



Filipino Dance Club

Dubai, UAE

CONSTITUTION AND BY-LAWS

PREAMBLE

We, the Filipinos residing in the United Arab Emirates (UAE) in order to promote our morale, social and physical well-being; protect and uphold our collective rights; and foster harmonious and progressive relations among Filipinos; do hereby ordain and promulgate this Constitution and By-Laws of Filipino Dance Club-Dubai.

ARTICLE I NAME AND DOMICILE

Section 1. This organization shall be known as the Filipino Dance Club-Dubai, hereinafter referred to as FDC-Dubai.

Section 2. Filipino Dance Club-Dubai is a non-profit organization exists under the auspices of the Philippine Consulate General, Office of the Philippine Labour Attache/Overseas Worker Welfare Administration and shall be domiciled at the Filipino Workers Resource Center, Dubai, United Arab Emirates.

ARTICLE II OBJECTIVES

Section 1. To promote the morale, social and physical well-being of its members through the medium of dance and other socio-cultural and sports activities.

Section 2. To foster unity and harmonious relationship among all officers and members along with other Filipinos in the host country, the United Arab Emirates.

Section 3. To enhance the reputation and image of the Filipino as a people and as a community in the United Arab Emirates.

ARTICLE III MEMBERSHIP

All Filipinos residing, working and studying in Dubai or in the United Arab Emirates who have reached the age of 15 and have successfully graduated in the Dance Clinic Program of FWRC/OWWA or have shown exceptional skills or talents in ballroom dancing as judged by the Executive Board are qualified to be members of FDC-Dubai. In order, however, to be considered a bonafide member of good standing, he/she must have paid his/her membership fee for the current year. Members of the club who have not settled their membership fee for the current year shall forfeit all the privileges due them from the club. Active membership starts from date of payment and ends after one year.



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ARTICLE IV THE EXECUTIVE BOARD

Section 1. The governing body of the FDC-Dubai shall be the Executive Board consisting of nine (9) members elected through secret balloting in the annual meeting of the Club and the advisers.

The nine (9) newly elected members of the Executive Board of the Club shall convene immediately after their election to elect among themselves the following officers:

President

Vice President

Treasurer

Secretary

and seven (7) Directors who shall handle the following responsibilities such as but not limited to the

Director – Dance Clinic

Director – Sponsorship

Director – Internal Projects

Director – External Projects

Director – Information and Publication

Director – Membership

Director – Operations

The election of the officers of the Executive Board shall be convened and presided by any of the Club advisers present.

Within two weeks after being duly elected, the Executive Board shall meet and discuss the smooth turnover of duties and responsibilities of the outgoing and incoming officers. The organizational meeting shall be convened within one week after they are duly elected. The Executive Board shall then meet and discuss the smooth turnover to be presided by the outgoing President under the guidance and/or presence of one of the Club advisers.

Section 2. The Club advisers are the following: The incumbent Philippine Labour Attache, the OWWA Officer (Dubai) and all past Presidents of the Club.

Section 3. The Club advisers may arbitrate for the settlement of any dispute arising from within the officers and from among the members of the Club.

The Club advisers shall require the current President of the Club to submit a list of all activities for the current year and a report of annual financial statement of the Club.

The Executive Board shall make available to the Club advisers the list of all activities for the current year and the report of annual financial statement of the Club.



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ARTICLE V DUTIES AND RESPONSIBILITIES OFFICERS AND MEMBERS

Section 1. The President shall be the Chief Executive Officer of the Club. He/she shall preside in all meetings and deliberations of the Executive Board and of the general membership. He/she shall have the power and duties vested on him/her by the Club members according to this constitution and by-laws. He/She shall lead the Executive Board in formulating and implementing programs towards the attainment of the Club's objectives. He/she shall approve vouchers covering applications or expenditures of the Club's fund before payment or disbursement is made by the Treasurer. He /she shall represent the Club in all occasions and in all matter in which representation of the Club may be agreed or required. He/she shall call meetings of the Club or the Executive Board when he/she deems it necessary or upon written request of at least 25% bonafide members or a majority of the Executive Board.

He/she shall have the authority to appoint chairpersons and members of permanent or special committees as may be required.

Section 2. The Vice President may be assigned among other task from time to time and special duties under the direct responsibilities and supervision of the President. He/she shall perform the duties and function of the President in case of the latter's absence, disability or resignation. He/she shall coordinate with other Filipino organizations in the UAE for the outreach program of the club.

Section 3. The Treasurer shall be responsible for the Club's financial affairs and assets. He/she shall prepare all the accounting records of the Club that shall be made available for inspection by the Executive Board and by active members at a given time. All disbursements and payments made by him/her are required to be covered by vouchers and accompanied by necessary receipts. He/she shall prepare the monthly financial report to be presented to the President or the general membership of the Club.

Section 4. The Secretary shall attend and record proceedings in all meetings. He/she shall also be the custodian of all records of the Club. He/she shall keep the book of minutes, resolutions and a continuing register of all members of the Club. He/she shall notify all Executive Board members and chairpersons of standing and special committees of all regular, annual and special meetings.

Section 5. The Director of Information and Publication shall be responsible for enhancing the image of the Club. He/she shall be responsible for press releases, announcements and establishing goodwill among fellow Executive Board and members as well as other Filipino organizations. He/she shall coordinate with the Philippine Embassy and other committees for their activities. He/she shall be responsible for the Club newsletter and may recommend the composition of the Editorial Board to the President for approval.



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Section 6. The Director of Membership shall be responsible for carrying out programs for the general membership (i.e. introduction of new dance steps) in coordination with Resident Choreographer. He/she shall report directly to the President, formulate the procedures in the selection process of the dance instructors for advance workshop sessions. He/she shall implement the rules and regulations promulgated to make the advance workshop program an effective tool in enhancing the advance dance techniques of FDC-Dubai members. He/she shall also coordinate with the Resident Choreographer the requirements for selection of top five (5) pair dancers.

Section 7. The Director of Dance Clinic shall be responsible for all the Dance Clinic activities in coordination with the other Executive Board and committees of the Club. He/she shall act as coordinator of the club in all matters pertaining to the Dance Clinic program. He/she shall liaise between the Philippine Embassy officials and the Executive Board in the proper implementation of the Dance Clinic program. He/she shall initiate the Dance Clinic classes as well as the dance workshop for the instructors. He/she shall implement the Dance Clinic rules and regulations. He/she shall report directly to the President and formulate the procedures in the selection process of volunteer instructors for the Dance Clinic program in close coordination with the Executive Board.

Section 8. The Director of Internal Projects shall be responsible for carrying out special programs and activities such as cultural shows and organizing special social functions such as the member birthday celebration. He/she shall coordinate with the Secretary as well as the Sponsorship Director on fund raising activity.

Section 9. The Director of External Projects shall be responsible for carrying out special programs and activities outside Dubai, such as the outreach programs to other emirates i.e., Inter-Emirates Ballroom Dance competition. He/she shall coordinate with the Secretary as well as the Sponsorship Director on financing the projects.

Section 10. The Director of Sponsorship shall be responsible for carrying out programs for the betterment of the Executive Board and members and other unfortunate fellow OFWs in the form of providing assistance and other benefits. He/she shall initiate fund raising activities for the Club. He/she shall coordinate with the Philippine Embassy officials/OWWA and the Special Project Director.

Section 11. The Director of Operations shall review the existing operational procedures of the Club's activities and formulate new guidelines process as and when deemed necessary. He/she shall carry out supervision and coordination with other directors during the implementation and execution of the Club's activities and other special related projects. He/she shall provide logistical support and assess necessary requirements of every project the Club will undertake. He/she periodically report the suggestions, comments and feedbacks from the Club's members for onward transmission to the concerned director for information and action.

Section 12. It shall be the duty of every Club member to actively participate in all the activities and functions of the Club, cooperate and extend assistance to the Executive Board and the Club whenever possible and exercise his/her right of suffrage for the purpose of bringing new changes, improvement and development to the Club. Members shall abide the Constitutions and By-Laws of the Club.



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ARTICLE VI MEETINGS OF THE CLUB

Section 1. The Club shall hold at least one general meeting every six months. Notices of general membership meetings shall be sent out by the Secretary at least one week prior to each meeting. The date, place and time of the general membership meetings to be held shall be determined by the President in consultation with the Executive Board and Advisers of the Club.

Section 2. Special meetings of the general membership may be called at any time by the President, or upon written petition of at least 25% bonafide members addressed to the President.

Section 3. Regular meetings of the Executive Board shall be held every two weeks and shall extend invitation to any of the advisers at such time and place designated by the President, with appropriate notice to be sent out by the Secretary to each Executive Board member at least two (2) days prior to such meeting.

Section 4. Any Executive Board member who fails to attend a meeting, either special or regular, for three (3) consecutive times or six (6) absences during his/her tenure without valid reason and due notice to the Club President or the Secretary shall be removed from office. Executive Board and members of permanent committees who are out of Dubai at the time of the meeting are however excused, provided, that the Secretary or the President has been informed prior to his/her absence. Likewise, officers and members of permanent committees who are either sick or assigned by their employers on duties are exempt from this provision.

ARTICLE VII TERMS OF OFFICE, VACANCY & ELECTION OF EXECUTIVE BOARD

Section 1. All elected Executive Board members and committee chairpersons and members shall serve the club for a term of one (1) year and/or until their successors are elected.

Section 2. In case of permanent absence due to termination of employment, incapacity to discharge his or her obligations, the succeeding candidate in line as determined during election shall be elevated as one of the officers. However, in the event that the candidate is less than the nominated positions (9), the Executive Board can appoint member to fill the vacant position, otherwise, if there are several candidates available, then the Executive Board shall conduct election among themselves.

Section 3. Any Elected Executive Board member or chairperson who desires to give up his/her position shall give written notice of at least 30 days in advance of his/her intention. Transfer of his/her duties and responsibilities and other liabilities to the Club, if any, shall be settled at once prior to the effectivity of his/her resignation from the Club. Likewise, any elected Executive Board member who resigns from his/her post shall not be allowed to run for any elected position nor shall he/she be appointed in any committee of the Club for one term from the date of resignation, unless a valid reason is presented which is to be decided by the Executive Board.



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Section 4 An elected Executive Board member who goes on leave for more than three (3) months shall be automatically removed and the Executive Board shall immediately initiate procedures to fill the vacancy.

Section 5. Any Executive Board member on serious breach of his/her respective duties and responsibilities is liable for impeachment. The Executive Board shall carry out the impeachment procedure.

Section 6. The annual election shall be held within the month of September, unless otherwise, accepted by the Executive Board, to be extended not more than one (1) month.

Section 7. A committee on election shall be formed by the President in consultation with the Club advisers to set up guidelines and procedures, to monitor and supervise the conduct of election, announce the result and proclaim the winning candidates.

Section 8. The election of Executive Board shall be through secret balloting.

Section 9. Any member who has paid his/her current membership fee can exercise his/her right to vote. However, any new member has to establish at least two months of active membership in the Club before he/she can exercise the right to vote.

Section 10. Any member who has established at least one year of active membership prior to the election of the new Executive Board is eligible to be elected as Executive Board member of the Club.

Section 11. Any member who holds an elected position in any organization in Dubai or the UAE is disqualified to run for an elected post in the FDC-Dubai.

ARTICLE VIII MEMBERSHIP FEE & FUND MANAGEMENT

Section 1. A membership fee shall be collected each year from all the Club members and appropriate receipt will be issued. The current Executive Board and all past Presidents of the Club are, however exempted from paying the annual membership fee. The amount of membership fee shall be determined by the Executive Board in consultation with the Club advisers. Members who have paid their membership due for the current year and elected as officer in the same year will have one year of free membership immediately after the end of his/her tenure of office.

Section 2. All fees collected and money generated from projects shall constitute the general funds of the Club to be used for carrying out general activities and operations.



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Section 3. The Executive Board shall approved budgets for specific projects and expenses. Every expenditure of the funds of the Club shall be supported by receipt from the person or company to whom the payment is made which shall state the date, place and purpose of such payment. Such receipt shall form part of the financial records of the Club. Moreover, any expense made by the Executive Board in the exercise of his/her duties shall be properly reimbursed by the Treasurer and as approved by the President upon presentation of the receipt or proof of expenditure.

Section 4. The financial report duly certified by the Club auditor shall be presented by the President and the Treasurer during the general membership meeting of the Club.

ARTICLE IX RULES OF ORDERS

Section 1. A majority vote among those present shall prevail at meetings and deliberations of the Club and its committees. For general membership meetings, 25% bonafide members shall constitute a quorum.

For the Executive Board and committee meetings, majority of the members shall constitute a quorum. Absence of a quorum however, shall not prevent those present from proceedings with the meeting and transact business as long as no decisions will be made that are normally done by proper quorum.

Section 2. It is incumbent in every Executive Board member and members of the Club to uphold the value of the Constitution and By-Laws.

Section 3. Obedience to established laws and authority of our Republic and the UAE.

Section 4. Respect for the culture and traditions of the host country.

Section 5. Uphold the dignity of men and women and equality in dealing with members.

Section 6. Strict observance of the Club and committee rules and regulations particularly in punctuality and attendance in meetings, elections, social and cultural activities.

ARTICLE X DISSOLUTION

Section 1. Dissolution of the Club has to be recommended by the Executive Board with the ratification of more than 50% bonafide Club members.

Section 2. The Executive Board of the Club and the Club advisers upon dissolution of the club shall decide on how to dispose the assets and settle obligations.



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ARTICLE XI AMENDMENTS

Section 1. Proposal for amendments to this Constitution and By-Laws shall be made by the Executive Board or upon petition by at least 25% bonafide members.

Section 2. No such proposals shall become a part hereof until after the same shall have been ratified by more than 50% bonafide members at a meeting or by plebiscite called for such a purpose.

ARTICLE XII EFFECTIVITY

Section 1. This Constitution and By-Laws shall take effect upon its approval.

Adopted and ratified this 5th day of May 2003 at the Rocky's Café Bar, Regent Palace Hotel, Dubai, United Arab Emirates.

FDC-D Constitutional Amendment Committee

Chairman

Romeo Agregado

Members

Benjamin Zabat

Connie Paguidopon

Frederick Allan Torres

Gina Salazar

Hernane Sisperez

Lito Apostol

FDC-D Officers 2002-2003

Gina Salazar

President

Director – Ways and Means

Frederick Allan Torres

Vice-President

Director – Operations

Patrick Masahud

Secretary

Cherry Guerrero

Treasurer

Olive Mara

Director – Dance Clinic Committee

Edwin Cabitac

Director – Internal Project Committee

Hernane Sisperez

Director – External Affairs Committee

Connie Paguidopon

Director – Membership Committee

Edmund Ureta

Director – External Project Committee

