

**CONSTITUTION AND BYLAWS
OF
FILIPINO-AMERICAN MILITARY OFFICERS ASSOCIATION
(FAMOS)**

ARTICLE I

The name of this organization is FILIPINO-AMERICAN MILITARY OFFICERS ASSOCIATION, herein referred to as FAMOS.

ARTICLE II

Section 1. Objectives

- A. To provide role model, guidance and feedback to young men and women to consider a career in the military officers corps.
- B. To encourage the professional growth and career development of FAMOS members.
- C. To promote professional and social camaraderie among FAMOS members.
- D. To promote, establish and maintain an effective and equitable participation of Filipino-American Military Officers in local, national and international societies.
- E. To establish and maintain a “a big picture perspective” to move the organization forward by clearly communicating values and direction.

Section 2. Status

- A. FAMOS is a tax-exempt, non-profit, non-partisan, non-sectarian, and non-discriminatory organization.
- B. This organization is organized exclusively for charitable purposes within the meaning of Section 501 C3 of the Internal revenue Code.
- C. Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted by an organization exempt from Federal Income Tax as an organization described in Section 501 C3 of the Internal Revenue Code.

Section 3. Fiscal Year The fiscal year of this association is the calendar year.

ARTICLE III. MAILING ADDRESS AND SEAL

Section 1. Mailing Address The official mailing address of FAMOS shall be assigned or designated by the Executive Council. A Post Office Box may be rented at a convenient location.

Section 2. Seal The official seal of the organization shall be used in all official correspondence, documents, and certificates signed by authorized signatories.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility

- A. Regular members of FAMOS shall be Filipino-American Officers of the United States Armed Forces on Active Duty, Retired, Reserve, and who had served honorable military service.
- B. Former U. S. Navy Limited Duty Officers (O1-O3) and Warrant Officers (W2-W3) who reverted to "enlisted status" for pay purposes upon retirement.
- C. Other Asian and Pacific Islander American Military Officers meeting the eligibility requirements under Section 1A and 1B above. Asian and Pacific Islanders may not exceed 20% of the total membership.
- D. Non-Filipino Military Officers married to individuals of Filipino descent and meeting the eligibility requirements under Section 1A and 1B above. They may be limited to 20% of the total membership.
- E. An applicant becomes a full-fledged member upon submission of an application, recommendation of the Membership Committee and approval of the Executive Council as well as payment of established dues. Applications may be submitted to any officer of FAMOS with appropriate dues paid to the Treasurer.

Section 2. Membership categories:

- A. **Charter Members.** These are members in good standing whose names appear on the membership roll as of 19 May 1990.
- B. **Regular Members** are those meeting the criteria as defined in Section 1A, 1B and 1C .
- C. **Associate Members:**
 - 1. Spouses of Regular and Associate Members
 - 2. Filipino-Americans in Civil Service Pay Grade GS-11 or higher who have served or are serving in supervisory positions with the Department of Defense (DOD).
 - 3. Filipino-Americans who have served or are serving as E-9.
 - 4. Non Filipino-Americans who have served or are serving as E-9 whose spouses are of Filipino descent.

Charter, Regular and Associate members shall pay the regular annual dues, vote and may hold any office except that Associate Members may not become the President or the Vice President.

- D. **Honorary Members** shall be recommended by the Membership Committee and approved by the Executive Council with no more than 10% of the total membership.
- E. **Student Members** shall be enrolled in a Military Academy or participating in ROTC (Reserve Officers' Training Corps) or JROTC (Junior ROTC).

Honorary and Student Members do not pay annual dues. Neither may they vote nor hold any office.

Section 3. Termination of Membership Any member considered incompetent, untrustworthy, or who behaves in a manner unbecoming an officer shall be dismissed from FAMOS by a two-thirds (2/3) vote of the entire membership in good standing during general membership meeting.

Section 4. Resignation. Any member may resign by submitting a written letter of resignation to the Executive Council who shall take action accordingly.

Section 5. Reasons for Denial or Termination. Reasons for denial or termination of membership will be stated in writing and filed with the Secretary of FAMOS. A copy of any adverse actions/reasons will be mailed to the applicant or member. The applicant or member has the right to respond in writing within thirty (30) days of the postmark. The response will be addressed to the Membership Committee. After review of the response, the Membership Committee may present its findings to the general membership for adjudication.

Section 6. Membership Dues. Current annual membership dues is \$25 for Regular and Associate Members and is non-refundable. Students and Honorary Members are free. Changes in dues will be decided by FAMOS membership.

Section 7. Membership Year. Membership year is the calendar year.

Section 8. Authority The highest authority for deciding the policies and managing the affairs of the Association shall be the voting membership duly assembled. The membership shall elect the Executive Officers; resolve policy matters; confirm, revise, or repel the action of the Executive Council or any officer of FAMOS.

Section 9. Usage. No member may use the name of FAMOS or its resources to benefit himself/herself or promote the vested interest of other individuals or other organizations.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Elected Officers are the President, 1st, 2nd and 3rd Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor and three (3) Public Relations Officers.

Section 2. Terms of Office.

- A. The tenure of elected officers shall be for two years.
- B. The term of office shall begin January 1.
- C. The President shall not serve for more than two consecutive terms. After serving the maximum four years he/she may again be eligible to run for the same office provided at least two (2) years have since passed.
- D. All other officers may serve for more than two consecutive terms provided they are duly reelected or appointed.

Section 3. Duties and Responsibilities of Officers

- A. **President.** The President will preside over FAMOS meetings and have general supervision over the affairs of FAMOS; will represent FAMOS at external functions; will report the activities of FAMOS; and may appoint Committee Chairpersons. He/she is one of the signatories of FAMOS bank accounts and is an ex officio member of all committees.
- B. **Vice Presidents (Three).** The Vice Presidents shall perform duties delegated by the President. The First Vice President will assume the duties of the President in his/her absence. The Second Vice President shall assume the duties of the President in the absence of the President and the First Vice

President. The Third Vice President shall assume the duties of the President, in the absence of the President, First and Second Vice Presidents.

- C. **Secretaries (Two).** These are the Secretary and the Assistant Secretary. They shall perform their duties as delegated by the President, and they shall be the administrative assistants to the President.
1. The Secretary or in his/her absence, the Assistant Secretary shall be responsible for maintaining and safekeeping of valuable papers or documents. He/she shall record and keep minutes of all meetings, membership list, and other records of FAMOS.
 2. He/she shall be responsible for drafting and sending notices to members required by law or these bylaws and other information so ordered by the President, including necessary correspondence for FAMOS. He/she shall coordinate with the President in the production and distribution of hard copies of the FAMOS newsletter.
- D. **Treasurers (Two).** These are the Treasurer and Assistant Treasurer. They will perform their duties as delegated by the President. The Treasurer or in his/her absence, the Assistant Treasurer shall be responsible for the fiscal and accounting functions required in the operation of FAMOS. He/she shall submit a monthly financial report to FAMOS; forward required financial reports to local, state and federal governments as required by law or these bylaws; promptly deposit dues and other earnings into the FAMOS savings or checking account; and remind signatories of authorized bills to be paid. Any unbudgeted FAMOS funds request exceeding \$50.00 and any sum over \$500.00 must be first approved by the Executive Council. The Treasurer and the Assistant Treasurer are signatories for FAMOS bank accounts. Two (2) of the three (3) signatories are required to release a FAMOS check for the amount of \$100 or more, otherwise one (1) signatory is sufficient.
- E. **Auditor.** The Auditor shall perform duties as delegated by the President. The Auditor shall be responsible for auditing the FAMOS financial records annually. He/she is authorized to do a surprise audits at his/her discretion or as directed by the Executive Council. Written audit results shall be made available to all members.
- F. **Public Relations Officers (Three).** The Public Relations Officers shall perform duties as delegated by the President. The Public Relations Officers shall serve as the spokespersons of FAMOS. They are responsible for official press releases which shall be approved by the Executive Council prior to dissemination.

ARTICLE VI. ELECTION

Section 1. Nomination. The President shall appoint a Committee on Election (COMELEC) Chairperson in September and nomination of officers shall be taken during the October FAMOS meeting.

- A. The Chairperson and up to three other members may serve in the committee.
- B. The duties of the Election Committee shall include notifying the members of the upcoming elections, soliciting nominations, preparing a slate of qualified candidates and presenting it at the November membership meeting, preparing a written ballot for the election and tabulating the election results.

Section 2. Election.

- A. Elections shall be held during the November FAMOS membership meeting. Additional nomination may be taken from the floor during this meeting.
- B. Elections of officers shall be by written ballot. If there is only one candidate for an office, election may be by voice vote. A majority of votes cast for the office determines the outcome. In case of a tie, a recasting of ballots shall be called by the COMELEC Chairman.

Section 3. Vacancy.

- A. Should an office vacancy exists, except the presidency, the President, with approval of the Executive Council, shall appoint any member in good standing to fill such office.
- B. If the office of the President is vacant, or the President is unable to perform his/her duties, the Vice Presidents will assume the duties of the President as stated in Section 3B of Article V until the next scheduled election. If the Vice Presidents are unable to assume the said duties, the Executive Council shall appoint an interim president.

ARTICLE VII. EXECUTIVE COUNCIL

Section 1. The Executive Council

- A. The Executive Council is composed of elected officers as defined in Section 1 of Article V.
- B. The Executive Council is responsible for FAMOS programs and policies with authority to transact routine business, act upon emergency measures, and approve unbudgeted expenditures and any amount over \$500. The Council reports its activities to FAMOS membership during meetings.
- C. If necessary, the Executive Council may serve as the Finance and Budget Committee. An operating budget for FAMOS for the next fiscal year shall be developed before the end of November.

ARTICLE VIII. COMMITTEES

Section 1. Standing Committees. The five standing committees of FAMOS are: Bylaws; Education/Benefits; Membership; Morale, Welfare and Recreation; and Sunshine.

Section 2. Composition and Eligibility.

- A. All Charter, Regular and Associate members in good standing are eligible to serve in any committee. The President is always an ex-officio member of all committees.
- B. Other committees may be established by the President, as needed.
- C. Committee members shall serve for two (2) years.

Section 3. Duties of Standing Committees.

- A. **Bylaws Committee.** The Bylaws Committee comprises at least three (3) members appointed by the President. The Bylaws Committee drafted the initial Constitution and Bylaws of FAMOS. The committee may periodically review the Bylaws and make appropriate recommendations for amendments. Recommendations by the committee will be presented to the Executive Council for further consideration and for approval.
- B. **Education/Benefits Committee.** The Education/Benefits Committee comprises at least three (3) members appointed by the President. The committee provides advice for professional development of members; conducts research for educational opportunities of FAMOS members; establishes a scholarship or educational grant criteria; and develops "role model" programs for the Filipino-American community and others.

- C. **Membership Committee.** The Membership Committee comprises at least three (3) members appointed by the President. The committee reviews and screens applications for membership and recommends approval or rejection. The committee may meet as often as necessary to consider applications. Any negative recommendation must be in writing as defined in Section IV.6.
- D. **Morale, Welfare and Recreation Committee.** The Moral, Welfare and Recreation Committee comprises at least five (5) members appointed by the President. When involved in financial matters, the committee may include the Treasurer and one of the Vice Presidents. This committee shall organize social activities and will develop programs for raising funds for FAMOS.
- E. **Sunshine Committee.** The Sunshine Committee comprises at least four (4) members appointed by the President. This committee is responsible for sending condolences and congratulatory cards to FAMOS members and their families. If possible, a representative of this committee may visit sick members and their families. The Sunshine Committee must coordinate with the Honors and Ceremonies program in all of its activities.

ARTICLE IX. MEETINGS

Section 1. Categories.

- A. **General Membership** meeting will be held on the first weekend of the Calendar Quarter or any convenient date decided by the Executive Council.
- B. **Executive Council** meeting shall be held on the first weekend of each month or at a minimum of six (6) times per year at a time and place designated by the President.
- C. **Special** meeting may be called at the direction of the President or any three (3) members of the Executive Council. The entire membership will be notified 48 hours before the proposed special meeting.

Section 2. Quorum.

- A. Quorum is any number present at any general membership meeting provided that all members are informed of the proposed agenda fourteen (14) days before the said meeting.

Section 3. Agenda. The agenda at a FAMOS meeting will include but not limited to the following:

- A. Call to order and verify quorum
- B. Review the agenda
- C. Read and approve the minutes of the last meeting
- D. Treasurer's report supported with the most recent bank statement
- E. Committee reports
- F. Old business
- G. Election, as applicable
- H. New business
- I. Announcements
- J. Adjournment/Next meeting announcement

ARTICLE X. AUDITS AND CONTRACTS

Section 1. Audits. Internal audits shall be conducted once a year or as often as directed by the Executive Council.

Section 2. Contracts. No FAMOS member may enter into any contract on behalf of FAMOS without prior written authorization of the Executive Council.

ARTICLE XI. RULES

FAMOS shall be governed by the latest revision of the *Robert's Rules of Order*, except when said rules conflict with these Bylaws. In those instances, these Bylaws shall take precedence.

ARTICLE XII. ADOPTION AND AMENDMENTS

Section 1. Adoption. This Constitution and Bylaws will be adopted when ratified by a two-thirds (2/3) vote of the Executive Council.

Section 2. Amendments. Any member in good standing may propose amendments to these Bylaws. Such proposals will be submitted to the Bylaws Committee three (3) weeks prior to the FAMOS Executive Council meeting for approval. The proposed changes will be presented to members for ratification.

ARTICLE XIII. STANDING RULES

Section 1. Standing Rules. FAMOS shall have standing rules, especially for conducting a meeting. These Standing Rules shall be read by the Secretary before the start of the first meeting of the term.

- A. Each meeting will be governed by the latest edition of the *Robert's Rules of Order*.
- B. A member must be recognized by the Presiding Officer before speaking. A member given the floor must state his/her name and position in the organization as applicable.
- C. A member cannot speak while someone else has the floor – unless for parliamentary steps that can legally interrupt such time.
- D. A member who made a motion and had not yet spoken about it shall be recognized in preference to other members.
- E. No one is entitled a second time in a debate on the same motion while any other member who has not spoken on this motion desires the floor.
- F. The Presiding Officer should alternate the speakers between those favoring and opposing the motion as equally as possible.
- G. The debate must be within the confines of the motion. All remarks must be addressed to the Presiding Officer. Speakers must be courteous, avoid injecting personal notes into the debate, must never attack or make any allusions to the motives of members, and should address officers by title, if possible.

- H. When given the floor, a speaker normally is limited to two (2) minutes.
- I. Except by the order of the Assembly, the Presiding Officer cannot close a debate as long as any member who has not expended his/her right to debate desires the floor. This requires a two-thirds (2/3) vote.

Section 2. These standing rules may be amended by the assembly as per Article XII.

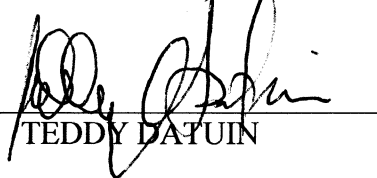
ARTICLE XIV. DISSOLUTION

Section 1. Procedure for Dissolution. FAMOS may be dissolved in accordance with the procedures as prescribed in the code of laws of the State of California and Section 501-C3 of the Internal Revenue Code. A resolution for dissolution shall be presented to the voting membership, and such action will be mailed to members in good standing at least sixty (60) days before the proposed dissolution meeting date. FAMOS can be dissolved by a two-thirds (2/3) vote of the entire members in good standing during this meeting.

Section 2. Distribution of Assets. Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 C3 of the Internal Revenue Code and which has established its tax-exempt status under that section. This distribution shall be under the direction of the Executive Council of FAMOS or a person duly empowered to conduct such function.

Revised and Approved by members of the Executive Council: December 5, 2015


ELSA P. ANG


TEDDY DATUIN


OSCAR S. GARCIA


JOY GACUYA


ERNIE LIWAG


JAY RUIZ, SR.


MANUEL SUPNET


BENNY VALERIO


NANCY VALERIO