

T.K. Sparks
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Constitution and By-Laws of the

**UNIVERSITY OF THE PHILIPPINES
ALUMNI ASSOCIATION
IN BRITISH COLUMBIA**

CURRENT AS OF OCTOBER 1, 2022

CONSTITUTION

The **University of the Philippines Alumni Association in British Columbia** ("UPAABC" or the "Association") is a synergetic community of alumni of the University of the Philippines that wishes to make a meaningful and lasting impact for the betterment of both the local and global society.

PURPOSES

The UPAABC is the official Alumni Association representing all University of the Philippines alumni residing in the Province of British Columbia with the following purposes:

1. To promote camaraderie and foster closer ties among the members of the Association;
2. To provide channels of communication between the University of the Philippines System and the members of the Association;
3. To foster a sense of service, volunteerism, and philanthropy towards its members and the community;
4. To engage its members in various and relevant activities that will facilitate their integration into Canadian life, including mentoring, assisting, and encouraging newcomers to British Columbia through partnerships with various community stakeholders for the upgrading of skills and foreign credentialing where needed;
5. To support the financial needs of deserving students through scholarship programs;
6. To foster and support continuous learning among its members; and
7. To promote the University of the Philippines' values of honour and excellence, as well as Filipino culture and heritage.

CORE VALUES

U – Unity

P – Passion

A – Advancement

A – Adventure

B – Benevolence

C – Collaboration

BY-LAWS

ARTICLE I. MEMBERS

SECTION 1. Types of Members. The following shall be the types of members of the Association:

a. **REGULAR MEMBER.** Every person who is a resident of British Columbia and a holder of any degree, title, or certificate from; or who is a former regular student of the University of the Philippines, having earned at least sixty (60) units, and have not been dismissed for misconduct or scholastic deficiency, is a regular member upon application to the Board of Directors ("the Board").

b. **LIFETIME MEMBER.** A Regular Member who opts to pay the one-time Lifetime Membership fee.

c. **SENIOR MEMBER.** A Regular Member who is aged sixty-five (65) and above, upon application to the Board, is recognized as a Senior Member.

d. **HONORARY MEMBER.** An Honorary Member, while not qualified for regular membership, has significantly contributed and given meritorious service to the UPAABC. In token of the Association's gratitude, they can be recognized as such without paying any membership fee. An applicant for honorary membership shall be recommended by a member in good standing, for approval by the Board. Honorary Members are neither eligible to vote, nor be selected as members of the Board.

SECTION 2. Kinds of Fees. Every Regular Member shall pay a non-refundable annual fee as voted upon by the Board in a calendar year. A Senior Member has the option of not paying the annual fee. A Lifetime Member shall pay a one-time non-refundable fee.

a. The Board, from time to time, shall establish the annual and lifetime membership fees. The Members shall be duly notified in writing at least one month prior to any changes in fees being made.

b. Fee payments shall be remitted to the Treasurer or another duly-authorized Member of the Board. The receiver of payment must then record the fee as duly received and issue a receipt to the payor for the same.

SECTION 3. Member in Good Standing. Any Regular Member who has paid the annual dues is a member in good standing. Lifetime and Senior Members are also deemed members in good standing.

SECTION 4. How One Ceases to be Member. Any member may be expelled or suspended for conduct contrary to the purposes or otherwise detrimental to the interests of the Association and shall be done by two-thirds (2/3) vote of the total membership.

SECTION 5. Rights of Members. Every member in good standing shall have the following rights:

- a. To attend the regular and special meetings of the general membership of the Association;
- b. To propose amendments and resolutions, and vote on those presented at the annual general meeting;
- c. To vote in any motion for the recall of any officer of the Association;
- d. To inspect the records and books of accounts of the Association;
- e. To receive publications of the Association, upon payment of the proper fees; and
- f. To vote in any motion or election of the Board of Directors.

SECTION 6. Duties of Members. It shall be the duty of the Members to uphold all by-laws and purposes of the Association.

ARTICLE II. BOARD OF DIRECTORS

SECTION 1. Governing Body. The governing body shall be the Board of Directors, which shall establish policies and implement programs to fulfill the purposes of the Association.

SECTION 2. Composition. The Board of Directors shall be composed of up to eleven (11) members elected from among the members in good standing in a regular or special meeting of the general membership called for this purpose.

SECTION 3. Terms of Office and Vacancies. Each elected member of the Board of Directors shall hold office for a term of two (2) years. The term of office shall start on January 1st in the first year and ends on December 31st in the second year. Vacancies arising shall be filled by Board appointment from among members in good standing — except Honorary Members — and who shall hold office for the remainder of the term. Members of the Board can be re-elected.

SECTION 4. Election of the Board of Directors and Officers.

- a. There shall be an electoral committee composed of three (3) members appointed by the incumbent Board to oversee the elections when applicable.
- b. Voting is done by show of hands or by secret ballot unless a special resolution is passed.
- c. Voting by proxy is not permitted.
- d. An alumnus must be a member for a minimum of three (3) months to be eligible to vote.
- e. No immediate family members (spouses, children and siblings) can run for office and be elected either as Board officers or directors at the same time.
- f. A General Election shall be held every two years in the third week of November.

SECTION 5. Special Bodies and Offices. The Board may create or dissolve such bodies and offices as it may deem proper and necessary.

SECTION 6. Removal of Officers. Any member of the Board of Directors can be removed by a majority vote of the members present.

SECTION 7. Provision for Remuneration of a Director. A director must not be remunerated for being or acting as a director; but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Association.

SECTION 8. Borrowing Power. The Board of Directors shall have no borrowing power.

ARTICLE III. EXECUTIVE COMMITTEE

SECTION 1. Composition. The Executive Committee shall be composed of the officers of the Board of Directors. They are the President, Vice-President, Secretary, Treasurer, and Assistant Treasurer.

SECTION 2. Duties of the President. The President shall have the following duties:

- a. Preside over the meetings of the Executive Committee;
- b. Act as official spokesperson of the Association;
- c. Have the power to call meetings of the general membership; and

- d. In general, perform all duties inherent to an Executive of an organization and such other duties as from time to time may be assigned to him/her by the Board.

SECTION 3. Duties of the Vice-President. The Vice-President shall perform the duties of the President in the latter's absence, and other duties specified by the Board from time to time.

SECTION 4. Duties of the Secretary. The Secretary shall have the following duties:

- a. Keep records of all proceedings of the Board of Directors, Executive Committee, and the general membership;
- b. Have the complete list of all the membership;
- c. Maintain all annual filings as required by the Provincial Registrar of Companies; and
- d. Issue notice of meetings upon request of the President.

SECTION 5. Duties of the Treasurer. The Treasurer shall have the following duties:

- a. Deposit all monies of the Association in a reputable financial institution within a reasonable period after receipt;
- b. Collect all dues and donations to the Association and disburse funds as directed by the Executive Committee;
- c. Submit each financial statement as may be required by the Board from time to time; and
- d. Submit a complete statement of accounts at the general membership meetings of the Association, and discharge all other functions inherent to the position.

SECTION 6. Duties of the Assistant Treasurer. The Assistant Treasurer shall assist in all the duties of the Treasurer.

ARTICLE IV. MEETINGS

SECTION 1. General Membership Meetings.

- a. The members of the Association shall hold a regular meeting at least once a year.
- b. A special meeting may be called by the Board within fourteen (14) days advanced notice to the membership or upon written petition by ten percent (10%) of the total number of members in good standing.

- c. The annual general meeting shall be called in the month of November with 14 days' advanced notice or upon written petition by 10% of the total number of members in good standing.
- d. Notices of events shall be given to members by e-mail, telephone, letter, social media, or print media to ensure that all members receive notices 14 days prior to events.

SECTION 2. Meetings of the Board of Directors. The Board shall hold a regular meeting as often as needed. It may be called to a special meeting by the President or upon written petition by the majority of the members of the Board.

SECTION 3. Quorum. A quorum for the transaction of all businesses in a general meeting shall be one-third (1/3) of the total voting (paid) members. A quorum for the transaction of all businesses of the Board of Directors shall be a majority of the Board of Directors.

ARTICLE V. COMMITTEES

SECTION 1. Standing Committees. Standing committees may be created and dissolved by the Board as deemed necessary.

SECTION 2. Special Committees. The President shall create special committees as may be necessary to accomplish a specified task, at the completion of which the committee shall cease to exist.

ARTICLE VI. SPECIAL PROVISIONS

SECTION 1. Power of the Association. The Association may solicit, raise, or secure funds necessary to carry out the purposes of the Association, subject to the provisions of the *Societies Act*.

SECTION 2. Legal Transactions. The Association may sue and be sued, contract and be contracted with its corporate name.

SECTION 3. Borrowing Power. The Association shall not have any borrowing power.

SECTION 4. Reserve Funds. A reserve fund of one thousand Canadian dollars (CAD 1,000.00) shall be maintained by the current Board and must be turned over to the succeeding Board after the General Election.

ARTICLE VII. AMENDMENTS

SECTION 1. How to Amend. The Constitution and By-Laws of the Association may be amended at a special meeting called by the Board of Directors and will be presented to the majority of the members for approval. Proxy voting is allowed.

SECTION 2. Written Notice of Amendment. A Notice to Amend any By-Law, or to introduce a new one, shall be submitted in writing at a meeting of the Association and circulated to the members fourteen (14) days in advance of the date it is intended to be considered.

SECTION 3. Passage of Resolutions. Any resolution shall be deemed passed upon a three-fourths (3/4) vote of the members in good standing present at the meeting, whether the meeting is conducted in-person or virtual.

SECTION 4. Dissolution of the Association. On the winding up and dissolution of the Association, its assets must not be distributed among its members. After all the debts and liabilities upon dissolution of the Association have been fully satisfied, all its remaining assets shall be donated, conveyed, and transferred to the UP Foundation, Inc., Diliman, Quezon City, Philippines.



The Constitution and By-Laws have been ratified and assented to on the eighth day of April, two thousand and twenty-two, and of the Association, the forty-third.

THE 2021 – 2022 BOARD OF DIRECTORS

Anita Aytona
President

Joseph Anthony Solis
Vice-President to August 2021

Daniel Zayco
Vice-President from September 2021

Maribel Bevilacqua
Secretary

Ahmed Tillah, II
Treasurer

Athena Adan

Iris Radev

Rene Alcantara

Jasper Aaron Mallonga

Leonora Angeles

Mary Anthonette Tecson

Mylene Lim
Immediate Former President

Rosette Paulyn Correa
Former President

We acknowledge our gratefulness to the following for their assistance in revising our Constitution and By-Laws.

Cynthia Yambao
*Former President & Senior Advisor
for Constitutional Matters*

Che Yaneza
Special Advisor

*The University of the Philippines Alumni Association in British Columbia gratefully and respectfully acknowledge that we are on the traditional, unceded territories of the *xʷməθkʷəy̓əm* (Musqueam), *Sḵwx̱wú7mesh* (Squamish), *Sel̓íwítlh* (Tsleil-Waututh), and *Kwikwetlem* (*kwikwə́l̓ əm*) Nations.