

PENDING APPROVAL

By-Laws of Miagao Association of California Los Angeles (MACLA)

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- Article I – Officers and Duties
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- Article I – Officers
 - Section 1
Elected Officers will serve their duties for the benefit of MACLA organization on a voluntary basis.
 - Section 1.a
Elected Officers and Board Members are integral parts of the Executive Committee. Elected offices shall include the President, Elected offices shall include the President, 1st Vice-President, 2nd Vice President, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Auditor, two Sergeant of Arms, Public Relations Officer, Webmaster, and two Board Members.

Section 2

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The duties of the President shall be, but not limited to:

- Presides at all meetings.
- Execute the agenda and programs of MACLA
- Oversees the administrative operation of MACLA in compliance with MACLA's constitution and by-laws.
- Schedules and chairs monthly Executive Committee meetings.
- Ensures all MACLA offices are filled for the succeeding term
- Ensures timely elections are conducted
- Prepares a successor for office
- Prepares the items to be discussed at each scheduled meeting. This includes establishing the allotted time needed to discuss each item.

■ **Section 3**

The duties of the 1st Vice-President shall be, but not limited to:

- Presides at meetings when the President is absent.
- Assumes all the responsibilities of the President after a resignation or vacancy
- Assist the President in his/her duties.
- Oversees all Committees with the 2nd Vice President
- Prepares a successor for office

■ **Section 3.a**

The duties of the 2nd Vice-President shall be, but not limited to:

- Presides at meetings when both President and 1st Vice President is absent.
- Assumes all the responsibilities of the President after a resignation or vacancy, if the 1st Vice President cannot, for any reason, fill the position.
- Assists the President in his/her duties.
- Oversees all Committees with the 1st Vice President
- Prepares a successor for office

■ **Section 4**

The duties of the Treasurer shall be, but not limited to:

- Keeps accurate records of all financial transactions.
- Responsible for all funds credited to all accounts of MACLA
- Submit MACLA accounts for audit
- Presents verbal and written financial reports quarterly. These quarterly dates shall be set in advanced before the year is started. These specific four scheduled meetings will highly expect the attendance of the Treasurer.
- Handles accounts in accordance to all relating sections of the constitution and by-laws.
- Presents all financial reports to auditor after each quarterly scheduled meeting.
- Transfer all accounts, account information, audited accounting history, transaction record history, and account materials (cards,

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checks, and moneys) to newly elected treasurer before the First General Meeting following the election.

- Prepares a successor for office.

■ Section 4.a

The duties of the Assistant Treasurer shall be, but not limited to:

- Announces when Dues must be collected.
- Collects Dues from each member.
- Keeps records of all paid members and Un-paid members.
- Assists the Treasurer with all of his/her duties outlined in Article I Section 4 of the By-laws.
- Co-chairs the Budget Committee with the appointed Chairman of the Budget Committee.
- Prepares a successor for office

■ Section 5

The duties of the Secretary shall be, but not limited to:

- Records all minutes of all meetings
- Keeps record history of all minutes
- Reads the minutes of the previous meeting at the beginning of each meeting.
- Records all actions taken, and future actions that will be taken by the officers at each meeting.
- Records all deadlines of each action for each member or officer appointed during the meeting.
- Maintains an accurate membership directory. This shall be acquired using the list of paid and unpaid members kept by the Assistant Treasurer, as it is written in Article I Section 4.a.
- Keeps all MACLA files, which include Constitution, By-laws, minutes, resolutions, and correspondence.
- Serve as a Co-Chairman of the Newsletter-Public Relations Committee and MACLA's website.
- Prepares a successor for office

■ Section 5.a

The duties of the Assistant Secretary shall be, but not limited to:

- Performs all duties of the Secretary in her absence.
- Assists with all duties of the Secretary.
- Prepares a successor for office.

■ Section 6

The duties of the Auditor shall be, but not limited to:

- Audits all financial statements.
- Approves all financial records to be correct.
- Keeps history of audited financial files
- Oversees all gains and expenses produced by the organization
- Presides as Co-Chairman of the budget committee.
- Keeps records of all materials purchased which include cost, location of materials, and receipts of materials.

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- Responsible with full access to MACLA's Financial Account information.
- Protects and Safeguards MACLA's assets against fraud and mishandling of funds.
- Prepares a successor for office.
- **Section 7**

The duties of the Sergeant of Arms shall be, but not limited to:

 - Arrange the venue of MACLA's meetings.
 - Ensures the meeting starts on time and ends on time.
 - Collects ballots
 - Tallies votes.
 - Assists Auditor with keeping records of all materials owned by MACLA, as stated in Article I Section 6 of By-laws.
 - Keeps order during meetings and oversees the conduct of meetings.
 - Understands the constitution and by-laws, and enforces the constitution during meetings, especially during decision making situations.
 - Prepares a successor for office
 - Assists Treasurer with collecting annual dues and donations.
 - Shall serve as Co-Chair the Nominations and Voting Committee
- **Section 8**

The duties of the Public Relations Officer shall be, but not limited to:

 - Produces and Distributes the MACLA newsletter every quarter.
 - Serves as a Chairman for the Newsletter and Public Relations Committee.
 - Promotes Miagao to the local media and back in Miagao, Iloilo.
 - Prepares a successor for office.
- **Section 9**

The duties of the Webmaster shall be, but not limited to:

 - Maintaining the website of MACLA.
 - Works with the Public Relations Officer in promoting MACLA to the public.
 - Prepares a successor.
- **Section 10**

The duties of the Board Members shall be, but not limited to:

 - Provide representation for the general public
 - Attend all scheduled meetings
 - Prepares a successor for office.
- **Section 11**

Special recognition shall be given to the former president of MACLA and he/she shall serve as an advisor to the newly elected officers. He/she shall serve as a Chairman for the Nominating Committee.
- **Section 12**

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Duties that are not designated to any officer shall be volunteered for and appointed by the President. These Duties or Actions shall be open to officers and paid members. Recognition of these individuals who volunteer for duties shall be given at a scheduled meeting. Completion of duties is highly expected and no compensation for work or time shall be given. The only compensation given shall be for items purchased and approved by the officers.

- Article II –Executive Committee

- Section 1

The Executive Committee is defined in Article VIII of the MACLA Constitution, as consisting of both Officers and Board Members

The Executive Committee shall have the President preside over the meetings.

- Section 2

The duties of the Executive Committee shall be, but not limited to:

- Votes on what charity to donate all MACLA's assets if MACLA were to be disbanded. The details of the circumstances are found in Article VIII of the MACLA Constitution.
- Votes on essential decisions that may affect the overall progress and development of MACLA, only at the **request of the President**. Under these circumstances, the President is unable to make a decision and is requesting the Executive Committee to vote for a decision. Under these circumstances, the President shall formally write a letter, outlining the decision and requesting the voting power of the Executive Committee to take action. Once the letter is signed, dated and submitted to both the Officers and Board Members, the Sergeant of Arms shall call in the Executive Committee and begin to collect votes. Once Executive Committee is requested with a formal letter, the President can no longer withdraw his request, and the decision shall be made based on the majority vote of the Executive Committee.
- Approves the budget of each event presented at a scheduled meeting.
- Oversees the development of the organization.
- Submits ideas on how to improve the organization
- Handles unethical situations that threaten the integrity and self-interest of the organization.

- Article III – Order of Succession and Tenures

- Section 1

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If the President is unable to fulfill an obligation to MACLA and unable to complete the full duration of the term for which the President was elected, the order of succession shall be as follows:

1. 1st Vice President
2. 2nd Vice President
3. Secretary
4. Treasurer
5. Auditor

After this point, if the Presidents position cannot be fulfilled, then the organization must be placed in recess. All actions shall be put on hold. Special elections must be held immediately. Special elections shall follow the procedures and rules outlined in Article VI of the By-laws.

■ **Section 2**

If an electoral office has an assistant, then the assistant shall take the place of an electoral office, when the primary officer of the electoral office vacates his/her position. The new officer filling the primary position shall appoint another assistant with the approval of the other officers. Details about vacating a position or resigning from a position is found in

■ **Section 2.a**

If for any reason, the assistant cannot fulfill the vacated primary position of the electoral office, then the position shall be subject to Special Elections outlined in Article VI of the By-laws. If the Electoral Office has no assistant, then it is automatically subjected to Special Elections outlined in Article VI of the By-Laws.

● **Article IV – Recall of an Elected Officer**

■ **Section 1**

Any officer may be recalled for re-election by the paid members of MACLA no more than once per elected term.

In order to recall an officer for re-election, the members of MACLA must have:

- just cause for recall
- petition members of MACLA and collect legal signatures of at least one-half of the total voting membership of MACLA
- Presents the petition and signatures to the officer who ranks the highest in the order of succession outlined in Article III of the By-Laws, assuming the President as having the highest position and who is not directly affected by the recall.
- Present the petition with formally written reason for recall to the Executive Committee.
- Have the Executive Committee approve the petitions, with a three fourths vote. This shall be carried out by the Sergeant of Arms. Sergeant of Arms shall collect written votes from each individual from the Executive Committee. If the Sergeant of Arms is being

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recalled then, the President shall collect the written votes from the Executive Committee.

Section 2

Within one week of acceptance of the petition and signatures, the receiving officer(s) must notify all members of MACLA of the recall. Officer(s) may do so by announcement, calling membership contact list, and Newsletter. The recall vote must be held within four weeks of acceptance of the petition and signatures and will comply with the following format: (a) the ballot must include the name(s) and position(s) of the officer(s) affected by the recall vote, (b) the vote will decide whether the officer(s) should continue to serve in the capacity of the respective positions or not; therefore a vote in the affirmative allows the officer(s) to continue to serve, while a vote in the negative relieves the officer(s) of the respective position(s), (c) a two-thirds majority is required to relieve an officer of office, d) proxy voting will be permitted and (e) the vacated office(s) will be filled by Article III of the By-Laws in the case of the President and Article IV of the By-Laws for other officers.

Section 3

If an officer wishes to challenge a recall, he/she must do so before the acceptance of the petition and signatures. If the officer feels as if the reason for recall is questionable or false, then he/she shall write a formal letter to the Executive Committee. The Executive Committee shall act as a Review Board, and take into account all sides before allowing the acceptance of the petition or signatures. In order for the petition and signatures to be accepted and recall be approved, three-fourths of the Executive Committee's votes must be in favor of recall. Once Petition is accepted, the recall may continue following the procedures written in Article IV Section 2 of the By-laws. If the petition is not accepted, then the recall is denied and the officer may hold his/her position.

Section 3.a

When the Executive Committee denies a recall following the guidelines set by Article IV Section 3 of the By-laws, then the officer may not be petitioned again for recall until 12 weeks after the first petition for recall for the same reason. If the officer is petitioned for recall based on a different reason, subject to be reviewed by the Executive Committee, then the officer may be again recalled. The officer is again given a choice to challenge, and the same procedures must follow, which are outlined in Article IV Section 2 and 3 of the By-laws.

Article V – Elections and Special Elections

Section 1

At the general meeting of MACLA which shall be called to order by the President, officers for the following year shall be elected by majority vote of the members present and the terms of election shall last until the next scheduled election. The newly-elected

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officers shall begin their terms beginning on the First General Meeting of the following year.

▪ **Section 1.a**

MACLA's Officer Election is held at the end of the second (2nd year) term for each office; it traditionally occurs on MACLA's Annual Christmas Party. The Nominating and Voting Committee oversees the election process. The voting day shall be announced at least 8 weeks in advance. The Slate of candidates must be written and completed before announcing the date of voting.

▪ **Section 2**

Only Paid Members (ages 18 years or older) can nominate and be entitled to one vote. On the day of election; nominees must be present and inform the Nominating and Voting Committee of their intentions to be a candidate.

▪ **Section 3**

If the candidate/s is/are not present and is/are nominated; the Nominating and Voting Committee shall inform the nominee/s by phone and verify the acceptance of such nomination. If the Committee cannot obtain verification of acceptance of such nomination before the established date of voting, then the nominee shall not be placed on the slate of candidates.

▪ **Section 4**

Candidates must be:

- A paid member of MACLA.
- Able to fulfill the duties of the position he/she is running for.
- Able to show integrity, character, and honesty.

▪ **Section 5**

If the nominee/s is a member of the Nominating and Voting Committee; he/she shall not participate on the Nominating and Voting Committee's functions.

▪ **Section 6**

All candidates and nominees must agree to serve voluntarily to become an effective officer for that position. Once the nominated candidates are officially in, silent voting shall commence using the paper ballots. The registered paid members will fill their ballots and it will be counted by the Nominating and Voting Committee.

▪ **Section 7**

The day of special election must be held within six weeks of the immediate need of such an election. The voting members of MACLA must be given at least three weeks of notice of such a special election. Nominations will be allowed for the vacated office(s) during the two weeks prior to the special election. Proxy

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voting will be allowed. A plurality of votes is needed to gain the vacated office to which the person is aspiring.

- **Article VI – Disbursements of Funds**

- **Section 1**

Disbursements of funds for activities of MACLA not exceeding a maximum of two hundred (200) dollars shall require the proper authorization of both the President and the Treasurer. Those disbursements exceeding two hundred (200) dollars shall require (a) a majority vote of all members present during the voting process or (b) a majority approval of the Budget Committee or (c) if members of MACLA and/or the Budget Committee cannot be assembled to attain such voting criteria, the proper authorization of the President, majority of the officers and the executive committee is sufficient to authorize the disbursement.

- **Section 2 – Loans**

Loans may be requested by any eligible member of this organization. Members may request loans from Association General Funds provided the following:

- i. Amount of loan does not exceed 50% of overall general funds.
- ii. “Emergency loan” must be due to a death of immediate family.
- iii. Remaining Funds after loan is not below \$5000.
- iv. Loans must be repaid within 60 days or less.
- v. A contract formed by the Association, signed by the current President or Vice President, the treasurer, and 2 members of Association.
- vi. A special emergency meeting for the loan request must be called to begin approval process.
- vii. Proof of ability to repay loan within 60 days must be provided (ie. Life insurance policy, form of collateral)
- viii. All loans must be approved by the current President, Treasurer, and 2 members of Association.

- **Section 3 – Authorized Gifts**

In cases of special circumstances, (ie. Death of a member, hospitalization of a member, or similar situations happening to close family of a member), the Association will propose an “Authorize Gift” to the member’s family. The “Authorized Gift” shall not exceed \$100 total. Any amount below \$100 will be authorized by the President, Treasurer and Auditor. There will be

no need for a voting approval or meeting. All “Authorized Gifts” will be subjected to review by the Auditor and presented to the board and members at each meeting. All receipts for “Authorized Gifts” shall be kept by the Auditor.

- Article VII – Dues
 - Section 1

The default Membership due for a Single Status Individual member is twenty dollars (\$20) and for the Married Status members is twenty-five dollars (\$25). Dues for the coming year shall be determined at the last General Meeting of the current year with majority vote approval from the paid members. Four weeks notice must be given prior to the day of the vote. Proxy voting will be permitted for paid members.
 - Section 2

If the paid members cannot vote on a new Membership Due then it shall be automatically put as the default amount stated in Article VII Section 1 of the By-laws.
- Article VIII – Quorum and Amendments By-Laws
 - Section 1

A quorum shall consist of at least twenty five percent (25%) total of MACLA paid members. The By-Laws shall be adopted by a majority vote of the charter members at MACLA’s first general meeting. The By-Laws shall be amended by approval of three-fourths of all members present at the time of the voting. Proxy voting will be permitted for paid members.
 - Section 2

Only officers can propose amendments. If a paid member wants to submit an amendment, he/she must lobby an officer to propose the amendment during a scheduled meeting.
- Article IX – Committees
 - Section 1

Executive Committee shall consist of the Officers and Board Members. The functions of the Executive Committee are outlined in Article 2 Section 2.a of the By-laws.

Executive Committee can be requested by the President to vote on important decisions, when the President is not able to form a decision.

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Executive Committee has the power to deny petitions for recall, when the officer in question requests a challenge for the recall. These circumstances are outlined in Article IV Section 3 of the By-laws.

Executive Committee shall have the power to form temporary subcommittee for special circumstances not covered by permanent committee on an as-needed basis.

▪ **Section 1.a**

Executive Committee has the power to overturn decisions made by the President if **three-fourths** of the Executive Committee signs a petition. These circumstances are outlined in Article XIII Section 1 of the By-laws.

▪ **Section 2**

Finance and Budget Committee shall be responsible with forming the budget analysis for each planned event. The budget analysis must be submitted and presented to the paid members before at a scheduled meeting. The budget analysis shall be presented to the Executive Committee and shall be approved with majority vote of the Executive Committee Proxy voting shall be allowed. Approval is necessary before any moneys of MACLA are used in the planned event.

The chairman of the Finance and Budget Committee shall be appointed by the President. The co-chairman of the Finance and Budget Committee shall be the Assistant Treasurer. If an Assistant Treasurer is not present then co-chairman position shall go to the Treasurer. If the Treasurer is not present then the co-chairman position shall go to the Auditor.

The Finance and Budget Committee shall also be responsible with assisting the Treasurer and the Auditor in forming the annual budget report. This annual budget report shall consist of the deposits, expenses and overall growth or decline of MACLA funds.

▪ **Section 3**

Social and Reception Committee shall be responsible for, but not limited to:

- Creating Invitations and sending them out to all paid members prior to event.
- Calling paid members and guests to invite them to events.
- Handling all RSVPs and guest list for each event

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- If the event requires a payment, then this committee shall collect and submit payments to Treasurer.
 - Acquiring a band
 - Planning Games for the Children of MACLA
 - Writing up the Program for the Event
 - Decorations for the Events
 - Acquiring any other sort of entertainment, priest, speaker, or special invites.
 - Shall coordinate efforts with the Events Committee.
 - Shall collect funds from fund raising and Games activities;
- **Section 4**
- The Events Committee shall be responsible for, but not limited to:
- Shall have the power to form temporary subcommittees to help coordinate events on an as-needed basis.
 - Finding the venue for the events
 - Ordering food for the events
 - Ordering chairs, tables, supplies, or any other materialistic items needed for the event.
 - Oversees the set up and clean up of events.
 - Shall coordinate efforts with the Social and Reception Committee.
- **Section 5**
- The Newsletter and Public Relations Committee shall be responsible for, but not limited to:
- Shall be chaired by Public Relations Officer and Co-chaired by the Webmaster
 - Creating the Newsletter.
 - Editing the Newsletter.
 - Mailing out the Newsletter.
 - Contacting Media
 - Represent MACLA to the Media.
 - Updating the MACLA website
- **Section 6**
- The Junior Miagaowanons Committee shall be responsible for, but not limited to:
- Meeting with each other to brainstorm ideas that will benefit the young members of MACLA.
 - Submits ideas of improving the enjoyment for the young members of MACLA to the Officers.
- **Section 7**
- The Nominating and Voting Committee shall be responsible for, but not limited to:

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- Announcing the Elections for Officers
- Creating the written Candidate Slate for Officers
- Contacting Nominees and Verifying acceptance of nomination by nominee.
- Carrying out the voting and counting of ballots for the officer elections with assistance from the Sergeant of Arms.
- Announcing the new Officers of MACLA
- Carrying out the procedures outlined for Special Elections and Elections in Article V

The Nominating and Voting Committee shall have the former President preside as the Chairman of the Committee. If the former President is running for election, then the Sergeant of Arms shall be the Chairman of the Nominating and Voting Committee. The Acting President at the time shall not be able to participate in the Nominating and Voting Committee. If the Chair of the Board is the same individual as the Former President, then the Officers shall appoint a Chairman of the Nominating and Voting Committee, based upon majority vote of the Officers.

▪ Section 8

The Charity Committee shall be responsible for, but not limited to:

- Proposing ideas for various Charity organizations.
- Proposing fundraiser activities for MACLA.
- Estimates funds for carrying out fundraisers and charity.
- Keeping track of donations and beneficiaries.
- Sending letters of appreciation to sponsors and donators.
- Shall obtain feedback from beneficiaries (such as thank you letters or pictures of beneficiaries)
- Shall coordinate events activities Events and Social and Reception Committees
- Shall generate and maintain a Charity Ethics & Guidelines Handbook to ensure fairness and prevent misuse
- Shall present Charity and Ethics Guidelines Handbook to members and other committees upon request.

• Article X– Scheduled Meetings

▪ Section 1

There will be two types of Scheduled meetings.

- General meetings, which will take place on the third Saturday of every month
- Additional meetings, which will be scheduled by the President. Usually, these meetings will be held for special elections, Executive Committee request, and Emergency meeting.

There will also be teleconferencing meeting, which will be scheduled by the President and shall be used for preparation of the next scheduled meeting.

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- Article XI – Conduct

- Section 1

All members are expected to conduct themselves with respect for others in the organization. Each member is a representative of MACLA, and should conduct themselves in a way that represents MACLA in the best way possible.

- Section 2

If at anytime a member conducts themselves in a way that breaks any laws of this state and threatens the organization of MACLA in anyway, shall be left to the appropriate authorities. They will also lose membership to the organization after review by the Executive Committee.

If a member conducts actions that affects the financial status of MACLA, and breaks any laws of this state, he/she shall be left to the appropriate authorities. MACLA shall pursue legal matters in acquiring any financial loss due to the actions of the suspected member.

- Article XII – Veto Presidential Decisions

Only the Executive Committee can overturn the President's decisions. The overturn must be submitted in writing with reason, three-fourths of the signatures of the Executive Board, and date. At this time, the Presidential Decision shall be overturned, and a new decision on the matter shall be decided upon using majority vote of the Executive Committee.

- Article XIII – Powers

- Section 1

The Chairman or Chairmen of each committee shall have the power to make final decisions on all items relating to the committee that do not require or is not requested by a member for a vote. If a vote is requested by a member, then the Committee and all participants of the committee shall vote on the matter. The matter shall be settled with majority vote of the members of the committee.

- Section 2

The President shall have the power to appoint a temporary replacement of any vacated position until a special election is held.

- Section 3

The Executive Committee shall have the power to implement changes to the yearly budget and events budget presented.

- Section 4

All members who paid their dues shall have the power to nominate, vote, lobby officers to propose amendments, hold office, be eligible for

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appointed positions, and be eligible for other benefits proposed by MACLA.

■ Section 4.a

All members who do not pay their dues, shall be considered inactive, and will be recognized as guests of MACLA. Guests have the power to participate in all activities, except for those that are outlined in Article XIII Section 4 of the By-laws.

APPROVAL

Revision Table:

| Revision | Description | Approval Date: |
|-----------------|--|-----------------------|
| 1.0 | Initial Release | 11/10/2007 |
| 2.0 | -Added voting age requirement to Article V Section 2. -Added "Section 2 Loans" & "Section 3 Gift" to Article VI -Addition of Signatories | Pending Approval |

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Authorization of By- Laws

APPROVAL

I hereby acknowledge these bylaws with sound mind and approve all sections written. I acknowledge the fact that these By-Laws can be subjected to amendments, approved by designated officers and in accordance with existing amendment regulations. I swear to uphold the rules and regulations set by these By-Laws.

I sign here confirming my approval of:

By-Laws of Miagao Association of California
Los Angeles
(MACLA)

President: _____

Date: _____

Vice President: _____

Date: _____

Other Officers/Witnesses

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____