

FCO Model Constitution

Filipino Community Organization Name:

Date Approved by members:

Approved by Philippine Embassy in Tokyo:

Date Amended:

Article I - Name

What is the exact title/name and any group acronym(s) that will be used in addressing your organization?

Name Restrictions: The name of your organization can not be exactly the same name as another Filipino community organization

Article II - Purpose

Briefly describe the purpose and objectives of your organization.

Article III - Membership

Describe who is eligible for membership in your organization.

You may wish to include the following required language exactly as written: *Only active members may vote or hold office within the organization.*

If your organization will be recognizing alumni, they may be considered "non-active" or "associate members" or "advisers". Describe who is eligible for this type of membership and what rights they have.

Article IV - Officers & Elections

List the officers of the organization by title (e.g., President, Vice Chair, etc.) or define the leadership structure if another system is to be used (e.g., spokesperson by consensus).

What officers constitute an executive committee?

Describe the process and required majority of votes by your active and voting membership by which officers will be elected or selected.

What time of year will elections occur?

How long do officers serve?

Which officer serves as the primary contact? Which officers serve as the organization's signatories?

How will officers be removed and/or replaced?

Article V - Meetings

How often will the organization meet?

Who will call the meetings?

What is the quorum (i.e. the minimum number of members present such that the proceedings at that meeting are valid?)

Will there be a call for special emergency meetings? If so, what is the process for determining when a special emergency meeting is necessary and how will you notify members of the meeting?

Article VI - Constitutional Amendments

Who can propose an amendment?

How are they proposed?

What is the required period of time between the proposed amendment and a final vote?

How will you notify active members that an amendment is going to be voted upon?

You may wish to include in your constitution that an amendment will need a 2/3 majority vote from your active membership to pass. (Amendments change the structure of the group and it is important to have 2/3 approval from the members at large so that there is strong agreement that the change should be made.)

You may wish to include the following required language exactly as written: *All amendments, additions or deletions to this document must be filed with the Philippine Embassy in Tokyo.*

Article VII - Dissolution

How will dissolution be decided?

What is the required majority of votes to dissolve the group?

What will you do with unspent funds?

Optional Addition:

We encourage organizations to include an article in the constitution which cites the type of parliamentary authority to be used for points not covered in the constitution. Many organizations utilize Robert's Rules of Order. This often helps guide groups in times of conflict, or when the constitution is not clear on how to handle a specific situation.