DIOCESAN COUNCIL OF FILIPINO CATHOLICS CONSTITUTION AND BYLAWS

PREAMBLE

WE FILIPINO CATHOLICS IN THE DIOCESE OF SAN JOSE, CALIFORNIA, AWARE OF OUR CHRISTIAN RIGHTS, DUTIES AND RESPONSIBILITIES, UNITE IN ORDER TO:

1. PROMOTE AND ENCOURAGE INVOLVEMENT OF FILIPINO CATHOLICS IN THEIR RESPECTIVE PARISHES IN THE DIOCESE AT LARGE
2. SERVE AS AN INTERFACE FOR VARIOUS FILIPINO ORGANIZATIONS IN OUR RELATIONSHIP WITH THE LOCAL ORDINARY (the Bishop) AND FILIPINO CLERGY AND

# PROMOTE, SUPPORT AND FOSTER VOCATION TO PRIESTHOOD AND RELIGIOUS LIFE.

ARTICLE I. NAME

The organization shall be known as Diocesan Council of Filipino Catholics (DCFC), Diocese of San Jose, California

ARTICLE II. OBJECTIVES The objectives of the Council are to:

1. Serve as Pastoral Council of the Filipino Catholic Ministry.
2. Assist the Local Ordinary (Diocesan Bishop) or his representative (Vicar of Filipino Ministry) in ministering to the specific needs of all Diocesan Filipino Catholic Ministries.
3. Celebrate annually together with all the Filipino Catholics, the Pastors, and our Local Ordinary, the Feasts of Santo Nino, Filipino Saints and Marian Feast highlighting our Lady of Antipolo and Our Lady of Manaoag. To plan diocesan activities which will enhance closer relationships among Filipino Catholics and families.
4. Support the implementation of the Diocese Pastoral Plan which focuses on the promotion of Lay Leadership, Youth and Young Adults, Social Justice, Liturgy and Education.

# ARTICLE III. VICAR FOR FILIPINO MINISTRY

SECTION 1. The Spiritual Director, by virtue of his appointment by the Bishop as Vicar for Filipino Ministry, shall act as a liaison between the local Ordinary and the Council.

# ARTICLE IV. MEMBERSHIP

SECTION 1. Membership in the Council is open to Filipino Catholics, at least sixteen years old residing in the Diocese of San Jose, willing and able to serve in the Council.

A. Definition of Filipino – Anyone who recognizes and admits to be of Filipino heritage.

# ARTICLE V. OFFICERS

SECTION 1. The officers of the Council shall be President, Two Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Public Relations Officer, Two Sergeants at Arms.

SECTION 2. In the event of officer vacancy, succession is as follows:

For President, the Vice President (Vice President with the larger number of votes during the election), then the Second Vice President.

For the Secretary, the Assistant Secretary. For the Treasurer, the Assistant Treasurer.

For any other vacancy, the president will make an appointment for the unexpired term.

SECTION 3. The President shall be the Chief Executive Officer of the Council. She/He shall preside at all meetings, create or dissolve committees, exercise administrative supervision over all elected officers, designate representatives to any function or undertaking in consultation and concurrence of the simple majority of members of DCFC.

SECTION 4. The Vice Presidents shall perform such other duties as may be assigned to them by the President.

SECTION 5. The Secretary shall prepare and maintain an official record of all meetings, attend to all correspondence, file all letters or memoranda to or from the Council,

notices of all Meetings to all members, keep an updated membership roster, contact information, and attendance record.

SECTION 6. The Assistant Secretary shall assist the Secretary and shall perform other duties as may be delegated by the Secretary.

SECTION 7. The Treasurer shall receive and disburse all monies of the council, establish and maintain accurate and updated records of receipts and disbursements, deposit or withdraw all monies in a reputable banking institution, and maintain all accounts. The treasurer shall also issue letters of demand or collection to ensure payment of monies owed by other parties to the council. All financial records must be open to all members. All money disbursements must be accompanied by proof and Warrant Authorization and must be approved by the President or Vice President.

SECTION 8. The Assistant Treasurer shall assist the Treasurer in all his/her duties and shall perform other duties as may be delegated by the treasurer.

SECTION 9. The Auditor shall audit all receipts, disbursements and other monetary transactions of the Council, shall render a quarterly report to the members and keep a complete and updated record of all audit activities. The auditor shall perform other auditing duties as necessary.

SECTION 10. The Public Relations officer shall represent the Council in its external Press, the details of all social, civic, and religious activities of the council as its interest would require, shall submit the records of all activities to the secretary for safekeeping and maintain and moderate the DCFCSJ.com website.

SECTION 11. The Sergeants at Arms are to maintain order and ensure safety during DCFC Council meetings and events.

# ARTICLE VI. TERMS OF OFFICE

SECTION 1.

1. The term of office for all officers shall commence upon their taking the oath on the Fiesta of Filipino Martyrs. All officers shall hold office for a term of two years. All officers may be re- elected for as long as they are willing and able, with the exception of the president who shall hold office for only two consecutive terms. Where only one nominee aspires for a position, the nominee is elected by unanimous consent or “by acclamation”.
2. The term of office for all outgoing officers shall terminate upon the induction of the newly elected officers.

# SECTION 2.

1. The outgoing officers will be responsible for the planning and execution of the Santo Nino fiesta mass and reception held at the Cathedral.
2. The incoming officers will be responsible for the planning and execution of the Santo Nino fiesta dinner dance reception held at a designated venue.
3. The incumbent officers of the DCFC are responsible for all payables and receivables for the Santo Nino celebration.
4. The outgoing Secretary and Treasurer must turnover a complete written report and Accounting Records to the incoming secretary and treasurer no later than January 31.

# ARTICLE VII. VOTING RIGHTS

SECTION 1. The right to vote in the Council meetings is limited to all officers and two designated representatives from each member parish; however, discussions are open to all present.

SECTION 2. The immediate past president of the Council is an ex-officio officer with a right to vote and the willingness to be consulted on matters that will advance the mission of DCFC.

SECTION 3. Voting shall be “Viva Voce” unless the members present decide otherwise.

SECTION 4. Voting on issues as determined by the Council is deemed approved by a simple majority of members present during the meeting.

# ARTICLE VIII. ELECTION COMMITTEE

SECTION 1. The President shall appoint an Election Committee with the concurrence, by a simple majority, of the voting members present at the meeting, no later than one month before the election of officers.

SECTION 2. Composition, Qualifications and Duties: The Election Committee shall be composed of a Chairperson and two members. It shall be the duty of the Election committee to formulate a list of candidates who have accepted their nomination. The Committee shall also conduct and supervise the election of officers and decide all matters relevant thereto in a manner pursuant to the spirit of the Council, and in an acceptable level of civility.

# ARTICLE IX. FUNDS

SECTION 1. No monies shall be disbursed by the Council without approval by the council.

SECTION 2. Disbursement of funds by checks shall be signed by any two of the following signatories: Spiritual Advisor, President, Secretary, Treasurer and Assistant Treasurer.

SECTION 3. The president can unilaterally authorize disbursement of discretionary funds which shall not exceed the amount of two hundred dollars ($200.00). She/He will inform the Council about the disbursement at the earliest possible time.

# ARTICLE X. MEETINGS

SECTION 1. Regular Meeting: There shall be a regular meeting of the Council, every third (3rd) Sunday of each month at the time and place designated by the President, unless otherwise announced.

SECTION 2. Special Meeting: A special meeting may be called by the President on any day and time to discuss special matters.

SECTION 3. A total of seven (7) voting members shall constitute a quorum.

# ARTICLE XI. AMENDMENT

SECTION 1. The Constitution and Bylaws may be amended by a vote of 2/3 of the voting members present in a meeting called for the purpose. Notice of such amendment or repeal shall be furnished to the members of the Council before the meeting.

# ARTICLE XII. CERTIFICATION OF ADOPTION

SECTION 1. This is to certify that this amended Constitution and Bylaws was approved by a unanimous vote of all voting members present in a quorum during the meeting held on August 20, 2023.

Committee for Constitution and Bylaws Amendment

REV. TITO CARTAGENAS

DCFC Advisor Clergy Representative CAROL BAUTISTA DCFC President

GILNE DESALES-TOSCO DCFC 2nd Vice President HELEN GANO Secretary

EVELYN AGUON Assistant Secretary

IRENE DE LA CRUZ Public Relations Officer MARILYN PABLO Auditor

LOU CONCEPCION Member VICKY RANIEL Member ROBERT BALTAZAR Member

(Adopted: April 17, 2011; Amended: Oct. 14, 2007; Amended: April 17, 2011; Amended: March 19,

2017; Amended: June 27, 2021; Amended August 20, 2023)