: Committees

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

- a. **Membership Committee** – Undertakes an aggressive membership drive to recruit qualified individuals to join the Association, particularly Filipino employees of the City of Los Angeles; prepares membership application forms; processes applications for membership and recommends to the Board action thereon; maintains an up-to-date directory of members with pertinent classifications and statistics.
- b. **Election Committee** – Establishes or revises election procedures subject to the approval of the Board; presents a slate of nominees who have been verified to be qualified, willing, and able to perform the duties of the positions to which they are nominated; and conducts the elections, including the counting of votes and declaration of official winners. As much as possible, the Committee shall present a slate so as to distribute a well-balanced representation of all City departments and offices and assemble a variety of professions, skills, and talents to serve the Association.
- c. **Program Committee** – Formulates, organizes, and coordinates the program of activities of the Association, including general membership meetings, fundraising drives, social events, educational and cultural programs, subject to the approval of the Board.
- d. **Public and Community Relations Committee** – Disseminates pertinent news and other information to the members, other interested parties and general public; formulates plans and ways to interface with the community on behalf and for the benefit of the Association.
- e. **Affirmative Action Committee** – Develops a program to enhance the employment and promotability of the members of the Association; studies discrimination or grievance cases submitted by members and recommends to the Board action thereon, including active representation in meritorious cases; keeps a record

of all such cases submitted to the Association; and helps promote the interest and advancement of the Filipino community in general.

- f. Legislative Committee - Conducts a continuing study of these Constitution and By-Laws to keep them attuned to the needs of the Association; reviews proposed amendments thereto submitted by members and recommends to the Board action thereon; and keeps track of, studies, and reports to the Board and the general membership regarding any legislation, ordinance, or regulation of the City and/or other branches of the government that may interest or affect the members of the Association.
- g. Finance Committee – Develops and submits to the Board an annual budget of the Association; reviews the estimates of income and expenditures of any project of the Association; investigates any complaint of impropriety in the handling of funds or properties of the Association and recommends to the Board appropriate action thereon; and finds ways and means of raising funds and stabilizing the financial position of the Association.

Section 2. The President, subject to the approval of the Board, shall from time to time create such ad hoc committees for special purposes as may be deemed necessary.

Section 3. The President shall appoint the Chairpersons of standing and ad hoc committees. The Chairpersons shall appoint the members of their committees, subject to the approval of the Board. An officer or member of the Association may head a committee.

ARTICLE IX: Board of Directors

Section 1. The governing body of this Association shall be the Board of Directors. The President shall act concurrently as the Chairperson and presiding officer of the Board.

Section 2 The Board of Directors shall take action on any matter provided in these Constitution and By-Laws.

Section 3. The Board of Directors shall designate the bank or banks in which the funds of the Association shall be deposited and shall approve the disposition of the funds and properties of the Association.

Section 4. The action or proposal of the President on any matter involving or affecting the Association may be disapproved by a vote of at least three-fourths (3/4) of the members of the Board of Directors.

ARTICLE X: Election of Officers

- Section 1. Election of officers shall be held in May of each election year via submission of ballots by Regular Members.
- Section 2. The term of officers shall be for a period of two years, starting with the first day of July and ending on June 30th, two years thereafter.
- Section 3. The Election Committee shall prepare a slate of candidates to be presented to the members before the election.
- Section 4. Voting by proxy shall not be allowed.
- Section 5. The Election Committee shall declare candidates obtaining the highest number of votes the winners. In case of a tie, the incoming Board shall decide the winner. The incoming Board will appoint officers for unfilled positions, other than the position of President.
- Section 6. If an office is vacated for any reason, the Board shall appoint the officer to fill the position for the remainder of the term.

ARTICLE XI: Meeting and Quorum

- Section 1. General membership meetings shall be held twice a year, in May and in December, at such place, date, and time to be determined by the Board.
- Section 2. A special meeting of members may be called by the President subject to the approval of the Board, or upon written request of at least 10 percent of the regular members in good standing, stating the reasons therefore. Members shall be notified at least one week prior to the date of such meeting.
- Section 3. The Board meetings shall be held monthly on a day and time and at such place to be determined by the Board. Any member of the Board who has a total of four (4) unexcused absences during the year or is absent for three (3) consecutive monthly meetings, without prior Board approval, whichever comes first, may automatically be expelled from the Board.
- Section 4. A special meeting may be called by the President subject to the approval of the Board, or upon request of at least three members of the Board, stating the reasons therefore. The Board members shall be notified at least two days prior to the date of such meeting.

Section 5. The quorum of the membership meetings shall be one-fourth (1/4) of the number of regular members in good standing. The quorum of the Board meeting shall be the majority of all Board Members.

ARTICLE XII: Amendments

Section 1. Any proposed amendment to these Constitution and By-Laws shall be submitted in writing through the Legislative Committee to the Board of Directors for approval, subject to the ratification by the general membership.

Section 2. A favorable vote of at least (2/3) of the total ballots received manually and via any means or system for transmitting messages electronically, shall be required for ratification.