



*Southern California Mapua
Alumni*

Constitution & Bylaws

**Amended & Ratified on April 29, 2000
Amended & Ratified on March 18, 2011
Amended & Ratified on December 2, 2017**

SOUTHERN CALIFORNIA MAPUA ALUMNI CONSTITUTION AND BYLAWS

Article 1 – NAME

Section 1

The name of the Association shall be the SOUTHERN CALIFORNIA MAPUA ALUMNI (SCMA); a nonprofit, tax-exempt, charitable organization in the State of California, and is referred to hereinafter as the Association.

Section 2

The Federal Employer Identification Number is 95-4134441 and the Corporation Identification number is C1363162. The legal address of the Association shall be within the greater Los Angeles vicinity of the State of California.

Article II – PURPOSE

Section 1

;To provide educational assistance by granting scholarship to the underprivileged students;

Section 2

To provide assistance in the form of education and training to underprivileged individuals;

Section 3

To provide assistance to the poor in the form of food, clothing and other used items;

Section 4

Provide information on career and professional counseling, training, and make other contributions that can benefit deserving and disadvantaged individuals.

Article III – MEMBERSHIP

Section 1

Regular membership is open to all alumni of Mapua Institute of Technology, Manila, Philippines.

Section 2

Honorary membership may be extended and granted by the Executive Board to outstanding persons who support the goals and objectives of the Association.

Section 3

A member of the Association is defined to be in good standing when he/she has met his/her financial obligations to the Association including payment of annual dues.

Section 4

Members shall not be liable for the debts or financial obligations of the Association.

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Article IV – EXECUTIVE BOARD

Section 1

The activities and business transactions of the Association shall be directed by the Executive Board. The Executive Board shall serve as the primary internal policy development body of the Association, and shall direct the conduct of all activities consistent with Association's objectives as stated in Article II as legally bound by each "Articles of Incorporation".

Section 2

The Executive Board shall consist of Officers, Directors, and Advisers. Nineteen (19) members of whom nine (9) members are the duly-elected officers for the current two (2)-year term, .

Section 3

Officers

The duly elected officers of the Association shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Auditor, Business Manager, and Public Relations Officer.

Section 3.1

The President shall be the Chief Executive Officer of the Association. He/She shall have general supervision on all business transactions and affairs of the Association. He/She shall prepare the agenda and preside at all the meetings.

Section 3.2

The Vice-President shall perform the duties of the President in his/her absence. He/She shall be a member of the Scholarship Committee.

Section 3.3

The Recording Secretary shall keep the records of the Association, take notes of the proceedings, write them as formal Minutes, and read them at the next meeting. He/She shall maintain a file of meeting Minutes and committee reports. He/She shall keep a reference book containing the constitution and bylaws, tax-exemption documentation and contracts for immediate reference.

Section 3.4

The Corresponding Secretary shall read all correspondence at the meetings as directed by the President and responding to same. The Corresponding Secretary shall maintain a file of all correspondence received for the duration of the term. The Corresponding Secretary is also in charge of the Association's various types of correspondence, such as cards and letter for illness, sympathy, and "thank you" notes for special services. He/She shall also be the Chairperson of the Membership Committee. As such, he/she shall maintain and update the various forms of the Association's membership list, respond to electronic or regular mail inquiries about SCMA membership and other matters related to the membership, and retain a file of the completed membership application forms. He/She shall be responsible for preparing notification of membership dues, and reporting to the Assistant Treasurer for collection of membership dues.

Section 3.5

The Treasurer shall receive all general fund proceeds of the Association and deposit them to the account of the Association. All financial transactions shall be logged accurately and reported at the Executive Board's monthly meeting. He/She shall prepare a semi-annual financial report for auditing and presenting the audited report

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to the Executive Board for approval and subsequent publication in the Association's newsletter.

Section 3.6

The Assistant Treasurer shall be a member of the Scholarship Committee and shall keep a record of all Scholarship financial transactions. He/She shall maintain the scholarship checking account and prepare financial report for auditing and presenting to the Executive Board on a semi-annual basis. He/She shall be responsible for collecting membership dues and turning over to the Treasurer.

Section 3.7

The Auditor shall audit all funds of the Association on a semi-annual basis, and report findings at the Executive Board meetings.

Section 3.8

The Business Manager shall coordinate and monitor existing and new business of the Association with the concurrence of the Executive Board. He/She shall be the Chairperson of the Ways and Means Committee.

Section 3.9

The Public Relations Officer (PRO) shall coordinate and monitor all press releases for the Association with the concurrence of the Executive Board. He/She shall be responsible for collecting articles for publication in the Association's newsletter. He/She shall be the Chairperson of the Website Committee.

Section 3.10

The term of office shall be for two (2) years and shall commence on January 1st after the year of the election.

Section 4

Board of Directors

All five (5) recent presidents of the Association, who are available and had completed their term of office, shall hold office as Directors until he/she has been replaced by an outgoing president.

Section 5

Board of Advisers

The next 5 recent presidents of the Association, who are available and had completed their term of office, and not serving the current Board of Directors, automatically become members of the Board of Advisers. The Board of Advisers present during the meeting shall each have a voting power. All members of the Board of Advisers shall be eligible to run for office in any capacity as described in Article V.

Section 6

Any member of the Executive Board may resign or be made to resign his/her position as approved by a majority of the Executive Board.

Section 7

Any member of the Executive Board who knowingly takes advantage of his/her position engaging in illegal activities shall be expelled from the Association by a majority vote of the Executive Board.

Section 8

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Executive Board. In the event of a vacancy in any office other than that of President, such vacancy may be filled

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temporarily by appointment by the President until such time as the Board shall fill the vacancy

Any vacancy occurring in the Executive Board shall be filled by appointment by a majority of the Executive Board. Such appointment shall be for the remainder of the unexpired term. The remaining voted candidates that were not included in the top 9 voted candidates shall have priority for appointment for any vacancy in the order of their vote ranking. In case there is none available, any active member in good standing and qualified to run for office shall be eligible.

Section 9

Members of the Executive Board shall not be personally liable for the debts, liabilities or obligations of the Association.

Article V – ELECTIONS

Section 1

A regular member must be in good standing and must have paid his/her dues for at least the current election year and the year previous in order to vote or be nominated for office. Honorary members are not qualified to vote and be nominated for office.

Section 2

The first nine (9) highest voted candidates become the newly elected members of the Executive Board that will serve as the new officers of the Association.

Section 3

Any past president, who had completed his/her term of office, and is in attendance during the day of the election, will be given the opportunity to vote for the new officers of the Association.

Section 4

Anyone who has previously served the Executive Board for a full term as an officer, which may be prior to the official proclamation of the subsequent Executive Board, is eligible to run for the position of President, Vice-President, and Treasurer.

Section 5

Election of officers shall be held every two (2) years.

Article VI – DUES

Section 1

The dues of members and methods of payment shall be determined by the Executive Board. The amount and due dates shall be stated in the application form.

Article VII – COLLECTION/DISBURSEMENT OF FUNDS

Section 1

All membership fees and annual dues collected from the members will be deposited to the general fund account. In addition, there shall be a separate scholarship fund account.

Section 2

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Funds collected under a general fund raising event shall be deposited in the general bank account of the Association. After reimbursement of all expenses incurred, fifty percent (50%) of the net proceeds shall be transferred to the scholarship fund bank account. A two thirds (2/3) majority vote from the Executive Board may override this provision and designate the funds collected for specific purpose(s).

Section 3

General fund is available and shall be used for expenses such as postage, stationery materials, and miscellaneous expenditures required to operate the regular activities of the Association.

Section 4

Any profit/loss under a specific scholarship fund drive shall be credited and/or debited to the scholarship fund bank account.

Article VIII – MEETINGS OF MEMBERS

Section 1

There shall be an annual general membership meeting to be held after the first 6 months of the administration year. The exact date, time, and place shall be designated by the Executive Board.

Section 2

Special meetings other than the annual meeting of members may be called at any other time by the Executive Board. The purpose of such meetings will be specified and proper advance notice to members shall be given by the Executive Board.

Section 3

The Executive Board shall call a general membership meeting after 18 months in office. The purpose of the meeting is to announce the upcoming election of nine (9) officers for the next two years of administration.

Section 4

The Executive Board shall hold regular monthly meetings. Additional meetings can be called at any time, if necessary, to address important issues beneficial to the Association.

Meetings shall be governed by Roberts' Rules of Order; as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this association, or with provisions of law.

Section 5

Eight members of the Executive Board as defined in Article IV, Section 2 shall constitute a quorum for the transaction of business at any announced meeting .

Article IX – COMMITTEES

Section 1

Aside from the individual responsibilities of the Officers, the President may designate one (1) or more committees necessary to conduct the activities of the Association.

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The committees are divided into two (2) categories; Standing and Special Committees.

Section 2

Standing committees are committees assigned to perform specific duties carried out during the entire term of the administration. They are as follows:

Sports; Education;
Scholarship; Website; Newsletter, NAMA, TOM
and Membership

Section 3

Special Committee duties are to carry out special assignments. The Special Committee is dissolved when such function is completed.

Section 4

Committees shall consist of members selected and headed by the Chairperson selected by the Executive Board .

Article X – WAIVER

Section 1

Whenever any notice is required to be given under the provision of the General Non-profit Corporation Law of California or under the provision of the Articles of Incorporation and Bylaws of the Association, a waiver therefore in writing signed by the person or persons entitled to such notice whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

Article XI – AMENDMENT OF THE BYLAWS

Section 1

After being ratified, the Bylaws may be altered, amended, or repealed and a new Bylaws may be adopted by a majority (2/3) votes cast by the general membership either in person or by proxy on a regular or special meeting.

Article XII – DISSOLUTION

Section 1

Upon dissolution of the Association, a thirty (30)-day notice shall be given to all members of good standing and a special meeting shall be called by the Executive Board to discuss and decide disposition of assets and liabilities.

Article XIII – PARLIAMENTARY AUTHORITY

Section 1

The parliamentary authority for the Association shall be Robert's Rules of Order. A question not dealt within the Bylaws or Operational Guidelines shall be determined by this authority.

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CERTIFICATE OF SECRETARY

I certify that I am the duly elected Corresponding Secretary of SCMA, a California nonprofit public benefit corporation, that the above bylaws, consisting of seven (7) pages, are the bylaws of this corporation as amended and ratified by the Board of Directors.

Executed on December 2, 2017 at 412 W. 231st Street, Carson, CA 90745



Dan Nable, for Corresponding Secretary

Date of Amendment & Ratification: December 2, 2017