

**CONSTITUTION
OF THE
FILIPINO-AMERICAN ASSOCIATION
OF THE
KAISERSLAUTERN MILITARY COMMUNITY**

**ARTICLE I
NAME AND PURPOSE**

1. The name of this private organization (PO) will be the Filipino-American Association of the KMC, referred to as "Fil-Am" or "Fil-Am of KMC". It is established as a PO pursuant to AFI 34-223, *Private Organization Program*, 8 March 2007, and all subsequent interim changes.
2. The main purpose and objective of this organization is to promote the awareness of the Filipino culture and society, as well as provide educational and charity assistance in the KMC. Fil-Am will participate in public affairs including government and other general activities intended to complement and support its purposes. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group or gender.

**ARTICLE II
GENERAL PROVISIONS**

1. Fil-Am operates in the KMC area only with the consent of the Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force guidance, to include instructions, manuals, and policy directives.
2. The members are jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented.
3. All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand child care or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

**ARTICLE III
OFFICERS AND GOVERNING BODY**

1. The administration of Fil-Am shall be conducted by the Executive Council consisting of a President, Vice-President/s, Secretary, and Treasurer. These officers shall perform the duties specifically provided for herein, and in the attached By-laws, and also those duties usually incident to their offices. The term for each position of the Executive Council will be for one year. In the event that an Executive Council member cannot fulfill a complete year of commitment, a special election will be held to fill the vacated office.

2. Elections will be held annually during the second calendar quarter of each year and cover a span of ten working days. At least two-thirds of the members must vote before the elections become valid. A simple majority vote shall be sufficient for electing new officers. The current president shall vote only in the event of a tie.

3. Duties and Powers

- a. The Executive Council will have the authority to authorize any and all expenditures within the parameters of the Fil-Am constitution and by-laws.
- b. The Executive Council will recommend policies, supervise programs, approve entertainment, rule on membership, enforce the charter, and take action to resolve all grievances, complaints, and suggestions submitted by members.
- c. Elected Officers:

The President shall preside over meetings. The President shall call special meetings of the membership, supervise all elections, and appoint committees as necessary, and shall prescribe the respective functions of the said committee.

The Vice-President/s shall assume the duties of the president in his/her absence. The vice-president/s is also charged with enforcing private organization rules.

The Secretary will record and maintain written minutes of all meetings. Minutes shall be available to all members upon request. This office confirms a quorum, counts votes along with the treasurer, and records votes on all motions made. This office will also maintain the files containing all written documentation associated with the private organization, to include current charter, membership roster, and meeting notes/minutes.

The Treasurer shall receive deposits, maintain a record, account for all funds of the Fil-Am of KMC, and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disperse funds. The Fil-Am of KMC's fiscal year will begin on June and end on May of the following year. The Treasurer will render a full and complete financial statement to the members at the monthly meetings. The books of the Treasurer will be audited as required. The Fil-Am of KMC will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization. Regardless of gross revenue, the Treasurer will also provide an annual

financial statement to the Resource Management Flight Chief. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

- d. Elected by membership or appointed officers by the Executive Council:

Auditor: shall perform an audit of the Association's financial books at least twice a year; one at the end of December and the second at the end of July. The association's audited balance sheet and income and expenses statement shall be published to the general membership after each audit.

Public Relations Officer/s: shall be responsible for the promotion of the association's image to the public, publicity of all its events and functions to the extent that such duties shall not have been delegated by the Executive Council to another officer, person, committee, or board.

Sergeant-At-Arms: shall be responsible for calling the meeting in order; serves as the timekeeper for all meetings; responsible for maintaining order for the association's events, and all the duties usually pertaining to such position to the extent that such duties shall not have been delegated by the Executive Council to another officer, person, committee, or board.

Advisor/s: shall provide guidance on all matters with regards to Fil-Am activities and functions to the extent that such duties shall not have been delegated by the Executive Council to another officer, person, committee, or board. The president for the previous year, if available, will automatically assume the position of advisor. Additional advisors can be appointed by the Executive Council if deemed necessary.

ARTICLE IV MEMBERSHIP

1. Membership in the Fil-Am of KMC is open to all personnel assigned to the Kaiserslautern Military Community. To be considered a member of Fil-Am of KMC one must read the PO constitution and bylaws and sign a membership roster. Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of Fil-Am of KMC I am jointly and severally liable for this organization's debts."

2. Membership shall be open to any and all individuals who are interested in promoting and improving the Filipino-American cultural and social relationship, charity and educational sponsorships. Membership in the organization will be voluntary and open to all active duty, retired, active reserve, and civilian personnel assigned to Kaiserslautern Military Community.

3. Members will have equal opportunity to seek office in the organization. All members in good standing shall have the right and privilege of attending and participating in all Fil-Am functions after payment of required fees. Membership can be established as a family or as a single person.

4. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The determination of whether a member should be removed from the organization will be made by the Executive Council. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Council. Members who need more time to respond may request additional time from the Executive Council. The President of the Executive Council, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Council and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Council about any questionable member activity.

5. Members may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Council or delivered to the organization during a meeting. Members will be automatically removed from the organization membership upon PCSing from Germany or permanently leaving Germany. Members may override this automatic removal by providing a written statement to the Executive Council that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE V ACTIVITIES

1. Fund raising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the Fil-Am of KMC objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 86 AW/CC. During CFC or AFAP must be coordinated through 86 FSS, 86 AW/JA and then 86 AW/CC.

2. The primary source of income for this organization will be through fund raising events. Fundraising events will mostly consist of bake sales, car washes, and food booth operations at special events. The funds raised will then be used for operational expenses, charity donations, educational scholarships, farewell mementos, and awards and recognition expenses.

3. This organization is organized and operated exclusively for pleasure, recreation, and other non-profitable purposes, and no part of its earnings shall accrue to the benefit of any member. For financial purposes and safeguarding, all funds will be deposited in an authorized bank satisfying the criteria as outlined in AFI 34-223.

4. Any two of the elected officers are authorized signatories to the check and the Auditor will confirm and perform checks and balances on the said account.

5. The treasurer will provide a financial report upon the request of two-thirds (2/3) of the membership, the installation commander, or as directed by higher headquarters.

ARTICLE VI INSURANCE COVERAGE

The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

a. Fil-Am will obtain liability insurance unless a waiver is obtained from the 86th Mission Support Group/CC.

ARTICLE VI AMENDMENTS

1. Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the Fil-Am membership with the concurrence of three-fourths (3/4) of the Executive Council. Approved amendments shall be coordinated through the 86th Services Squadron and 86th Air Base Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority.

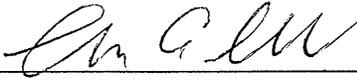
2. Amendments to the By-laws need to be approved by a two-thirds (2/3) majority of the Fil-Am membership. Approved amendments need not be subjected to further coordination.

ARTICLE VII DISSOLUTION

The Fil-Am of KMC may be dissolved with the vote of seventy-five (75%) of the general membership and three of the four Executive Council Member's concurrence. It may also be dissolved by order of the Installation Commander. Funds contained in the treasury will be used to satisfy any outstanding debts, liabilities or obligations before they are allocated for any other purpose. The remaining funds will be donated to the **Fisher House (Landstuhl), USO and the American Red Cross**. Notification of intent to dissolve will be submitted in writing to the 86 FSS/FSRO, Unit 3240, Box 535, APO, AE 09094.


CATHERINE GACO-ESCALERA
President, Fil-Am of KMC

28 JUN 2013
28 Jun 2013


CHERYL E. CUBOL
1st Vice President, Fil-Am of KMC

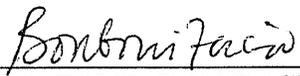
28 Jun 2013
28 Jun 2013


EFREN RENALES JR.
2nd Vice President, Fil-Am of KMC

28 Jun 13
28 Jun 2013


SHEENA MARIE BONIFACIO
Secretary, Fil-Am of KMC

28 Jun 13
28 Jun 2013


BONIDICK BONIFACIO
Treasurer, Fil-Am of KMC

28 Jun 13
28 Jun 2013