



RULES OF CLUB FILIPINO TAURANGA

The Society

1.0 Name : **CLUB FILIPINO TAURANGA**

1.1 The name of the club is **CLUB FILIPINO TAURANGA**

1.2 The club is constituted by resolution dated **12 July 2014**.

2.0 Registered Office: **1 KARAMU TERRACE, PYES PA, TAURANGA**

2.1 The Registered Office of the club is **1 KARAMU TERRACE, PYES PA, TAURANGA**.

3.0 Purposes of club

3.1 **Mission Statement:**

CFT is a community-centered club, organized to promote and enrich the Philippine culture through educational, athletic, religious, civic and charitable programs in unity with other Filipino organizations. Through our shared experiences, we preserve, encourage, and inspire the celebration of our culture.

3.2. **CORE VALUES.** CFT are guided by the following Core Values. These Core Values are the standard by which all club services /activities are measured.

- Palabra de Honor: "word of honor" we keep our promises and meet our commitments. The courage to remain truthful ensures fairness in all our relationships.
- Bayanihan- The helping attitude whenever one is in disastrous need. We work together as one team. We work hard and play hard; we have fun in what we do
- Pakikisama- or harmony, in English, involves getting along with others to preserve a harmonious relationship. We welcome everyone in a safe, accepting environment based on belonging and positive relationships.
- Commitment - the attitude of someone who works very hard to do or support something
Example: We've got commitments from several charities to donate food and clothing.
- Community - No nonprofit organization exists in a vacuum; the most successful ones collaborate with other agencies and partners in their community. Contributing to society and demonstrating corporate social responsibility.
- Respect: We ensure that everyone – children, youth, families, volunteers, and staff – is heard, respected, valued and treated fairly.
- Responsibility- We lead by example, we act with integrity and respect. We volunteer personal time and contribute to our communities
- Good Stewardship - No one wants to fund a non-profit that is irresponsible with their money. Use your core values as an opportunity to demonstrate that you are a good steward of the resources bequeathed to you.

3.1 **The purpose of the club is to:**

1. To increase awareness of Filipino culture as well as strengthen the unity among its members through cultural, academic, religious, athletic, and social programs.
2. To be recognized as united Filipino Community by the society in general.
3. To participate and represent during community activities here in Tauranga (ex. Xmas parade – float with a presentation of Filipina dancers in their native costumes)
4. To feel the warmth spirit of Filipinos especially during special calendar events such as Christmas, Valentines, Easter etc.
5. To unify Filipinos and to acknowledge new migrants in Tauranga
6. To represent the Filipino Community here in Tauranga with our genuine solid unique way.
7. To welcome friends of other nationalities interested in discovering the beauty and excitement of the Filipino culture and history.

3.2 Pecuniary gain is not a purpose of the Society. No part of the net earnings of the club shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the club shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

MANAGEMENT OF THE SOCIETY

4.0 Managing Committee

4.1 The Society shall have a managing committee (“the Committee”), comprising the following persons with their duties and responsibilities:

(a) **The Chair/President** – key representative who can lead the club and act as a spokesperson.

The duties of the President elect shall be;

- (1.) To preside over all meetings of the club, the executive committee and any special club meetings;
- (2.) To attend all the meetings of the CFT; and
- (3.) To perform all duties normally applicable to the office as prescribed by the rules adopted by the club.

(b) **Vice President** – a supportive role that offers a back-up for the Leader

The duties of the Vice President elect shall be;

- (1.) Attend all meetings of the club, the executive committee and any special club meetings;
- (2.) To attend all the CFT meetings,
- (3.) Perform president’s duties during his/her absence or inability to serve;
- (4.) Assist the president in any way possible: and
- (5.) To perform all duties normally applicable to the office as prescribed by the

rules adopted by the club.

(c) Public Relations and Communications Committee:

The duties of the PR & Communications Committee elect shall be;

- Publicity
- Public Image and Strategy
- Survey
- Outreach Events
- Liason Officer
- Newsletters
- Handling Emergencies (unexpected event that ruins public image of the club)
- Membership sign ups and renewals

(b) Budget and Planning Committee:

The duties of the Budget and Planning Committee elect shall be;

- Finance and Accounting
- Turn strategic objectives into reality
- Allocate resources
- Funding
- Assumptions / Forecast Events or Outcomes
- Leads the club for annual budget process
- Design long term resource Plan

(c) Information Technology Committee

The duties of the IT Committee elect shall be;

- Promotion and Marketing thru Social Media/Tri Media
- Online Publications
- Online forums / discussions
- Newsletter to be linked to FB page of the Club
- Design Flyers
- Event reports with lots of photos to showcase good times
- Classified ads online

(d) Logistics and Support Committee

The duties of the Logistics and Support Committee elect shall be;

- Plan, Organize and Manage the Activities/ Events > Venue, Set Up , Decorations
- Cost – effective flow of materials needed > Food, Prizes, Raffles, Games
- Use of MANPOWER and resources to sustain the operation of such Events.

(e) Sports Committee

The duties of the Sports Committee elect shall be;

- Model the way towards SPORTSMANSHIP, CAMARADERIE and TEAMWORK
- Plan, Create, Organize and Lead various Sports programme both outdoor and indoor games
- Build and maintain positive relationship
- Ensure that relevant areas of Sports Programme have the necessary resources.

(f) Leisure and Socialization

The duties of the Leisure and Socialization Committee elect shall be;

- Develop and help members understand the difference between career and lifestyle
- Plan activities that cultivates unity and build friendship
- Promote, Lead and Organize recreation activities:>FCO Fishing / Camping /Outdoors
Bingo Nights, Disco, Team Building activities, Fieldtrips

(g) Health and Fitness

The duties of the Health and Fitness Committee elect shall be;

- Promote the benefits of an active and healthy lifestyle
- Prescribe safe and effective exercise programme
- Team oriented and willing to support club members in achieving fitness goals
- Organize and Lead fitness programmes
- First Aide support
- Bring to the attention of club members any informative articles regarding Nutrition, medical health alert and Beauty regime/solutions.

(h) RELIGIOUS WORKS

The duties of the Religious Committee elect shall be;

- Support, Promote and Improve relations between members through religious functions
- Liaise with church personnel for activities that the club wish to participate.

(d) The Term of the Officers / Chairman / Co-Chairman is **THREE YEARS.**

5.0 Appointment of Committee Members

5.1 At a club Meeting, the Members may decide by majority vote which means 50%+1 of the total number of members of the club

6.0 Cessation of Committee Membership

6.1 Persons cease to be Committee Members when:

(a) They resign by giving written notice to the Committee.

(c) Their Term expires.

6.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property. Officers will meet and assigned another member to take over the vacant position.

7.0 Role of each Committee in General

7.1 Subject to the rules of the club ("The Rules"), the role of the Committee is to:

- (a) Administer, manage, and control the Society;
- (b) Carry out the purposes of the club, and Use Money or Other Assets to do that;
- (c) Manage the club's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
- (d) Set accounting policies in line with generally accepted accounting practice
- (e) Delegate responsibility and co-opt members where necessary
- (f) Ensure that all Members follow the Rules;
- (g) Decide how a person becomes a Member, and how a person stops being a Member;
- (h) Decide the times and dates for Meetings, and set the agenda for Meetings;
- (i) Decide the procedures for dealing with complaints;
- (k) Make regulations.

7.2 All decisions of the Committee shall be by a majority vote (50%+1). In the event of an equal vote, the Chair/President shall have a casting vote, that is, a second vote.

7.4 Decisions of the Committee bind the club, unless the Committee's power is limited by these Rules or by a majority decision of the club.

8.0 Roles of Committee Members

8.1 The Chair/President in general is responsible for:

- (a) Ensuring that the Rules are followed;
- (b) Convening Meetings and establishing whether or not a quorum (50%+1) is present;
- (c) Chairing Meetings, deciding who may speak and when;
- (d) Overseeing the operation of the club;
- (e) Providing a report on the operations of the Society at each Annual General Meeting.

8.2 The Public Relation Chairman is responsible for in general:

- (a) Recording the minutes of Meetings;
- (b) Keeping the Register of Members;
- (c) Holding the club 's records, documents, and books except those required for the Treasurer's function;
- (d) Receiving and replying to correspondence as required by the Committee;
- (e) Forwarding the annual financial statements for the club to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.
- (f) Advising the Companies Office of any rule changes;

8.3 The Budget and Planning Chairman in general is responsible for:

- (a) Keeping proper accounting records of the club's financial transactions to allow the club's financial position to be readily ascertained;
- (b) Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the club's accounting policies (see 8.1.d).
- (c) Providing a financial report at each Annual General Meeting;
- (d) Providing financial information to the Committee as the Committee determines.

10.0 Committee Meetings

10.1 Committee meetings may be held through meetings at agreed venue and time.

10.2 No Committee Meeting may be held unless more than half (1/2) of the Committee Members attend;

10.3 The Chair/President shall chair Committee Meetings, or if the Chair/President is absent, the Committee shall elect a Committee Member to chair that meeting;

10.4 Decisions of the Committee shall be by majority vote (50%+1);

10.5 The Chair/President or person acting as Chair/President has a casting vote, that is, a second vote;

10.6 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

10.7 Subject to these Rules, the Committee may regulate its own practices;

10.8 The Chair/President or his nominee shall adjourn the meeting if necessary.

10.9 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chair/President/ of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chair/President may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

10.9 The Chairman of the Committee is responsible to submit report to the Public Relation Committee which should be echoed to the Club's Meeting for further open forum regarding to the minutes of the Committee Meeting.

10.10 All Committee plans should be subject for approval of the President and Vice President before it will be implemented.

Society membership

11.0 Types of Members

11.1 Membership may comprise two (2) classes of membership as decided by the Society.

- Regular member are those who resides in Tauranga, New Zealand

- Affiliated member are those who resides outside Tauranga but would want to be part of CFT.

11.2 Members have the rights and responsibilities set out in these Rules.

12.0 Admission of Members

12.1 To become a Member, a person ("the Applicant") must:

- (a) Complete an application form, if the Rules, Bylaws or Committee requires this; and
- (b) Supply any other information the Committee requires.
- (c) Must be referred by another member of the CFT.

12.2 The Committee may interview the Applicant when it considers Membership applications.

12.3 The Committee shall have complete discretion when it decides whether or not to allow the Applicant become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.

13.0 The Register of Members

13.1 The Public Relation Chairman shall keep a register of Members ("the Register"), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.

13.2 If a Member's contact details change, that Member shall give the new postal or email address or telephone number to the Public Relation Chairman.

13.3 Each Member shall provide such other details as the Committee requires.

13.4 Members shall have reasonable access to the Register of Members.

14.0 Cessation of Membership

14.1 Any Member may resign by giving written notice to the Public Relation Chairman.

14.2 Membership status shall be dealt with in the following way:

- (i) Poor attendance in every meeting. Maximum of three (3) successive absences without valid reason will be given warning. Disregarding the warning might move the regular member to affiliate member.
- (ii) Bullying is subject for membership termination.
- (iii) Any attitude of misconduct that is detrimental to the name of the Club is subject for membership termination.
- (iv) Falsification of club's documents once proven is subject for membership termination.

15.0 Obligations of Members

15.1 All Members (and Committee Members) shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

Money and other assets of the society

16.0 Use of Money and Other Assets

16.1 The Society may only Use Money and Other Assets if:

- (a) It is for a purpose of the Society;
- (b) It is not for the sole personal or individual benefit of any Member; and
- (c) That Use has been approved by either the Committee or by majority vote of the Society.

17.0 Financial Year

17.1 The financial year of the Club begins on 12 July of every year and ends on 11 July of the next year.

18.0 Assurance on the Financial Statements. The Club's Chairman of Budget and Planning shall provide Financial Statements to the Club.

Conduct of meetings

19.0 Club Meetings

19.1 A Club Meeting is either an Annual General Meeting or a Special General Meeting. The Annual General Meeting shall be held once every year at the CFT Anniversary month which is July. The Annual General Meeting should be the 2nd Saturday of July. The Committee shall determine when and where the Society shall meet within those dates.

20.0 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Public Relation Chairman receives a written request signed by at least 1/3 of the Members but with the approval of President and Vice President.

21.0 The Public Relation Chairman shall:

- (a) Give all Members at least 7 days Written Notice of the business to be conducted at any Club Meeting
- (b) Additionally, the Public Relation Chairman will provide, appropriate:
 - (i) A copy of the Chair/President's Report on the Club's operations and of the Annual Financial Statements as approved by the Committee,
 - (ii) A list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Public Relation Chairman must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee)
 - (iii) Notice of any motions and the Committee's recommendations about those motions.
 - (iv) If the Public Relation Chairman has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

21.1 All Members may attend and vote at Club Meetings.

21.2 No Club Meeting may be held unless at least 50% +1 of eligible Members attend. (This will constitute a quorum.)

21.3 All Club's Meetings shall be Chaired by the Chair/President. If the Chair/President is absent, the Society shall elect another Committee Member to Chair that meeting. Any person chairing a Club Meeting has a casting vote.

21.4 On any given motion at a Club's Meeting, the Chair/President shall in good faith determine whether to vote by:

- (a) Voices;
- (b) Show of hands; or
- (c) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the

Chair/President will have a casting, that is, second vote.

21.5 The business of an Annual General Meeting shall be:

- (a) Receiving any minutes of the previous Club's Meeting(s);
- (b) The Chair/President's report on the business of the Society;
- (c) The Treasurer's report on the finances of the Society, and the Annual Financial Statements;
- (d) Election of Committee Members;
- (e) Motions to be considered;
- (f) General business.

21.6 The Chair/President or his nominee shall adjourn the meeting if necessary.

21.7 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum (50%+1) is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chair/President of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chair/President may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took

place.

22.0 Motions at club's Meetings

22.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Club Meeting, by giving written notice to the Public Relation Chairman at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member's Motion is signed by at least 50 % +1 of eligible Members:

- (a) It must be voted on at the Club's Meeting chosen by the Member; and

(b) The Public Relation Chairman must give the Member's Information to all Members at least 14 days before the Club's Meeting chosen by the Member; or

If the Public Relation Chairman fails to do this, the Member has the right to raise the motion at the following Society Meeting.

22.2 The Committee may also decide to put forward motions for the Club to vote on ("Committee Motions") which shall be suitably notified.

Common seal

23.0 Common seal

23.1 The Committee shall provide a common seal for the Club and may from time to time replace it with a new one.

23.2 The Public Relation Chairman shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Public Relation Chairman or a member of the Committee.

Altering the rules

24.0 Altering the Rules

24.1 The Club may alter or replace these Rules at a Club's Meeting by a resolution passed by a two-thirds majority of those Members present and voting.

24.2 Any proposed motion to amend or replace these Rules shall be signed by at the majority (50% +1) of eligible Members and given in writing to the Public Relation Chairman at least 28 days before the Club's Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

24.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Public Relation Chairman shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

24.4 When a Rule change is approved by a General Meeting no Rule change shall take effect until the Public Relation Chairman has filed the changes with the Registrar of Incorporated Societies.

Bylaws

25.0 Bylaws to govern the Society

25.1 The Committee and Officers may from time-to-time make, alter or rescind bylaws for the general management of the Club, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Club. A copy of the bylaws for the time being, shall be available for inspection by any member which can be seen at

<http://ivnepomuceno.wix.com/clubfilipino> and
<https://www.facebook.com/groups/699124230124013/>

Winding up

26.0 Winding up

26.1 If the Club is wound up:

- (a) The Club debts, costs and liabilities shall be paid;
- (b) Surplus Money and Other Assets of the Club may be disposed of:
 - (i) By resolution
- (c) No distribution may be made to any Member;
- (d) The surplus Money and Other Assets shall be distributed to: [see S.27 of the Act]

Definitions

27.0 Definitions and Miscellaneous matters

27.1 In these Rules:

- (a) "Majority vote" means a vote made by more than half of the Members (50%+1) who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- (b) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the CFT.
- (c) "Club Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- (d) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- (e) "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- (f) It is assumed that
 - (i) Where a masculine is used, the feminine is included
 - (ii) Where the singular is used, plural forms of the noun are also inferred
 - (iii) Headings are a matter of reference and not a part of the rules
- (g) Matters not covered in these rules shall be decided upon by the Committee and Officers.

Done this 26 July 2014.

Prepared by:


Anna Rose Ramos Collamat
PUBLIC RELATION CHAIRMAN