

PHILIPPINE AMERICAN
FRIENDSHIP COMMUNITY, INC.

CONSTITUTION AND BY-LAWS

AMENDED: January 10, 2026

CONSTITUTION AND BY-LAWS

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PHILIPPINE AMERICAN FRIENDSHIP COMMUNITY, INC.

CONSTITUTION AND BY-LAWS

PREAMBLE

A group of Filipino Americans and Filipino immigrants in Jersey City and the neighboring communities, united by a bond of respect and concern for each other to enhance a better understanding of the Filipino culture and be of service to the community and the general public in order to gain the recognition for themselves and to foster closer relationship with the American community, gather themselves into a common union, and form this organization,

ARTICLE I. Name

The organization shall be officially called the "Philippine American Friendship Day Community, Inc.", otherwise known as the "Philippine American Friendship Community, Inc.", also commonly known as "PAFCOM".

ARTICLE II: PRINCIPAL ADDRESS

PAFCOM shall have its base in Jersey City, New Jersey until changed by a resolution adopted by the Board of Directors in a meeting called for the purpose.

ARTICLE III: VISION

All Filipino-Americans have the opportunity to live peacefully and assimilate into mainstream America, together with its various ethnic communities.

ARTICLE IV: MISSION

To deliver services that promote the development and well-being of Filipino-Americans in New Jersey and neighboring states.

ARTICLE V: GOALS AND PURPOSES

- 1. To nourish closer relationships among Filipino Americans as well as with other American communities and multi- ethnic groups to achieve a more neighborly community life.*
- 2. To develop a well-focused, supportive socio-economic and educational plan that will extend to the elderly, handicapped, youth, LGTBQ and families in need in order to help improve their quality of life.*
- 3. To support PAFCOM in its effort to preserve our Filipino cultural heritage to strengthen our identity, to enrich the way of life of the present and future generation of Filipino Americans; and to promote understanding of tolerance to each other in these widely-culturally diverse communities.*

The ultimate objective of PAFCOM is to have a faithful and sustained fulfillment of the above goals and their safe delivery to the intended beneficiaries under a well thought out plan and mechanism.

ARTICLE VI: MANAGEMENT

Section 1.

PAFCOM shall be formed and incorporated as a not-for-profit organization under the laws of the State of New Jersey specifically Title 15 A: 2-8 of the New Jersey Non-Profit Corporation Act.

PAFCOM has been determined to be exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code.

Section 2.

The management of Charitable Contributions must comply with the IRS Code Section 170 (2) as follows:

- (1) Charitable contribution may be used to foster amateur sports competition, but only if no part of the activities involves the provision of athletic facilities or equipment;*
- (2) No part of the net earnings may benefit any private shareholder or individual; and*
- (3) There shall be no attempt to influence legislation or participate in any political campaign in whatever shape or form including the giving of financial contributions; and publication or distribution of campaign materials or statements on behalf of or in opposition to any candidate for public office.*

Section 3.

The organization shall be operated through grants, donations and the proceeds of fundraising endeavors. Funds generated from such sources shall be managed, appropriated and expended for the specific purpose as may be determined by and under the grantor's terms and conditions; and the By-Laws.

Section 4.

PAFCOM shall establish its own Conflict of Interest Policy as mandated by law under Section 501 (c) (3) of the IRS Code.

4.01 *The purposes of this conflict of interests policy are as follows:*

4.011. *to protect the interest of PAFCOM when it is contemplating entering into a contract, transaction, or arrangement that might benefit the private interest of a director, officer, or member directly or indirectly; and*

4.012 . *to prohibit conflicts of interest, or the appearance of conflicts of interest, by directors, officers, employees, consultants and corporations, firms, associations or other entities that furnish goods or services to PAFCOM.*

4.02 *Conflict of interests means any arrangement, transaction, or contract involving PAFCOM, with any of the following:*

4.021. *corporation where an officer or director of PAFCOM is also a director or officer of such corporation or has a financial interest, such as substantial ownership or equity investment interest of 10% or more in that corporation;.*

4.022. *Compensation which includes all forms of direct and indirect remuneration from the Corporation, including gifts or favors from the Corporation that are substantial in nature to any director or officer of PAFCOM; or*

4.023. *Family of a director or officer of PAFCOM.*

The "Family" of an individual shall include such individual's parents, spouse, children and brothers and sisters, as well as the parents and brothers and sisters of the individual's spouse.

4.03. *Appearance of Conflict of Interests*

All directors, officers, employees and agents of PAFCOM shall make every reasonable effort to avoid the appearance of a Conflict of Interests.

An appearance of a Conflict of Interests exists when a reasonable person would conclude from the circumstances that the ability of a director, officer, employee or agent of PAFCOM to act in the interests of PAFCOM is compromised because of a personal interest.

An appearance of a Conflict of Interests can exist even in the absence of an actual Conflict of Interests.

4.04 PER SE Conflict of Interests includes:

(1). Loans

PAFCOM shall not make a loan to any of the current director or officer, or to any other corporation where the current director or officer holds an equivalent power or position, or has a financial interest.

(2) Compensation Decisions

No director who receives compensation from a corporation referred to above for services shall vote on matters pertaining to that Director's Compensation.

(3) Gifts, Favors and Gratuities

No director, officer, employee or agent may solicit or accept gratuities, favors or anything of monetary value from PAFCOM 's consultants, vendors or contractors, or potential vendors or contractors. Any gift of undetermined value shall be returned. Notwithstanding the foregoing, gifts that are promotional items without significant value and that are distributed routinely by the vendors to customers may be accepted.

4.05. Annual Disclosure

Each Board Director, officer and member of a committee with governing board delegated powers shall annually sign a statement of disclosure on Conflict of Interest.

Section 5: Official Year

PAFCOM shall adopt the calendar year in all its functions, transactions and reporting.

ARTICLE VII. NOMINATION AND ELECTION

Section 1. *At each October regular membership meeting, there shall be an election of the Executive Officers to be elected by the qualified active members. The Executive Officers are as follows: President-Elect, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor and PRO.*

Section 2. *Any candidate shall be an active member for at least six (6) months prior to election, A candidate for any of the elective positions must file his or her intent to run for the desired office no later than 30 days before the scheduled election. The candidate must be present during the election. Notice of the election and the slate of candidates shall be published or sent by the Secretary to all active members at least 15 days prior to the date of election.*

Section 3. *The manner and conduct of the election shall be by secret ballot under the committee's strict supervision and control. The method of voting can be done at a face- to - face meeting and/or by electronic voting irrespective of the number of slates of candidates for each position. The Committee chair recommends to the Board what method shall be utilized at least fifteen (15) days prior to the date of the election. Procedure for the electronic voting and ballot shall be posted to the qualified active members on election day. In case of a tie, the Nomination and Election committee shall break the tie by calling for a second ballot runoff*

voting.

Section 4. *In case of election protest or recounting of ballots, the person must request in writing an appeal to the Nomination and Election committee within 24 hours after the election.*

Section 5. *The Immediate Past President serves as chairman of the Nomination and Election Committee. He/She selects his/her members and conducts the election. In the event that the Immediate Past President is not available, the Past Immediate Past President takes over.*

Section 6. *Upon being elected as board member or officer, he/she must attend the scheduled general membership assembly, board meetings, special meetings, and other events.*

Section 7. *Upon being elected as board member or officer, he/she must function in accordance to the elected position's duties and responsibilities without prejudice to the goals and mission of the organization and to other elected board members and officers.*

Section 8. *The incoming Board of Directors shall elect a Chair and a Vice-Chair from within the Board by secret ballot every two years. before the turnover ceremony in January.*

ARTICLE VIII: BOARD OF DIRECTORS

Section 1:Duties:

1.01 *The Board of Directors shall be the governing and policy-making body of the organization.*

1.02. *The Board of Directors shall provide the guidelines for the administrative and financial /fiduciary functions of the organization which shall include strategic plans that will assist toward the achievement of PAFCOM's missions.*

1.03. *The Board of Directors shall be responsible for the overall supervision of the functions and duties of the organization.*

1.04 *The Board of Directors shall also be guided by the Internal Revenue Service Code relevant to 501(c)(3) organizations and shall not engaged in any activity that is not permitted by the said provision, to wit:*

1.041 *Must be organized and operated exclusively for tax exempt purposes.*

1.042. *None of its earnings may inure to any private shareholder or individual.*

1.043 *It may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.*

1.044. *Must not be organized or operated for the benefit of private interests.*

1.05. *The Board of Directors shall approve the disbursement of PAFCOM's Restricted Fund (not grants funds) as outlined on the Policies and Procedures of PAFCOM Restricted Fund*

Section 2: Composition

2.01. *There shall be no more than twenty-five (25) members of the Board of Directors and shall consist of the following:*

2.011. *Elected Officers of the Executive Committee - co-terminus; consisting of the President, President- elect, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor and Public Relations Officer. The Immediate Past-President is included in the Executive Committee.*

2.012. *Standing Committee Chairs - shall be current & co-terminus except for the Projects Coordinating Committee Chair.*

The Standing committees are:

- 1. Constitution and By Laws Committee*
- 2. Cultural Committee*
- 3. Ethics, Grievance and Compliance Committee*
- 4. Finance and Budget Committee*
- 5. Membership Committee*
- 6. Nominating and Election committee*
- 7. Projects Coordinating Committee*
- 8. Strategic Planning Committee*
- 9. Archives Committee*

2.013. *Two (2) members of the Advisory Board consisting of Past Presidents or Past Overall Chairs or Past Board Chairpersons, with a term of one (1) year renewable every year, but with a limited total term of service of two (2) years.*

2.014. *The Coordinators of the Parade and Festival subcommittees with voting privileges.*

2.015. *The chairs of Ad-Hoc committees appointed by the President as approved by the Board have voting privileges.*

2.02. *The incoming Board of Directors shall elect a chair and a Vice-Chair from within the Board before the turnover ceremony in January. Their term of office shall be two (2) years and can be re-elected with a maximum term for another term of 2 years. The President and the President-Elect cannot be elected to the position of Board Chair or Vice-Chair and vice versa.*

2.021. The Chair shall be the presiding officer in all board meetings and shall be the moderator of the proceedings, but he or she shall not vote, except when there is a tie, thus casting the deciding vote only.

2.022. The Vice- Chair shall perform the duties of the Chair when he or she is not present at the board meeting and must be involved in the activities performed by the Chair.

Section 3: Board Meetings and Quorum

3.01. The Board of Directors shall hold regular Board meetings quarterly (February, May, August and November) and special meetings whenever necessary. Except in cases of removal or suspension of an officer or a member as required by and under Article XVI or as may otherwise be provided for in and under other pertinent parts of this Constitution and By-laws, a simple majority of the Board present shall constitute a quorum. Proxy voting shall not be allowed.

3.02 The Board of Directors shall meet with the general membership annually. Except as may be otherwise required elsewhere in this Constitution and By-laws, the presence of a simple majority of active members in attendance shall constitute a quorum.

3.03. Special Meetings shall be conducted as specific need arises upon a written request of at least five (5) board members, and the notice of such meeting shall be sent within five (5) business days upon receipt of the request.

3.04 . Board members shall attend at least two (2) regular Board meetings.

ARTICLE IX –ADVISORY BOARD

Section 1. *There shall be an Advisory Board to be composed of five (5) members. They shall be appointed by the outgoing Chairman of the Board of Directors from a list of Past Over-all Chairs, Past Presidents and Past Board Chairpersons with the concurrence of at least a majority of the entire Board of Directors. No person shall be appointed to the Advisory Board unless he or she is an active member in good standing in accordance with the provisions of Article VIII hereof.*

Section 2. *The Advisory Board shall elect among themselves two (2) representatives to the Board of Directors as bona fide members thereof with voting rights and privileges.*

Section 3. *Any member of the Advisory Board may be appointed as Chair of a standing or special committee. A member of the Advisory Board who has been a PAFCOM Past President or Past Over-all Chairperson shall be disqualified as a candidate for President-Elect*

Section 4. *The Advisory Board may be consulted by the Board of Directors on vital matters affecting the interests and integrity of the organization. The recourse to the Advisory Board shall be made whenever the incumbent Chairperson of the Board of Directors, or any five (5) Directors and/or executive officers or a group of at least ten (10) members in good standing shall certify in writing a request for solutions, guidance or advice on any matter affecting the general interests, integrity and well-being of the organization.*

Section 5. *Any decision reached by the Advisory Board shall be persuasive rather than conclusive in effect or application.*

ARTICLE X – MEMBERSHIP

Section 1. *The Committee on Membership shall take decisions regarding renewal of membership and the admission of new members on the basis of applications received. Membership commences upon the applicant's oath of loyalty and promise to obey and abide by the Constitution and By-laws, rules, regulations and policies of the organization.*

Section 2. *In all cases, including the renewal of membership whenever applicable, the following qualifications must be met by the applicant:*

- (1) At least 18 years of age and of good moral character;*
- (2) Completed an application for membership or renewal; and*
- (3) Paid his or her membership dues*

Section 3.1. *A new member is one whose application for membership for the first time has been accepted or approved by the Membership Committee Chairman. He/She cannot run for any elective office or be appointed for any position until he/she becomes an active member before April 1st or six (6) months prior to the election.*

Section 3.2. *Any active member shall be eligible to run for any of the elective offices or be appointed to any of the appointive positions. Provided, however, that he or she has all of the qualifications and none of the disqualifications so specified and required by the Constitution and By-laws.*

Section 4. *An active member shall pay a membership fee, the amount of which shall be determined by the Treasurer and approved by the Board of Directors. The annual membership fee is from January 1 to December 31. He or she must also participate actively in the affairs of the organization. Active participation includes attendance at two (2) or more general meetings, and a duty to support the organization by and through active involvement in its major activities and projects.*

Section 5. *A new or old member whose application for membership or renewal has been accepted and approved after July 31 shall not be allowed to vote in any election, regular or special, held or scheduled in the same year of his or her admission or renewal of his or her membership.*

Section 6. *Inactive member is one who was an active member in the past but has not paid the*

dues for the current year. His membership can be activated upon payment of the annual membership fee.

Section 7. *Honorary member is a person or politician who has made outstanding contributions to PAFCOM and the Filipino-American community. They can be nominated by any active PAFCOM member. The honorary status can only be conferred by special approval of the Board of Directors. An honorary member shall not be subject to dues or assessments and shall have all the privileges of membership except holding office or voting.*

ARTICLE XI- MEMBERSHIP MEETINGS AND QUORUM

Section 1. *Regular membership meetings:*

There shall be three (3) meetings during the year, to wit: February, June and October. Notices to be sent by electronic devices (email, text messages, website, Facebook, etc), to the general membership at least 5 business days before the scheduled regular meetings.

Section 2.

Special membership meetings:

May be called by the President or by five (5) members of the Board of Directors, or upon written recommendation of at least 10 members at any convenient date, as the need arises, to take up special and emergency matters requiring immediate attention. The agenda of such special meetings shall be specifically mentioned in notices to be sent by electronic devices (email, text messages, website, Facebook, etc.) the membership no less than 5 business days upon receipt of request for the special meeting.

Section 3.

To validly conduct business in general, regular or special membership meetings, the presence of a simple majority of active members in attendance shall constitute a quorum.

ARTICLE XII- OFFICERS

Section 1.

The executive officers of the organization shall be the President, President-elect, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Public Relations Officer and the Immediate Past President. Except for the Immediate Past President, they shall be elected by the qualified active members as pre-determined by the Nomination and Election Committee on the third Saturday of October of each year.

Section 1.02

The manner and conduct of the election shall be by secret ballot under the committee's strict supervision and control. The method of voting can be done at a

face- to - face meeting and/or by electronic voting irrespective of the number of slates of candidates for each position. The Committee chair recommends to the Board what method shall be utilized at least fifteen (15) days prior to the date of the election. Procedure for the electronic voting and ballot shall be posted to the qualified active members on election day.

In case of a tie, the Nomination and Election committee shall break the tie by calling for a second ballot runoff voting.

Section 2. Term of Office.

The term of office of the executive officers shall be for one (1) year starting on January 1st and expires on December 31st of the same year unless there is a failure to hold an election, in which case the incumbent officers have the right to hold over in their respective positions until and after their successors are elected. In the event of a holdover, officers who did not perform their duties shall be removed from office in accordance with Article XVI and the succeeding sections thereof.

Section 3. President

3.01. *The President shall be the chief executive officer of the organization and shall perform all duties incident to the office of the President and other duties as may be designated by the Board of Directors.*

3.02. *He/ She shall preside at all general membership meetings and executive committee meetings.*

3.03. *The President shall appoint with the approval of the Board of Directors the Chairs of the standing and special committees except for those Chairs so specified in this Constitution and By-laws. He/ She may appoint the legal adviser(s) or any other office position in the Executive committee upon approval by the Board of Directors.*

3.04. *When presiding over a meeting, the President cannot vote except in a tie.*

3.05. *The President cannot be a president of any other organization concurrent with his/her term of office in PAFCOM.*

Section 4. President-Elect

4.01. *The President-Elect shall perform the duties of the President in the event of absence or incapacity of the latter and to assume the Presidency of the organization after the termination of office of the President.*

4.02. *He/ She shall be the Chair of the Strategic Planning Committee.*

4.03. He/ She shall submit his/her programs and plans for the following year during the general meeting in January.

4.04. He/ She must be an active member of PAFCOM for the past 2 years. He/She must have been a PAFCOM elected officer or a chair of any PAFCOM standing committee or special committee, or as parade or festival coordinator, and had leadership experience as an officer of an organization. He or she must attend at least 2 PAFCOM board meetings.

4.05. He/She must have been a PAFCOM elected officer or a chair of any PAFCOM standing committee and had leadership experience as an officer of an organization.

Section 5. Secretary

5.01. The Secretary shall record the minutes of the Board, Executive and General Membership meetings.

5.02. The Secretary shall perform duties as may be assigned by the President and/ or by the Board of Directors.

5.03. He/ She shall send notice of meetings in a timely manner as specified in the Constitution and By- laws depending on the nature of the meeting.

5.04. The Secretary shall be the custodian of the seal of PAFCOM and)all the records of the organization. He or She shall also serve as a member of the Archives committee.

5.05. The Secretary shall be a member of the Membership Committee.

5.06. He/ She shall perform such other functions inherent in the office of a secretary.

Section 6. Assistant Secretary.

6.01. He/She shall perform duties in the absence of the Secretary and other duties as may be assigned by the President and/or by the Board of Directors.

6.02. He/She shall be the Chairman of the Membership Committee.

Section 7. Treasurer

7.01. The Treasurer shall serve as the custodian of all funds of the organization and maintain all related financial records and documents.

7.02. He/ She shall properly account for all revenue collections; and thereafter deposit all such revenues or funds in a bank to be designated by the Board of Directors.

7.03. He/ She shall disburse all payments upon their approval for payment by duly authorized officers, and shall co-sign with the President on all checks covering such disbursement.

7.04. He/ She shall send demand notices to, and collect from, all concerned any amount due and owing to the organization.

7.05. He/ She shall prepare and submit monthly and annual cash status reports and financial statements of receipts and expenditures and all such other financial reports as may be required by the Board of Directors, and more importantly, by certain governmental regulatory agencies.

7.06. He/ She shall perform such other functions inherent in the office of a treasurer.

Section 8. Assistant Treasurer

8.01. He/She shall assist the Treasurer in all his/her functions and responsibilities and shall perform such duties in the absence of the Treasurer.

8.02. He/She shall perform other duties as may be assigned by the President and/or by the Board of Directors.

Section 9. Auditor

9.01. The Auditor shall audit on a monthly basis, all accounts and financial transactions of the organization; examine whether payments have been duly authorized and keep a record of such audits and examinations made.

9.02. He/ She shall submit audited reports to the external auditor, the Board of Directors and/or the officers or individual members as often as necessary, but at least once at the end of each calendar year.

9.03. He/ She shall bring to the attention of the Board of Directors disbursements of funds which in his/her opinion are irregular, unnecessary, excessive, or extravagant.

9.04. He/ She shall perform such other functions inherent in the office of an auditor.

Section 10. Public Relations Officer

10.01. The PRO shall be responsible for press releases and other publicity media with

the approval of the President.

10.02. *He/ She shall perform other duties as may be as assigned by the President and/or by the Board of Directors*

10.03. *He/ She shall perform such other functions inherent in the office of a public relations officer.*

Section 11. Immediate Past-President

11.01. *The Immediate Past-President shall be responsible for turning over all PAFCOM related documents to the Incoming President during the Turnover Ceremony.*

11.02. *He/ She shall be the Chairman of the Nomination and Election Committee.*

11.03. *He/ She shall submit a summary report of PAFCOM's events/activities during his/her term of office as President. Such a report shall be submitted to the Archives Committee.*

11.04. *He/ She shall be the Chairman of the Archives Committee.*

ARTICLE XIII :VACANCIES

Section 1.

A special election may be held at the call of the majority of the Board of Directors to fill a vacancy caused by resignation, permanent disability or incapacity of any elected officer or Board of Directors member. Notice of such special election shall be published or sent by the Nomination and Election Committee Chairperson fifteen (15) days prior to the election. Certificates of candidacy shall be filed at least seven (7) business days prior to the holding of such election.

ARTICLE XIV - STANDING AND SPECIAL COMMITTEES

Section 1.

The President may form such standing and special committees as may deem necessary for the proper functioning of the organization. The formation of the standing committees or any new standing committee shall be approved by the Board of Directors at any meeting.

Section 2.

The President, subject to approval of the Board of Directors, shall appoint the Chair of the standing and special committees except for the Projects Coordinating Committee, Nomination and Committee, Membership Committee and the Strategic

Planning Committee. Each committee shall be composed of at least three members of the organization, unless otherwise specified in these By-Laws.

Section 3

The Chair of the standing and special committees shall serve for a term of one (1) year except for the Projects Coordinating Committee. The Chair shall prepare and submit reports to be presented at the Annual General Meeting held in December of every year and the other meetings of the Board of Directors. The chair shall formulate as well as update the policies and procedures of its committee. Such policies and procedures shall be approved by the Board of Directors. The committee shall appoint its own secretary and record all its transactions and meetings.

Section 4. The standing committees are as follows:

- A. Constitution and By Laws Committee*
- B. Cultural Committee*
- C. Ethics, Grievance and Compliance Committee*
- D. Finance and Budget Committee*
- E. Membership Committee*
- F. Nominating and Election committee*
- G. Projects Coordinating Committee*
- H. Strategic Planning Committee*
- I. Archives Committee*

4.01. *The Constitution and By-Laws Committee shall consider amendments to the Constitution and By-laws of the organization. Proposed amendments may originate within the committee, referred from the Board of Directors or any other Committee or individual member, and to recommend disposition of such proposed amendments to the Board of Directors and the general membership.*

4.02. *The Cultural Committee shall submit a budget to the Finance and Budget Committee in January of each year and shall submit a financial report of each event to the Treasurer one (1) to two (2) weeks after such events. The Chair of the Cultural committee is the President.*

The Cultural Committee shall exercise direct supervision on the following working team coordinators:

4.021. Parade Coordinator

- *Commemorative Parade (Philippine American Friendship)*
- *Governmental Relations (Permits. Licenses and Insurance)*

4.022. Festival Coordinator

- *Booth and Exhibit*
- *Entertainment*
- *Physical Resources and General Services*

4.023. Special Event Coordinator

- *Grand Marshal Night*
- *Golf Tournament*
- *Philippine American Friendship Night and Coronation Ball*
- *Journal*

4.03 The Ethics, Grievance and Compliance Committee shall be composed of a Chairperson and at least two (2) other active members. The general responsibility of the committee is to oversee PAFCOM's ethics, grievance and compliance rules, policies and procedures in order to promote the rights of members; and to enhance shared decision making among members of the Board of Directors. It shall also be the responsibility of the committee to review and mediate intra-corporate complaints and grievances.

4.04 The Finance and Budget Committee shall have the function of developing and presenting to the Board of Directors the annual budget of the organization during the first Board meeting. It shall assist in the development of programs to enhance PAFCOM's assets including the grants funded projects. It shall establish policies, recommendations, accounting guidelines and mechanisms governing the disbursements of monies from the Treasury and non-grant projects for the Cultural Committee and Projects Coordinating Committee upon approval by the Board of Directors.

The members of the committee shall be composed of the Treasurer, Auditor, Chairs of the Cultural Committee and the Projects Coordinating Committee.

4.05 The Membership and Biographical Committee shall maintain membership and biographical data on the organization's members and encourage participation in its programs and activities. The Chair of the Membership Committee shall be the Secretary.

4.06. The Nominations and Election Committee shall have the function of presenting a slate of nominees for the elective positions of the organization. It shall inform the candidates of the qualifications and rules governing the election. It shall be responsible for the conduct of the election. The chair of the committee shall be the Immediate Past -President. There shall be two (2) more additional members to be chosen by the Committee Chair.

4.07. The Projects Coordinating Committee (PCC) shall develop policies and procedures to be approved by the Board of Directors to provide a centralized coordination of government grants, both funded and non-government funded projects, wherein the 501(C) (3) Tax ID of PAFCOM is used. The Chair of the PCC will serve a term of two years. He or she shall be appointed by the Board of Directors and may be re-appointed to serve additional terms. The committee members are the project managers and/or the principal investigators-coordinators of PAFCOM-sponsored

projects.

The Committee shall be guided by the following rules and guidelines:

- (1) The government grant-funded projects are supported by the federal, state or local government agencies such as the Community Development Block Grant. The project manager or principal investigator/coordinator of these grants funded projects shall prepare and submit the required periodic financial statements as well as other financial reports to the governmental regulatory agencies.*
- (2) The non-government-funded projects are supported by private corporations, community organizations and private individuals; and/or from unallocated surplus funds of PAFCOM appropriated by the Board of Directors specifically for PCC projects. Each and every grant shall be separately and individually identifiable and supervised by an authorized person so named or designated by the funding agency or donor.*
- (3) All monies received from the aforesaid grants shall be considered restricted funds and shall be deposited in the PAFCOM Treasury under separately designated accounts. The PAFCOM treasurer retains the fiduciary authority to disburse funds from these projects after a voucher is generated by the principal coordinator-project manager with appropriate invoices approved by the PCC Chair. All checks issued by PAFCOM for these purposes shall be signed by the Treasurer, PCC Chair and the incumbent President*
- (4) Copies of all proposals for funding or agreements with the sponsoring agency or other sources of funding including financial reports to the concerned governmental regulatory agencies; financial statements; records of the projects; disbursement of funds by the Treasurer; bank statements; and outcome measurements and evaluation of projects shall be submitted and reported to the PCC on a quarterly and yearly basis. The PCC in turn will accordingly report such activities to the Board at each regular Board of Directors meeting or as the said Board may require.*

4.08. *The Strategic Planning Committee shall identify issues related to the goals and objectives of the organization, develop action plans for addressing those issues and make appropriate recommendations to the Board of Directors. The Committee shall consist of the President-elect who shall be its Chair, an active Past President, and at least two other active members of the organization.*

4.09. *The Executive Committee shall be the administrative body of the organization. It shall serve and function as such during the interim between annual business meetings of the members of the organization and the Board of Directors' meetings. It shall be composed of all the elective officers of the organization.*

4.10. *The Archives Committee shall be responsible in collecting and storing*

PAFCOM-related documents such as minutes of the Board meetings, General Membership meetings, special meetings, reports by officers and committee chairs, IRS tax reports, commendations to PAFCOM, journals of special events and other memorabilia.

4.101 All official documents, records, files, digital archives, communications, and other materials created, received, or maintained in connection with the operations, programs, and activities of the organization shall be considered the exclusive property of PAFCOM.

4.102 No individual shall withhold, destroy, or remove PAFCOM records for personal use or store them outside of officially approved organizational systems or storage locations.

4.103 The Immediate Past-President is the Chair of the Archives Committee. The Secretary shall be a member of the committee.

4.11. Special or ad-hoc committees shall be created by the President and dissolved by the latter upon the completion of their specified purposes, functions, duties and responsibilities. Special or ad-hoc committees shall be dissolved ipso facto at the end of the term of the appointing authority.

ARTICLE XV: PARLIAMENTARY AUTHORITY

Section 1. *Except when otherwise provided by federal or state laws, municipal ordinances, administrative regulations; or by these By-laws, Robert's Rule of Order shall apply to and in all meetings of the organization.*

ARTICLE XVI – REMOVAL OR SUSPENSION OF OFFICERS AND MEMBERS

Section 1.

The Board of Directors shall take decisions regarding the expulsion or suspension of officers or members upon the recommendation of the Committee on Membership with the concurrence of the Ethics, Grievance and Compliance Committee.

Section 2.

Any officer or member may be removed or suspended from office and/or as a member for disloyalty to the organization, culpable violation of the Constitution and By-laws, unauthorized disbursement of funds of the organization; and for any other acts or omissions that are considered inimical to the operation, principles, ideals, goals and good name of the organization. Such removal or suspension shall require a three-fourths (3/4) or two-thirds (2/3) vote respectively of all members of the Board of Directors in a special meeting of the Board to be called for that purpose. The number of Board Members required to constitute a quorum shall

depend on the vote required to either remove or suspend an officer or member, to wit: at least three-fourths (3/4) for removal or two-thirds (2/3) for suspension. In the event that the officer or member concerned is a current member of the Board of Directors, he or she shall not be allowed to vote.

Section 3.

Prior to removal or suspension from office or roster of members, the officer or member concerned shall be given every opportunity to be heard and disprove any charge(s) against him or her. Charges shall be made in writing, copies of which shall be hand-delivered or sent via certified mail to the officer or member concerned at least ten (10) business days prior to the meeting mentioned in the preceding section.

Section 4.

The Board of Directors, in a meeting specially called for this purpose, may issue an order of Preventive Suspension to any officer or member who stands charged for any acts or omissions as provided for in Section 2 above. The Preventive Suspension shall not exceed thirty (30) calendar days. The Preventive Suspension herein referred to is neither a punishment nor a penalty, but merely an administrative precautionary measure to safeguard the integrity of the entire investigation process.

ARTICLE XVII - DISSOLUTION

Section 1.

Upon the dissolution or other termination of PAFCOM, no part of its property or any of the proceeds shall be distributed to, or inure to the benefit of any of its members or officers. All such property and proceeds, subject to the discharge of valid obligations of the organization, shall be distributed to any such organization as the officers and the Board of Directors may direct; provided, however, that any transferee organization, at the time of the distribution, shall qualify as an exempt organization under Section 501 3 of the Internal Revenue Code of 1954, as amended (or corresponding provision of any future United States Internal Revenue law).

ARTICLE XVIII- AMENDMENT OF THE CONSTITUTION AND BY - LAWS

Section 1.

This constitution and By Laws may be amended at any business meeting of the paid members by two-thirds majority votes of those present and qualified to vote, provided notice of the proposed amendments has been appended to a call for the meeting and mailed to all paid members of the organization at least 30 days prior to the date of the meeting at which the By-laws are to be amended.

Section 2.

Proposed Amendments shall have been approved by the Constitution and By-laws Committee and by the Board of Directors before any of said proposed amendments are presented to the general membership meeting for ratification.

ARTICLE XIX - EFFECTIVITY

Section 1.

This Constitution and By-laws became effective and enforceable immediately upon its approval for adoption, a quorum being present, by a two-thirds vote of the members present at the meeting called for the purpose of ratifying the amendments to this Constitution and By-laws.

Section 2.

This Constitution and By-laws shall supersede all previous Constitutions and By-laws of PAFCOM.

ARTICLE XX : LIABILITY OF DIRECTORS, OFFICERS AND COMMITTEE CHAIRPERSONS AND COMMITTEE MEMBERS.

Section 1.

Directors, officers, Committee Chairs and committee members designated by the Board of Directors shall discharge their duties in good faith and with that degree of diligence, which ordinary prudent persons would exercise under similar situations.

Section 2.

In discharging their duties, directors, officers, committee chairpersons, and committee members shall not be liable if, acting in good faith, they rely on the opinion of legal counsel or upon written reports by expert consultants.

Section 3.

The organization shall indemnify any person referred to above in Sections 1, 2 and 3 provided, however, that in the discharge of his or her duties and function in good faith, he or she was or is a party or is threatened to be made a party to or witness in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, committee chairperson or committee member designated by the Board, against expenses including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by that person in connection with such action, suit, or proceeding to the fullest extent and in the manner set forth in and permitted by law.

Section 4.

Nothing contained in the preceding sections shall be construed as conferring a right

of action or claims occurring or might have already occurred prior to the approval and ratification of this Constitution and By-laws or any amendments thereto.

AMENDED: December 14, 1994

AMENDED: September 15, 2003

AMENDED: September 3, 2014

AMENDED: February 9, 2016

AMENDED: October 17, 2018

AMENDED: February 15, 2019

AMENDED: January 20, 2024

AMENDED: January 11, 2025

AMENDED: January 10, 2026