

IMMACULATE CONCEPTION FILIPINO CATHOLIC CLUB

Lihue, Kauai, Hawaii

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the "IMMACULATE CONCEPTION FILIPINO CATHOLIC CLUB."

ARTICLE II - PURPOSE

SECTION 1. GENERAL. The general purpose of the club shall be:

1. Promoting the spiritual welfare of the Filipinos of this parish.
2. Assisting the members to participate in the life of the Church, the action of which are Catholic Action.
3. Cooperating with the Kauai Council of Filipino Catholic Clubs and the Diocesan Congress of Filipino Catholic Clubs in the execution of all works entrusted to said Council and Congress by the Most Reverend Bishop.
4. Performing such special works as are assigned by the Reverend Pastor.

SECTION 2. SPECIFIC. The specific purpose of this club shall be:

1. Educating the members about their Catholic faith.
2. Fostering the Apostolate of Catholic Action by working towards a deepening of the Catholic life of the Filipino population of this parish.
3. Fostering the Apostolate of the Catholic Press by encouraging the distribution of Catholic literature and working against the display and sale of immoral literature.
4. Collaborating with the mission of this parish.
5. Encouraging leadership formation and active participation of members in various parish ministries.
6. Doing all other things in the Apostolate of lay action according to the Mandate given by the Most Reverend Bishop.

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ARTICLE III - MEMBERS

SECTION 1. Regular Members

1. Must be Filipino and a catholic.
2. That one can become a Regular Member by virtue of marriage to a Filipino.
3. That one can become a Regular Member if either parents or grandparent is from the Philippines.
4. That one can become a Regular Member, any Catholic in the parish who participate and support the purpose and activities of the club.
5. That one can become a Regular Member by paying membership dues.

ARTICLE IV - OFFICERS

SECTION 1. EX-OFFICIO. The Reverend Pastor of Immaculate Conception Church or his designee shall, ex-officio, hold the office of Spiritual Director of this Club.

SECTION 2. ELECTIVE. The President, Vice-president, Secretary, Treasurer, and Press Relation Officer shall be the elective officers of the Club.

ARTICLE V - COMMITTEES

SECTION 1. STANDING COMMITTEES. The standing committees shall be :

- a) Organization and Membership
- b) Ways and Means
- c) Aloha and Hospitality
- d) Publicity And Catholic Press
- e) Information and Education
- f) Constitution and By-Laws
- g) Legislative
- h) Junior Filipino Catholic Club
- i) Social Ministry
- j) Renewal
- k) Vocation
- l) Newsletter
- m) Awards

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SECTION 2. SPECIAL COMMITTEES. The Club shall establish such special committees as the needs demands.

ARTICLE VI - EXECUTIVE BOARD

The Ex-Officio, Elected and Appointed Officers of the Club shall constitute the Executive Board.

ARTICLE VII - GOVERNMENT

The government of the Club shall be vested in the Executive Board but all actions shall be subject to the approval of the Spiritual Director.

ARTICLE VIII - MEETINGS

SECTION 1. REGULAR MEETINGS. The regular meeting of the Club shall be held on the first Sunday of each month. The Executive Board and any member can attend the meeting.

SECTION 2. EXECUTIVE BOARD MEETINGS. The Executive Board may meet on any day immediately preceding the regular meetings.

SECTION 3. ANNUAL MEETING. The annual meeting of the club shall be held in October one month before the Diocesan Convention.

SECTION 4. SPECIAL MEETINGS. The special meeting of the Club or the Executive Board shall be held upon call by the President.

SECTION 5. COMMITTEE MEETINGS. The Committees shall meet at a time most convenient to the members prior to the Executive Board Meetings.

ARTICLE IX - FINANCES

SECTION 1. Each member shall be assessed annual membership dues to be determined on the recommendation of the Ways & Means Committee, approved by the Executive Boards and ratified by the membership.

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SECTION 2. Other methods of financing the activities of the Club may be adopted whenever necessary or desirable.

ARTICLE X - ELECTIONS AND APPOINTMENT

SECTION 1. NOMINATIONS. Candidates for elective office shall be selected by the Nominating Committee and approved by the Spiritual Director, and presented to the Club at the regular meeting in September, prior to the annual meeting in October. Additional nominations may be made from the floor at the Annual meeting.

SECTION 2. NOMINATING COMMITTEE. The Nominating committee shall be appointed by the President at the regular meeting in August, two months prior to the Annual meeting in October. The Spiritual Director shall be ex-officio member of this committee.

SECTION 3. ELECTIONS.

1. The President, Vice-President, Secretary, Treasurer, Press Officer, shall be elected biennial at the annual meeting of the Club.
2. A majority of the votes cast shall decide an election.
3. All elections shall be subject to confirmation by the Spiritual Director.
4. The newly elected officers (incoming officers) will be installed no later than December of the election year.
5. Officers can be elected for the same office with no term limit.
6. In the event of death or resignation of an officers, a successor shall be appointed by the President with the approval of the Spiritual Director.
7. In the event of death or resignation of the President, the Vice-President will become the new President, or a special election for a new President shall be held with the approval of the Spiritual Director.

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ARTICLE XI - AFFILIATION AND REPRESENTATION

SECTION 1. AFFILIATION. The Club shall be a member of the Kauai Council of Filipino Catholic Clubs.

SECTION 2. REPRESENTATION.

1. The President, Secretary, Spiritual Director and two (2) unit members shall represent the Club at meetings of the Kauai Council FCC. Alternate representative shall be approved by the President or Spiritual Director.
2. The President, Secretary and three (3) delegates appointed by the President and approved by the Spiritual Director shall represent the Club at the Annual Convention of the Diocesan Congress and their expenses shall be paid accordingly by the Club subject to availability of funds. The unit will decide any added delegates and subsidies. Total of twelve (12) voting delegates is allowed by the DCFCC.

ARTICLE XII - AMENDMENTS

The Constitution maybe amended at any monthly or special meeting of the Club, at which there is a quorum, by a two third (2/3) votes of the members present; PROVIDED that no amendment shall be put to vote unless it has been officially circulated at the membership meeting at least thirty (30) days prior to the monthly meeting at which the amendment is to be voted on.

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BY - LAWS

ARTICLE I - DUTIES OF OFFICERS

SECTION 1. SPIRITUAL DIRECTOR. The Spiritual Director shall be ex-officio, a member of the Executive Board and all Standing and Special Committee. All actions of this Club shall be subject to the approval of the Spiritual Director.

SECTION 2. PRESIDENT

1. Preside at all meetings of the club and Executive Board of Immaculate Conception Filipino Catholic Club.
2. Appoint the Chairperson of the Standing Committees and Special Committees.
3. Plan the meetings of the club and hold the several officers responsible for the activities entrusted to them.
4. Represent the Club at meetings of the Kauai Council of Filipino Catholic Clubs.
5. Attend the Parish Pastoral Council meetings.

SECTION 3. VICE-PRESIDENT.

1. In the absence of the President, have all powers and perform all the duties of the President.
2. Assume presidency, if President resign or die.
3. Perform such other duties as may be assigned by the President.

SECTION 4. SECRETARY.

1. Keep a record of the proceedings of the Club and Executive Board meetings and read these minutes when asked to do so by the President.
2. Notify the Executive Board members of the date, place, and time of all Executive Board meetings.

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3. Receives and file reports of the Chairperson of committees.
4. Conduct the correspondence of the Club.

SECTION 5. TREASURER

1. Have custody of the record of funds of the Club and turn in all monies to the Parish Pastor for deposit to the account of the Club.
2. Pay all obligations of the Club. All obligations shall be paid by checks only and signed by the Parish Pastor only.
3. Keep record of all monies received and disbursed and present a report of the financial status of the club at all meetings of the Club and Executive Board.
4. Submit all financial records with a copy of his/her annual report when asked to do so.

SECTION 6. PRESS RELATION OFFICERS

1. Send news copies to the FCC Newsletter and Catholic Herald. All news copies, before being released, shall be submitted to the Spiritual Director for approval.
2. Work with newsletter committee to publish a newsletter or other media information of interest to the unit.
3. Be a member of the Information and Education Committee.

ARTICLE II - DUTIES OF STANDING COMMITTEES

SECTION 1. Organization and Membership shall:

1. Recruit new members and assist in organizing activities of the Club.
2. Plan membership building activities.

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3. Keep a list of members and collect membership dues. Turn in all monies collected to the treasurer for deposit.

SECTION 2. SOCIAL MINISTRY COMMITTEE SHALL:

- 1 Promote social justice issues and concerns; participate in outreach programs, but not limited only to feeding the homeless, care for the elderly, visiting the sick and other works of mercy.

SECTION 3. INFORMATION AND EDUCATION COMMITTEE SHALL:

1. Encourage the circulation of the Catholic papers, magazines and pamphlets.
2. Compile a list of Catholic papers, magazines with subscription prices and addresses of publication.
3. Plan and administer the scholarship program when ever said program is authorized by the Club.

SECTION 4. WAYS AND MEANS COMMITTEE SHALL :

1. Study various methods, for financing the activities of the Club and propose these methods at the meetings of the Executive Board.
2. Conduct and be responsible for the execution of all authorized financing methods
3. Submit all cash received to the treasurer to be submitted to the Parish Pastor and only make payments with authorized signed checks from the Parish Pastor.

SECTION 5. ALOHA and HOSPITALITY SHALL:

1. Be in charge of coordinating and planning all functions and activities and welcoming members and guest during all functions and activities,
2. Promote activities for relaxation and fellowship of the members.

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SECTION 6. CONSTITUTION & BY-LAWS SHALL:

1. Conduct annual review of the Constitution & By-Laws of the club and recommend any proposed amendments necessary in keeping with progress and time.

SECTION 7. LEGISLATIVE COMMITTEE SHALL:

1. Compile, investigate, and study any legislation that affect the welfare of the Catholic Church or the Filipino Catholic Club and report findings, recommendations and course of actions to be taken.

SECTION 8. RENEWAL COMMITTEE SHALL:

1. Promote cultural and religious traditional activities in the parish.
2. Study ways and means to impart better knowledge of the Catholic faith , to those who are insufficiently instructed in the Catholic doctrine.
3. Plan to encourage and induced attendance of mass and receiving the sacraments.

SECTION 9. PUBLICITY AND CATHOLIC PRESS SHALL:

1. Together with the PRO shall be responsible in the publications , announcements of the unit activities to the media, Catholic Herald and local newspaper agency.

SECTION 10. VOCATION SHALL:

1. Review, study, formulate vocation development campaign program.
2. Consult with the vocation office of the Diocese for further information and guidelines in the promotion of vocations.

SECTION 11. NEWSLETTER SHALL:

1. Publish a newsletter or other media of information of interest to the unit.

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SECTION 12. AWARDS SHALL:

1. Be responsible to select the recipient of the Fr. Ernest Claes award.
2. Be responsible in formulating the rules and criteria for qualification of various award.
3. Research and study the facts and information of the type of awards particularly in the different wordings to be printed or engraved on the plaque or certificates.

SECTION 13. JUNIOR FILIPINO CATHOLIC CLUB SHALL:

1. Study, develop and organized youth and young adults for the unit.
2. Collaborate with the Youth and Young Adults Ministry of the parish.

ARTICLE III - QUORUM

SECTION 1. QUORUM

Seven (7) members present in a meeting constitute a quorum.

The following order of business shall govern the meeting of the Club:

- a. Call to order
- b. Opening prayer
- c. Secretary's report - minutes of previous meeting
- d. Treasurer's report
- e. Standing committee report
- f. Unfinished business
- g. New business
- h. Good & welfare of the club
- i. Closing prayer and adjournment

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ARTICLE IV - AMENDMENTS

SECTION 1. These by-laws maybe amended in the manner as provided in ARTICLE XII of the Constitution of the Immaculate Conception Filipino Catholic Club.

ARTICLE V - DISSOLUTION

SECTION 1. In case of dissolution of the Immaculate Conception Filipino Catholic Club, all monies belonging to the unit shall be donated to the parish where the unit was formed, after all of the unit financial obligations are satisfied or paid.

Dr. Arnulfo B. Diaz, M.D.

Chairman

Amended

February 3, 2019