

Constitution & Bylaws

Filipino-Nihonjin Couples Association

(FINICA)

September 17, 2011

Filipino-Nihonjin Couples Association (FINICA)

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ARTICLE I: NAME, PURPOSE AND IDENTITY

Section 1. The name of this organization is the Filipino-Nihonjin Couples Association (FINICA), hereinafter referred to as the FINICA.

Section 2. FINICA is a peace-oriented, civic-service and cultural organization composed of Filipino-Japanese couples and families blessed by Rev. Dr. Sun Myung Moon.

Section 3. A FINICA logo may be created to symbolize the organization's name, purpose and identity. Any official logo of the Association will have to be decided by its Executive Board.

Section 4. The FINICA is incorporated as a non-profit, non-sectarian, non-political, civic-oriented and peace organization established and operated exclusively for peace and healthy family activities, charitable educational and service purposes within the legal bounds of the host country.

Section 5. No part of the net earnings of the FINICA shall inure to the benefit of any member or individuals except as reasonable compensations for specific duties performed at the direction of the organization.

Section 5. The FINICA shall not carry on or implement other activities except those activities that are accessory to the pursuit of the above principal purposes for which it is organized.

ARTICLE II: AIMS AND ADVOCACIES

Section 1. FINICA is dedicated to fostering unity, moral and civic consciousness, peace and service to people in the Philippines, Japan and the world.

Section 2. It is committed to:

(a) provide positive and productive family seminars, parenting education, sports and cultural activities, service and leadership education in collaboration with

- (b) government, non-government organizations, international individuals and families;
- (c) create and advocate standards for healthy and true family value-based family events, cultural and inter-religious peace and harmony;
- (d) offer educational tools, socially healthy events, service opportunities and constructive activities for the benefit of the family, the community, the country and the world; and
- (e) promote a strong bond of camaraderie and harmonious relationship among all Filipinos and Japanese living in Japan and in the Philippines.

Section 3. FINICA will implement its aims and advocacies through:

- (a) educational programs and seminars, service activities as well as life and leisure activities including sports, music and other forms of entertainment that are positive, healthy and promotes unity and wellness in the family.
- (b) offer a forum for issues of vital concern to the peace of the community, nation and the world through collaboration, partnership, and outreach with government and non-government organizations that actively supports unity and peace through education and service.

ARTICLE III: MEMBERSHIP

Section 1. Membership is open to legally recognized Filipino and Japanese citizens and families blessed by Rev. Dr. Sun Myung Moon.

Section 2. Its membership is also open to individuals, families and organizations that are interested in the purposes of the organization and accept our vision of promoting principled, healthy, positive, and true families. There shall be no barriers to full participation in the organization on the basis of gender, race, creed, age, sexual orientation, national origin or disability.

Section 3. Membership to the organization is decided by the individual applicant upon payment of dues specified by the By-laws of FINICA.

Section 4. There shall be four classes of membership in the FINICA: single, couple, family, and supporter.

Section 2. Single Membership

- (a) Anyone who has received the matching and blessing of Rev. Dr. Sun Myung Moon or his authorized representatives who has not started his or her blessed family yet, and who has completed an application form and paid the stipulated individual dues is qualified to become a single member.
- (b) A single member in good standing shall have all the privileges of membership as established by the Executive Board including the right to vote and to hold office in the association.

Section 3. Couple membership

- (a) Couples have received the matching and blessing of Rev. Dr. Sun Myung Moon or his authorized representatives who have started their blessed family but do not have children; has completed an application form and paid the stipulated dues for couple membership are qualified for couple membership.
- (b) A couple member in good standing shall have all the privileges of membership as established by the Executive Board including the rights to vote and to hold office in the association.

Section 4. Family membership

- (a) Those who have received the matching and blessing of Rev. Dr. Sun Myung Moon or his authorized representatives who have started their blessed family but do not have children yet and but has completed an application form and paid the stipulated dues for couple membership.
- (b) A family member in good standing shall have all the privileges of membership as established by the Executive Board including the rights to vote and to hold office in the association.

Section 5. Supporter

- (a) Supporting members are those who have expressed: their positive understanding of FINICA's principles, aims, and advocacies; reasonable

sympathy for the commitment and high moral purposes of its members; and have shared their moral, financial and material support of the association.

- (b) Supporters have the right to be represented in meetings by any single, couple or family member.
- (c) Supporting members shall receive discounts in educational seminars and events sponsored or organized by FINICA. They may also receive free subscriptions or information from the association and may represent FINICA in specific transactions authorized by the President.

ARTICLE IV: RIGHTS AND PRIVILEGES

Section 1. All members shall receive newsletters and information bulletins.

Section 2. Members who do not practice or support the principles, aims and advocacies of FINICA by their situation, action or expression will be classified as prospective supporters of the association.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Any eligible member of FINICA may nominate a member or officer as a candidate for an elective position of the given year.

Section 2. The year of election may be decided by the Executive Board. The Executive Board may also decide to assign an Election Committee that may carry out the duties to accept nomination; conduct the election by ballots; count the number of ballots and votes; and finally proclaim the winners of the election.

Section 2. The nominees may disseminate campaign materials or deliver speeches about their platforms or programs of action at a time and date decided by the Election Committee.

Section 3. Each nominee may post a statement of acceptance, platform of government or program of action, goals and biographical data, which the Election Committee may publish or announce in an official meeting, publication or information bulletin.

Section 4. Officers may be elected by secret ballots. Ballots accompanied with statements of goals and biographies of the candidates may be provided to each FINICA member eligible to vote. Ballots will specify the voting deadline. Members shall be given a maximum of 30 days to submit ballots from the date on which they are provided to the Membership.

Section 5. The Election Board or their respective representatives may receive the ballots and shall serve as tellers to verify the ballots simultaneously and report the election results to the President.

Section 6. For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, the winner of the election may be drawn by lot through a notary or a person appointed by the Election Board or the Executive Board as the case may be.

Section 7. All candidates shall be informed of the election results in writing and or announcement by the Chairman of Election Committee. The names of the successful candidates shall be published in an official publication of FINICA and announced at the annual membership meeting.

ARTICLE VI: TERMS OF OFFICE

Section 1. All FINICA officers may serve a 1-year term of office after which they will be qualified for re-election.

Section 2. The terms of office shall begin immediately following the close of official election results duly announced by the Election Committee.

Section 3. Any person of: respectable influence, good community standing an international connection or social influence in Kitakyushu or nearby cities may serve as an adviser (s) of FINICA.

Section 4. The elective officers of the FINICA are the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs,

Secretary-General, the Treasurer, Auditor and the Press Relations Officer(s), and the standing committee chairpersons.

Section 5. The Executive Board is composed of the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs, the Secretary-General.

Section 6. Committee officers or those appointed to head special offices of FINICA may attend any meeting upon the request or recommendation of any member of the board.

ARTICLE VII: DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The President shall be the chief executive officer of FINICA. The President shall have control over the affairs of the association.

Section 2. The President may create special committees, offices or task forces to make the association fulfill its internal and external needs, projects and activities upon the recommendation of any member of the Executive Board.

Section 3. Upon completion of the one-year term, if he or she is not re-elected, the President shall step down from the Executive Board, but serve immediately as Past President in an advisory, honorary role.

Section 4. The Vice President for Internal Affairs (IVP) shall negotiate all on-site contracts for the FINICA's annual conference, coordinate all local or internal arrangements and special educational events; and will work in conjunction with the chairperson of the committee on education to implement educational, professional and leadership training programs for the general membership of the Association.

Section 5. The Vice President for External Affairs (EVP) shall coordinate the development of the entire service for peace programs, community outreach

and fellowship activities with other individuals and organizations. The EVP will work in conjunction with the chairperson of the Committee on Service and Outreach Activities.

Section 5. The Secretary –General shall be responsible for keeping the official minutes of the Association's membership meetings, and the official minutes of the Executive Board meetings. This officer shall also be responsible for collecting and distributing reports for the Executive Board meetings, for handling registration for the movement's annual conference or events, and for handling any request for correspondence. In addition the Secretary shall act as teller for balloting of proposals of affiliation and/or amendments to the Constitution and Bylaws. He may represent all activities of FINICA as the representative of the FINICA executive board.

Section 6. The Treasurer shall be responsible for the financial accounts of the Association including: sales, income, and expenditures. In an official publication of the Association, the Treasurer shall present a financial statement for the previous fiscal year. The Treasurer shall cooperate with a partial audit that will be done every year, and with a full independent audit as stipulated by the Executive Board in order to assure fiscal responsibility.

Section 7. It is the responsibility of the auditor to independently examine and make findings of fact on whether all officers:

- (1) Have established adequate operating and administrative procedures and practices; systems of accounting, reporting and auditing; and other necessary elements of legislative or management control.
- (2) Are providing financial and other reports which disclose fairly, consistently, fully, and promptly all information needed to show the nature and scope of programs and activities and have established bases for evaluating the results of such programs and operations.
- (3) Are promptly collecting, depositing, and properly accounting for all revenues and receipts arising from their activities.

(4) Are conducting programs and activities and expending funds made available in a faithful, efficient, and economical manner in compliance with and in furtherance of the purposes of the association.

Section 8. The Public Relations and Communications Officer (s) shall be responsible for overseeing FINICA publications, facilitating communication within the organization, and developing and maintaining the Association's public relations program with the Philippine embassy, media entities or outside organizations. The organization may have as many as three PROs to deal with the media or press, documentation and photography.

Section 9. All officers must submit written reports as frequently as required by the Executive Board.

ARTICLE VIII: ADVISORY BOARD, COMMITTEES AND REPRESENTATIVES

Section 1. The Executive Board shall have the option of appointing an Advisory Board not exceeding three members. The purpose of the Advisory Board is to advise the Executive Board on policy matters at the request of the Executive Board or on their own initiative. The length of their individual terms shall be determined by the Executive Board.

Section 2. The members of the advisory board may be composed of outstanding persons of the international community who are living in Japan. They may come from the embassies, non-governmental organizations, academic institutions, volunteer community or professional organizations that have the time and the qualities of moral uprightness, physical and mental capabilities to handle the advisory position effectively.

Section 3. The Executive Board has responsibility for the appointment of chairs and members of the special committees from the voting membership of the Association.

Section 4. The Executive Board may appoint committee chairs and member appointments for specified terms, normally for one year, at the direction of the President.

Section 5. The President of the FINICA is a non-voting ex-officio member of all committees of the Association.

Section 6. All committee chair and member appointments shall begin at the close of the annual membership meeting. Each committee shall report annually in writing to the membership on the activities of the committees, or more often to the Executive Board as requested by the Executive Board.

Section 7. No committee member or representative/liaison to another organization shall incur expenses on behalf of the Association except as authorized by the Executive Board.

Section 8. There will be four standing committees on education, social and family events, local and international concerns and outreach activities, and ways and means.

1. The Committee on Education will be responsible for the planning, implementation, supervision and evaluation of educational programs, in-service trainings, development workshop and other activities of the members and officers of the FINICA. The chairperson of this committee will work together with the Vice-President for Internal Affairs in order to carry out tasks and responsibilities related to the internal education and relationship between and among members of the Association.

2. The Family and Social Events Committee shall be responsible for planning and mapping healthy, positive and socially relevant family or inter-family activities. These activities shall promote fellowship, bonding, camaraderie, charity, cultural respect, interreligious and internationality between and among members of the Association with other communities or organizations.

3. The Committee on Local and International Concerns will be responsible for any arrangement, event, planning and implementation, inter-governmental collaboration and co-operation with other individuals and organizations. The chairperson of this committee will work together with the Vice-President for External Affairs to undertake service programs and outreach activities like sending relief efforts, food and materials to flood or disaster victims in the Philippines or in Japan.

4. The Ways and Means Committee is in-charge of financial sources and solutions to funding problems and challenges of the Association. It looks for opportunities to strengthen and expand the financial base and linkages of the Association so it can undertake its educational and service objectives for the family, community and country.

Section 8. The Executive Board shall authorize the dissolution of a committee or representative when in the opinion of the Executive Board its usefulness has ceased. This decision and reasons for dissolution shall be reported to the membership.

Section 9. With majority approval of the Executive Board, any Officer, Committee Chair, or Member Appointment may be removed from office for defalcation of public funds, malfeasance of office, or failure to perform duty.

ARTICLE IX: THE OFFICERS AND THE EXECUTIVE BOARD

Section 1. The elected officers of the FINICA shall be the President, Vice-President for Internal Affairs, Vice President for External Affairs, the Secretary-General, the Treasurer, the Auditor, and the Public Relations Officers, and the standing committee chairpersons. All elected officers and committee chairmen may be either single, couple and family members of the organization blessed by Rev. Dr. Sun Myung Moon who accept the vision of One Family under God and True Family Values.

Section 2. The Executive Board shall consist of the elected officers and the

chairpersons of the standing committee on education, service, and ways and means as provided for in Article VII of the Bylaws. Any member, guest or resource person may be invited to Executive Board meetings as deemed necessary by the Board.

Section 3. The Executive Board shall oversee the activities of the FINICA provide for management of the organization's business, and appoint members to committees and appointed positions as provided for in the By-laws. The Executive Board may contract for administrative services from an individual or a management firm. The provider of those services shall report directly to the Executive Board.

Section 4. A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment. Members so appointed shall serve until the end of the term of the vacated office.

Section 5. A majority of the elected officers on the Executive Board shall constitute a quorum of the Executive Board.

ARTICLE X: MEETINGS

Section 1. The Association shall hold an annual membership meeting at such time and place as the Executive Board shall determine. Notice of each meeting of FINICA shall be announced to the membership at least thirty (30) days before the date of the meeting. Twenty-five (21) members eligible to vote shall constitute a quorum for the transaction of business.

Section 2. Special Meetings may be held at such times and places as the Executive Board may elect or the organization may direct.

SECTION 3. THE Executive Board may decide on matters of sensitive or extreme importance to the association when eligible members present during a meeting is not in quorum to transact business.

ARTICLE XI: CHAPTERS

Section 1. FINICA shall create and recognize chapters in Japan and the Philippines or wherever there are Filipino-Japanese singles, couples and families blessed by Rev. Dr. Sun Myung Moon.

Section 2. Singles, couples or families applying for chapter recognition will have to do in writing to the FINICA Executive Board. Chapter memberships are determined by the Executive Board and are deemed to be in consonance with the purposes of FINICA.

Section 3. Members of the Association who reside or work in a geographical area defined in their petition may apply to the Executive Board for chapter approval. Upon approval, a newly defined chapter shall submit a statement of rules or bylaws in consonance with the Constitution and Bylaws of the Association within a period specified by the Executive Board.

Section 3. The officers of the local chapters shall be the same in number and composition as the national organization.

Section 4. A written report of chapter activities and a list of chapter officers shall be filed annually with the Executive Board and published in an official publication of the Association.

Section 5. A chapter may request funds for special projects from the Executive Board. All funds received by a chapter shall be used exclusively for purposes incident to the fulfillment of the objectives of the Association.

Section 7. The Executive Board shall authorize the dissolution of a chapter when in the opinion of the Executive Board its usefulness has ceased. The decision and reasons for the dissolution shall be reported to the membership.

ARTICLE XII: AFFILIATIONS WITH OTHER ORGANIZATIONS

Section 1. Affiliation or disaffiliation with other organizations shall be authorized by the Executive Board.

Section 2. The Association may network or link with other organizations for the purpose of pursuing its noble principles, aims and advocacies.

Section 3. The President may appoint a member or members of the organization to represent the Association or to serve as liaison to another organization provided that the objectives of the organization are consistent with its objectives and the activities of the organization are not in conflict with FINICA.

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ARTICLE XIII : PUBLICATIONS

Section 1. The Association is empowered to bring to effect any report, study, photography, research finding, or other publication that supports the purposes of FINICA.

Section 2. The organization may publish a regular bulletin that shall be distributed to all members at suitable intervals as part of the dues they have paid.

ARTICLE XIV: PARLIAMENTARY PROCEDURES

Section 1. The Roberts Rules of Order Newly Revised, in the latest edition, shall govern the FINICA in all cases to which it can be applied and in which it is not inconsistent with the Constitution and Bylaws, or special rules of order of the Association.

ARTICLE XV: CONSTITUTIONAL AMENDMENTS

Section 1. The Constitution and Bylaws may be amended by 2/3 of FINICA members who are eligible to vote on the proposal for change.

Such a proposal may be by petition of a minimum of 20 voting members filed with the Executive Board, or by a proposal originated by the Executive

Board. The Executive Board shall determine whether such proposed

Name	Position	Date
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amendments shall be considered by the Association.

Section 2. The Executive Board may make editorial changes but they shall not change the substance or meaning of the Constitution and Bylaws. They shall take effect upon such action and shall be followed by proper publication to the membership.

ARTICLE XVI: DISSOLUTION OF THE ASSOCIATION

Section 1. In the event of dissolution of the Association, all liabilities and obligations of the Association shall be paid, satisfied, and discharged or adequate provisions shall be made to make its dissolution just, legal and safe for everyone concerned.

ARTICLE XVII: DATE OF EFFECTIVITY

Section 1. This FINICA Constitution and Bylaws shall become effective immediately upon approval by 2/3 of its core or general membership.

Date Ratified by the Membership: _____

At (Venue of Signing) _____

Accepted by the Executive

Board: _____

Ratified by the membership and accepted by the Executive

Board : _____

FINICA Executive Board

President : _____

Vice-President for Internal Affairs: _____

Vice-President for External Affairs: _____

Secretary-General: _____

