

# United Filipinos for Peace and Advancements (UFPA)

## Constitution and Bylaws

### ARTICLE I: NAME AND PURPOSE

**Section 1.** The name of the organization is the United Filipinos for Peace and Progress, hereinafter referred to as the UFPP or Association.

**Section 2.** UFPA is an intercultural, inter-religious, educational and service-oriented organization. It is dedicated to fostering unity, peace and service to Philippines, Japan and beyond. The organization is committed to: (1) provide fellowship, unity, service and leadership education; (2) develop and advocate standards for inter-cultural and inter-religious peace and harmony; (3) offer educational tools, service opportunities and constructive activities for the benefit of the community, the country and the world, and (4) promote a strong bond of camaraderie and harmonious relationship among all Filipinos in Japan;. The UFPP implements these goals through educational programs and service activities. It offers a forum for issues of vital concern to the peace of the community, nation and the world through collaboration, partnership, and outreach with government and non-government organizations that actively supports unity and peace through education and service.

**Section 3.** The UFPA is incorporated as a non-profit, non-sectarian, non-political organization established and operated exclusively for charitable educational and service purposes within the bounds of the Philippine Constitution and the host country, in the spirit of One Family under God. No part of the net earnings of the UFPA shall inure to the benefit of any member or other individual except as reasonable compensations for specific duties performed at the direction of the organization. The UFPA shall not carry on or implement other activities except those activities that are accessory to the pursuit of the above principal purposes for which it is organized.

### ARTICLE II: MEMBERSHIP

Membership is open to any person, agency or institution interested in the purposes of the organization and who accept our vision of One Family under God and its essential

teachings about True Family Values and Global Peace through Ideal Families. There shall be no barriers to full participation in the organization on the basis of gender, race, creed, age, sexual orientation, national origin or disability. Membership to the organization is decided by the individual applicant upon payment of dues specified by the Bylaws UFPA.

**Section 1.** Anyone who believes in the vision of One Family under God, True Family Values and Peace is eligible for membership. There shall be six classes of membership in the Association: Individual, Institutional, Partner, Special Honorary Life membership awarded by the Executive Board, Student and Retired.

**Section 2.** Individual membership: shall be available to anyone who has completed an application form and paid the currently stipulated Individual dues. An Individual member in good standing shall have all the privileges of membership as established by the Executive Board including the right to vote and to hold office in the association.

**Section 3.** Institutional membership: shall be available to any organization, firm, association, or other institution interested in forwarding the purposes and programs of the Association upon completion of an application form and payment of the currently stipulated Institutional dues. Each Institutional member can designate one representative who shall have the same rights and privileges as an Individual member. The Institutional member shall keep the Association advised of the one representative so designated. Institutional members that do not designate a representative shall not be entitled to vote by ballot or at membership meetings.

**Section 4.** Partner membership shall be for persons/institutions who give a monetary contribution to the Association beyond Individual/Institutional membership dues as determined by the Executive Board. Notice of Partners shall be published at least once annually in the *Bulletin* and other ways as deemed by the Executive Board.

Partners and the designated representatives of Partner institutions shall have all the privileges of Individual membership.

**Section 5.** Special Honorary Life membership: shall be awarded to an Individual, designated representative of an Institution, Partner or member by the Executive Board in recognition of eminent distinction in any of the fields of the Association's purpose. Honorary Life members shall not be required to pay dues; they shall have all the privileges of Individual members.

**Section 6.** Student membership: shall be for students who send a copy of a currently valid student identification card with the membership application. The Student membership rate shall be set by the Executive Board. Student members shall have all the privileges of Individual members.

**Section 7.** Retired membership: shall be for retirees. The Retired membership rates shall be set by the Executive Board. Retired members shall have all the privileges of Individual members.

**Section 8.** Membership dues shall be set by the Executive Board and shall be paid annually to the Association. The schedule shall be published at least once annually. The membership year is the calendar year (January 1 - December 31). If membership renewals are not paid by December 31 of each year, the membership shall cease. If a new membership is paid after October 15, the dues shall apply to the following calendar year.

### **ARTICLE III: PRIVILEGES**

All Individual members, designated representatives of Institutional members, and Partners, Student, Retired, and Honorary Life members shall have the right to vote, hold office, and shall receive newsletters and information bulletins. Institutional members that do not designate a representative may neither vote nor hold elected office, but shall receive the Association's aforementioned publications.

### **ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS**

**Section 1.** Any eligible member of the Association may nominate a registered member or officer as a candidate for an elective position of the given year.

**Section 2.** The year of election may be decided by the executive committee. The Executive Board may also decide to assign an Election Board who may carry out the duties to accept nomination; conduct the election by ballots; count the number of ballots and votes; and finally proclaim the winners of the election.

**Section 2.** The nominees may deliver speeches about their platforms or programs of action at a time and date decided by the Executive Board or the Election Board, as the case may be.

**Section 3.** Each nominee may post a statement of acceptance, platform of government or program of action, goals and biographical data, which the Board may publish or announce in an official meeting, publication or information bulletin.

**Section 4.** Officers shall be elected by ballot. Ballots accompanied with statements of goals and biographies of the candidates may be provided to each Association member eligible to vote. Ballots will specify the voting deadline. Members shall be given a maximum of 30 days to submit ballots from the date on which they are provided to the Membership.

**Section 5.** The Executive Board or the Election Board or their respective representatives may receive the ballots and shall serve as tellers to verify the ballots simultaneously and report the election results to the President.

**Section 6.** For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, the winner of the election will be drawn by lot through a notary or a person appointed by the Board or the Executive Board as the case may be.

**Section 7.** All candidates shall be informed of the election results in writing and or announcement by the President. The names of the successful candidates shall be published in an official publication of the Association and announced at the annual membership meeting.

## **ARTICLE V: TERMS OF OFFICE**

**Section 1.** All UFPP officers may serve a one-year term of office after which they will be qualified for re-election.

**Section 2.** The terms of office shall begin immediately following the close of the official annual membership meeting of the Association.

Section 3. The officers of the Association are the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs, the Secretary-General, the Treasurer, Auditor and the Press Relations Officer(s).

## **ARTICLE VI: DUTIES OF OFFICERS**

**Section 1.** The President shall be the chief executive officer of the Association. The President shall have control over the affairs of the Association, subject to the approval of the Executive Board. Upon completion of the one-year term, the President shall step down from the Executive Board, but serve immediately for one year as Past President in an advisory, honorary role.

**Section 2.** The Vice President for Internal Affairs (IVP) shall negotiate all on-site contracts for the Association's annual conference, coordinate all local or internal arrangements and special educational events; and will work in conjunction with the chairperson of the committee on education to implement educational, professional and leadership training programs for the general membership of the Association.

**Section 3.** The Vice President for External Affairs (EVP) shall coordinate the development of the entire service for peace programs, community outreach and fellowship activities with other individuals and organizations. The EVP will work in conjunction with the chairperson of the Committee on Service and Outreach Activities.

**Section 4.** The Secretary –General shall be responsible for keeping the official minutes of the Association's membership meetings, and the official minutes of the Executive Board meetings. This officer shall also be responsible for collecting and distributing reports for the Executive Board meetings, for handling registration for the Association's annual conference or events, and for handling any request for correspondence. In addition the Secretary shall act as teller for balloting for proposals of affiliation and/or amendments to the Constitution and Bylaws.

**Section 6.** The Treasurer shall be responsible for the financial accounts of the Association, including sales, income, and expenditures. In an official publication of the Association, the Treasurer shall present a financial statement for the previous fiscal year. The Treasurer shall cooperate with a partial audit that will be done every year, and with a full independent audit as stipulated by the Executive Board in order to assure fiscal responsibility.

**Section 7.** It is the responsibility of the auditor to independently examine and make findings of fact on whether all officers:

- (1) Have established adequate operating and administrative procedures and practices; systems of accounting, reporting and auditing; and other necessary elements of legislative or management control.
- (2) Are providing financial and other reports which disclose fairly, consistently, fully, and promptly all information needed to show the nature and scope of programs and activities and have established bases for evaluating the results of such programs and operations.
- (3) Are promptly collecting, depositing, and properly accounting for all revenues and receipts arising from their activities.
- (4) Are conducting programs and activities and expending funds made available in a faithful, efficient, and economical manner in compliance with and in furtherance of the purposes of the organization.

**Section 8.** The Public Relations and Communications Officer (s) shall be responsible for overseeing Association publications, facilitating communication within the organization, and developing and maintaining the Association's public relations program with media entities or outside organizations. The organization may have as many as three PROs to deal with the media or press, documentation and photography

**Section 8.** All officers must submit written reports as frequently as required by the Executive Board.

## **ARTICLE VII: ADVISORY BOARD, COMMITTEES AND REPRESENTATIVES**

**Section 1.** The Executive Board shall have the option of appointing an Advisory Board not to exceed 5 members. The purpose of the Advisory Board is to advise the Executive Board on policy matters at the request of the Executive Board or on their own initiative. The length of their individual terms shall be determined by the Executive Board. The members of the advisory board may be composed of outstanding persons in the national government and non-governmental organizations, community or profession who have the time and the qualities of moral uprightness and physical and mental capabilities to handle the advisory position effectively.

**Section 2.** The Executive Board has responsibility for the appointment of chairs and members of the special committees from the voting membership of the Association.

**Section 3.** The Executive Board shall appoint committee chairs and member appointments for specified terms, normally for one year, at the direction of the Executive Board. The President of the UFPF is a nonvoting ex-officio member of all committees of the Association.

**Section 4.** All committee chair and member appointments shall begin at the close of the annual membership meeting. Each committee shall report annually in writing to the membership on the activities of the committees, or more often to the Executive Board as requested by the Executive Board.

**Section 5.** No committee member or representative/liaison to another organization shall incur expenses on behalf of the Association except as authorized by the Executive Board.

**Section 6.** There will be three standing committees on education, service, and outreach activities and ways and means.

1. The Committee on Education will be responsible for the planning, implementation, supervision and evaluation of educational programs, in-service trainings, development workshop and other activities of the members and officers of the UFPF. The chairperson of this committee will work together with the Vice-President for Internal Affairs in order to carry out tasks and responsibilities related to the internal education and relationship between and among members of the Association.

2. The Committee on Service and Outreach Projects will be responsible for any arrangement, event, planning and implementation, collaboration and co-operation with other individuals and organizations. The chairperson of this committee will work together with the Vice-President for External Affairs to undertake service programs and outreach activities.

3. The Ways and Means Committee is in-charge of financial sources and solutions to funding problems and challenges of the Association. It looks for opportunities to strengthen and expand the financial base of the Association so it can undertake its educational and service missions for peace.

**Section 7.** The Executive Board shall authorize the dissolution of an advisory board, committee, or representative when in the opinion of the Executive Board its usefulness has ceased. This decision and reasons for dissolution shall be reported to the membership.

**Section 8.** With majority approval of the Board, any Officer, Committee Chair, or Member Appointment may be removed from office for defalcation of public funds, malfeasance of office, or failure to perform duty.

## **ARTICLE VIII: OFFICERS**

**Section 1.** The elected officers of the UFPA shall be the President, Vice-President for Internal Affairs, Vice President for External Affairs, the Secretary-General, the Treasurer, the Auditor, and the Public Relations Officers, and the standing committee chairpersons. All elected officers and committee chairmen must be individual members of the organization who accept the vision of One Family under God and the teachings of Peace and True Family Values.

## **ARTICLE IX: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the elected officers and the chairpersons of the standing committee on education, service, and ways and means as provided for in Article VII of the Bylaws. Any member, guest or resource person may be invited to the Executive Board meetings as may be deemed necessary by the Board.

**Section 2.** The Executive Board shall oversee the activities of the UFPP provide for management of the organization's business, and appoint members to committees and appointed positions as provided for in the Bylaws. The Executive Board may contract for administrative services from an individual or a management firm. The provider of those services shall report directly to the Executive Board.

**Section 3.** A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment. Members so appointed shall serve until the end of the term of the vacated office.

**Section 4.** A majority of the elected officers shall constitute a quorum of the Executive Board.

## **ARTICLE X: MEETINGS**

**Section 1.** The Association shall hold an annual membership meeting at such time and place as the Executive Board shall determine. Notice of each meeting of UFPP shall be announced to the membership at least thirty (30) days before the date of the meeting. Twenty-five (25) members eligible to vote shall constitute a quorum for the transaction of business.

**Section 2.** Special Meetings may be held at such times and places as the Executive Board may elect or the organization may direct.

## **ARTICLE XI: PUBLICATIONS**

The Association is empowered to bring to effect any report, study, photography, research finding, or other publication that supports the purposes of UFPP. In addition, the organization may publish an annual, bi-annual or quarterly bulletin that shall be distributed to all members at suitable intervals as part of the dues they have paid.

## **ARTICLE XII: AFFILIATIONS WITH OTHER ORGANIZATIONS**

**Section 1.** Affiliation or disaffiliation with other organizations shall be authorized by the Executive Board.

**Section 2.** The Association may hold institutional membership or link with other organizations.

**Section 3.** The President may appoint a member or members of the organization to represent the Association or to serve as liaison to another organization provided the objectives of the organization are consistent with those of the Association and the activities of the organization are not in conflict with the Association.

## **ARTICLE XIII: CHAPTERS**

**Section 1.** The Association shall recognize as chapters such bodies as make written application to the Executive Board and are determined by the Executive Board to be in consonance with the purposes of the Association and to meet the requirement for eligibility as specified below.

**Section 2.** Members of the Association who reside or work in a geographical area defined in their petition may apply to the Executive Board for charter approval. Upon approval, a newly defined chapter shall submit a statement of rules or bylaws in consonance with the Constitution and Bylaws of the Association within a period specified by the Executive Board.

**Section 3.** The officers of the local chapters shall be the same in number and composition as the national organization.

**Section 4.** A written report of chapter activities and a list of chapter officers shall be filed annually with the Executive Board and published in an official publication of the Association.

**Section 5.** Membership in a chapter is conditional upon membership in the Association.

**Section 6.** A chapter may request funds for special projects from the National Executive Board. All funds received by a chapter shall be used exclusively for purposes incident to the fulfillment of the objectives of the Association.

**Section 7.** The Executive Board shall authorize the dissolution of a chapter when in the opinion of the Executive Board its usefulness has ceased. This decision and reasons for the dissolution shall be reported to the membership.

## **ARTICLE XV: VOTING ON AFFILIATIONS AND AMENDMENTS**

**Section 1.** When the Executive Board determines that a proposed affiliation or proposed amendment to the Constitution and Bylaws shall be submitted to the membership, the voting procedures are as follows.

**Section 2.** The text of the proposed affiliation or proposed amendment with a brief summation of the issues involved shall be mailed to all members of the Association who are eligible.

**Section 3.** Ballots will be mailed to all members of the Association who are eligible to vote with a specified postmark deadline and the address of the Association's Secretary, who will serve as teller. At least 30 days must be allowed for balloting.

**Section 4.** Approval by 2/3 of the valid votes cast shall be necessary to approve affiliation or amend the Constitution and Bylaws. The results shall be reported to the President and published in an official publication of the Association .

**Section 5.** The Constitution and Bylaws shall be reviewed at least every five years or more frequently at the discretion of the Executive Board.

## **ARTICLE XVI: PARLIAMENTARY PROCEDURE**

*Roberts Rules of Order Newly Revised*, in the latest edition, shall govern the Association in all cases to which it can be applied and in which it is not inconsistent with the Constitution and Bylaws, or special rules of order of the Association.

For *Roberts Rules of Order Newly Revised*, please go to:

<http://www.constitution.org/rror/rror--00.htm>

## **ARTICLE XVII: AMENDMENT OF CONSTITUTION AND BYLAWS**

**Section 1.** The Constitution and Bylaws may be amended by vote of 2/3 majority of the ballots cast by those members of the UFPA eligible to vote on the proposal for change. Such a proposal may be by petition of a minimum of 20 voting members filed with the Executive Board, or by a proposal originated by the Executive Board. The Executive Board shall determine whether such proposed amendments should be considered by the Association. The balloting of the membership shall be in accordance with Article XV.

Sections 3-4 of the By-laws. The proposed amendment shall be effective on the date it is approved. Article XIX of the Bylaws shall note the ratification date and place of signing..

**Section 2.** The Executive Board may make editorial changes as to not change the substance or meaning of the Constitution and Bylaws. They shall take effect upon such action and shall be followed by proper publication to the membership.

### **ARTICLE XVIII: DISSOLUTION OF THE ASSOCIATION**

**Section 1.** In the event of dissolution of the Association, all liabilities and obligations of the Association shall be paid, satisfied, and discharged or adequate provisions shall be made to make its dissolution just, legal and safe for everyone concerned.

### **ARTICLE XIX: DATE OF EFFECTIVITY**

This UFPA Constitution and Bylaws shall become effective immediately upon approval by the membership.

Date Ratified by the Membership: \_\_\_\_\_

At (Venue of Signing) \_\_\_\_\_

Accepted by the Executive Committee: \_\_\_\_\_

Ratified by the membership and accepted by the Executive Board : \_\_\_\_\_

UFPP Executive Board

President : \_\_\_\_\_

Vice-President for Internal Affairs: \_\_\_\_\_

Vice-President for External Affairs: \_\_\_\_\_

Secretary-General: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Auditor: \_\_\_\_\_

P R O : \_\_\_\_\_

Standing Committee Chairpersons:

Education: \_\_\_\_\_

Service and Outreach Projects: \_\_\_\_\_

Ways and Means: \_\_\_\_\_

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