



Filipino-American Association of Greater Atlanta
Established 1974
Serving the Filipino-American community in Greater Atlanta since 1974
www.atl-filam.org

Code of Regulations

Revised 2017-12-03

These Regulations, which shall govern the affairs of the Filipino-American Association of Greater Atlanta, may be repealed or revised solely by the Board of Directors of the Association as provided for in the Constitution and shall take effect only upon ratification of the Constitution by the membership at a special meeting called for that purpose. [The constitution under which these Regulations came into force was ratified on November 11, 2000.]

Regulation 1: MEMBERSHIP

Section 1. Eligibility for Membership.

1. Membership in the Association shall be open to any person who has any special interest in the objectives of the Association as stated in the Constitution's Preamble.

Section 2. Membership.

1. A member shall be any person who has attained to the age of eighteen years who is not in default of dues and fees or under suspension, is entitled to all the rights and privileges of membership.

Section 3. Suspension and Expulsion from Membership.

1. A member may be suspended or expelled from membership for disorderly conduct in an Association event, malfeasance in office, conviction in a court of law for felony, misdemeanor, and other acts inimical to the image of the Association, but such power to suspend or expel shall be vested in the Board of Directors, who shall hear all the allegations about the alleged errant member.
2. A member subject to suspension or expulsion may present his case before the Board of Directors, may be represented by counsel, and the right to confront his accusers.
3. All decisions of the Board of Directors are subject to appeal to the Tribunal of Elders whose decision shall be binding and final.

Regulation 2: DUES AND FEES

Section 1. Dues and Membership.

1. Being a social and cultural organization, the Association Officers, committee members, Elders, and everyone involved in the conduct of business

for the Association are on a volunteer basis and do their work without any form of remuneration.

2. Annual dues shall be:
 - a) twenty-five dollars for a family, consisting of members of a family at the same address
 - b) fifteen dollars for an individual under 65 years of age,
 - c) ten dollars for an individual 65 years of age and above and
 - d) five dollars for a student under 26 years of age.¹
3. Membership dues shall be due by the date of the annual Valentine's Party and shall be effective immediately and until the end of the calendar year, provided, however, that membership dues paid in October, November and December shall be effective for the current year and the subsequent year.²

Regulation 3: ELECTIONS OF OFFICERS

Section 1. Election Committee

1. An Election Committee of at least four members shall be empanelled by the incumbent President before election day with the President as ex officio Chairperson of the Committee. Nominees shall not be members of the Committee. If the President is a nominee, the Board shall elect a Chairperson other than the President.
2. The Election Committee shall solicit, accept, qualify, and certify applicants for nomination in the election and publish in the newsletter the names of all the candidates with the corresponding offices for which they are candidates, and such other information as may be pertinent to assure a quick and orderly election.
3. On the day of the election, all candidates shall be nominated from the floor. The candidates shall have been certified by the Election Committee at least 30 minutes prior to the floor deliberations.

Section 2. Elections

1. The incumbent Board of Directors shall conduct the election at the meeting called for the purpose of electing candidates for office and shall establish the rules and guidelines of the election procedures, but that such rules and regulations shall not violate the letter and essence of the Constitution.
2. All candidates for office shall submit a signed acceptance of nomination to the secretary no later than 24 hours before the election.³
3. No candidate for President or Vice-President shall be nominated who is not present during the election.⁴

¹ Amended December 3, 2017. Added fee amount for seniors 65 and over.

² Amended December 3, 2017. Previously, dues were effective for one year from date of payment.

³ Adopted December 3, 2017.

4. No candidate names shall be printed on the ballots except that there shall be a listing of all the names of the candidates posted conspicuously during the election.
5. Officers shall be elected by a majority vote and serve for the respective periods specified herein until their successors are elected and qualified.
6. Voting for a given office shall be done by secret ballot when more than one candidate is running for that office. The Chairperson of the Election Committee shall receive the ballots and such ballots shall be counted and certified correct and final by the Board of Directors. The candidates who receive the largest number of votes shall be the official winners. If the difference in a contest is less than 10 percent of the votes cast, a candidate may ask for a recount. In case of a tie, a run-off shall be held between the two top candidates at a time and place designated by the Board of Directors.

Regulation 4: UNAPPROPRIATED FUNDS

Section 1. Expenditure of Unappropriated Funds.

1. No check shall be issued for any unbudgeted item without Board approval, except between meetings, when the President may authorize expenditures up to \$100 each time, subject to an annual limit of \$500. Disbursements for unbudgeted items shall be presented by the Treasurer at the next Board meeting.⁵

Section 2. Minimum Funds of the Association.

1. The incumbent Board of Directors shall transfer an operating account with a minimum of two thousand dollars (\$2,000.00) to the incoming Board of Directors each year. Any amount in excess of this minimum amount shall be transferred to the Legacy Fund.

Regulation 5: COMMUNICATION

1. Timely communication of new events, Laws, scheduled meetings, and other such information to the general membership is of paramount importance in achieving the stated objectives of the Filipino-American Association of Greater Atlanta. The general mode of communication shall be via an official Association newsletter, flyers and the Association website.
2. In addition to the Newsletter, the Association shall post information on the Association on its website on the Internet.

⁴ Amended December 3, 2017. Previously, all candidates had to be present.

⁵ Amended December 3, 2017. Previous amounts were \$150 each disbursement and \$1000 annually.

Regulation 6: ELDERS

1. The Tribunal of Elders shall develop and publish procedures for its operations.
2. Only each newly-appointed officer shall take the following oath or affirmation: "On my honor I, (Elder shall state own name), do solemnly swear (affirm) that I will faithfully execute the duties of an Elder, defend and protect the Constitution".
3. Newly appointed Elders who are not sworn into office at the turnover meeting shall be sworn in by the President at the next possible opportune meeting.⁶
4. The Elders shall not discuss tribunal cases outside official sessions of the Tribunal.

Regulation 7: PROXIES⁷

1. A board member who plans, in a non-emergency situation, to be absent at a board meeting shall notify the President no less than 24 hours before the meeting and shall send a Fil-Am member as proxy to the meeting to discuss and vote on behalf of the board member.
2. A proxy shall not be used during any of the following:
 - a. general membership meetings;
 - b. during the installation of officers;
 - c. during oath-taking or presentation of the Tribunal of Elders
3. Incoming officers absent at the installation of new officers shall be sworn in by the President at the next board meeting or Association event, whichever comes first.
4. A proxy shall not be used more than three (3) times in any given year, provided that this limit does not apply to absences in emergency situations.

Regulation 8: RELATIONSHIPS WITH OTHER ORGANIZATIONS

1. Upon written request from another, non-profit organization, the Board may authorize the placing of a half-page advertisement in a publication of that organization, provided that the advertisement may include the following information:
 - The Association's logo
 - Name of the Association, "Filipino-American Association of Greater Atlanta"
 - Year of founding, namely 1974

⁶ Adopted December 3, 2017.

⁷ Adopted December 3, 2017.

- Motto, namely "Serving the Filipino-American community in Greater Atlanta since 1974"
 - Website URL, namely www.atl-filam.org, and
 - A greeting appropriate for the occasion.
2. Upon invitation to an event of another organization by that organization's president, the President may choose to attend, in which case he or she attends in an official capacity as the representative of the Association and not as an individual or in any other capacity. In all public events hosted by other organizations, all officers are to conduct themselves in a manner that reflects positively on the Association.
 3. Upon written request from another, non-profit organization, the Association may accept an advertisement from that organization to be placed in a publication of the Association, provided that that organization accepts in writing to be bound by the Association's editorial and submission policies.
 4. All correspondence on behalf of the Association with individuals outside the organization shall be made on official Association stationery and signed by the President.

Regulation 9: FORMAL EVENTS⁸

1. A Fil-Am formal event is defined as one in which the U.S. and Philippine flags are displayed, the national anthems are sung and an invocation is made.
2. At all Fil-Am formal events, the U.S. flag shall be displayed to the audience's left and the Philippine flag shall be displayed to the audience's right, and the U.S. and Philippine national anthems shall be sung before any speech, other song or other number in the program and shall be sung in the following order: the U.S. anthem first, then the Philippine anthem.
3. At all Fil-Am formal events, the Program Director shall issue guidelines and closely monitor speakers addressing members and other guests, specifically issues related to speeches running overtime. The Program Director may request prepared speeches in advance at his or her discretion.
4. At all Fil-Am formal events, no announcements shall be made that do not pertain exclusively to the Association, nor shall flyers be distributed, nor commercial displays or displays of any other kind that do not pertain exclusively to the Association.

⁸ Adopted December 3, 2017.

Regulation 10: MISS FIL-AM ATLANTA⁹

1. The Board may authorize the holding of a Miss Fil-Am Atlanta Pageant whose purpose is to select a young woman of full or partial Filipino heritage, at least 17 years of age by December 31 of the current year and less than 20 years of age, as a role model for young Filipino-American women and the Association's ambassador of goodwill.
2. The candidates for Miss Fil-Am Atlanta shall be evaluated on all and only the following events within the location and time of the pageant and in the following chronological order:
 - a. An event of each candidate's individual introduction which shall be 10% of the final score
 - b. An event featuring the candidates together in Filipino costume and performance of a native dance, which shall be 10% of the final score
 - c. An event showcasing each candidate's live performance of her chosen talent, which shall be 30% of the final score
 - d. An event featuring the candidates together in evening gown, which shall be 20% of the final score and
 - e. An interview of each candidate, which shall be 30% of the final score
3. The Miss Fil-Am Atlanta Pageant shall number at least four candidates to hold such event. In case the minimum number of candidates is not met, the Miss Fil-Am Atlanta Pageant shall not be held.
4. Judges for the Miss Fil-Am Atlanta Pageant shall number at least three. They should be well respected and have professional image individuals who have absolutely no connection with the candidates and their immediate families whatsoever and who are not members of the Filipino-American community metropolitan Atlanta. The identities of the judges shall be kept confidential and private by the individual who solicited their services. The names shall be known in public only at the start of the main program of the Pageant.
5. Judges shall keep secret in perpetuity the scores of each candidate in the pageant.
6. Prizes shall be awarded for the Miss Fil-Am Atlanta Pageant only based on the evaluation criteria and shall be awarded at the location and time of the Pageant. No other prizes of any kind shall be

⁹ Adopted December 3, 2017.

awarded for any other criteria or at any location or any time other than the Pageant itself.

7. The candidate with the highest score based on the evaluation criteria shall be proclaimed Miss Fil-Am Atlanta for the year. Her term as Miss Fil-Am Atlanta shall commence at her crowning and ceases at the crowning of the next Miss Fil-Am Atlanta. In situation when there is no Pageant held the following year, the term of the Miss Fil-Am Atlanta shall be extended to such time until a pageant is held to crown the new Miss Fil-Am Atlanta.
8. During her term as Miss Fil-Am Atlanta, she shall not participate in any other pageant anywhere, for the reason that she will be an ambassador of goodwill for the Filipino-American Association of Greater Atlanta and no other.

Regulation 11: ELECTION MEETING PROCEDURE¹⁰

The annual election meeting shall be conducted according to the following procedure:

1. The president shall distribute forms for nominating and forms for accepting nominations at least two weeks before the election meeting.
2. Nominators and nominees shall fill out nomination and acceptance forms, respectively, and submit to the secretary no later than one hour before the picnic. All nominations, including those from the floor, shall be accompanied by nomination and acceptance forms. Nominations shall not be allowed from the floor without these completed forms. These forms will ensure a smooth and orderly election meeting.
3. Nominees shall prepare short biographic sketches, which shall be read during the meeting, to introduce them to the assembly. The bio sketches shall be submitted to an editor appointed by the president to make them roughly the same in length and similar in style.
4. The membership chair shall bring the list of members to the meeting and check off on the list those members present. Each member shall be asked to fill out a certificate of eligibility to vote. If any position is contested, paper ballots shall be given to members holding a certificate of eligibility to vote.
5. The membership chair shall report to the president the number of members present. The president shall determine whether a quorum exists. The fact shall be announced at the beginning of the election meeting proper.

¹⁰ Adopted December 3, 2017.

6. In case there is more than one nominee for an office, paper ballots shall be used for voting for that office.
7. Repeat this procedure for each of the 10 offices open for election.
8. Moderator: "The floor is now open for nominations for the office of ____.
9. Nominator shall come forward and say, "Mr./Ms. Chairman, I nominate ____ for the office of ____."
10. Moderator shall say: "[nominee], you have been nominated for the office of ____ . Do you accept?"
11. Nominee: "Yes, I [humbly] [gladly] [am more than happy to] accept."
12. Moderator shall ask the nominator [or someone else previously designated] to read the prepared bio of nominee.
13. Moderator shall say: "Are there any other nominations for the office of ____?"
14. Nominator: "Mr./Ms. Chairman, I move that the nominations be closed."
15. Member, from the floor: "I second the motion."

Regulation 12: ARCHIVE OF ASSOCIATION RECORDS¹¹

1. Minutes of each meeting, treasurer's reports and any other record of official events of the Association shall be kept in electronic form.
2. Meeting minutes shall be distributed to members of the Board within 10 calendar days of the date of the meeting.
3. Meeting minutes and treasurer's reports shall be transmitted for storage at the Association's web site within 10 calendar days of the date of the meeting.

END OF THE CODE OF REGULATIONS

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¹¹ Adopted December 3, 2017.