

THE
FILIPINO CONSTRUCTION PROFESSIONALS OF ONTARIO
(FilConPrO)
Toronto, Ontario, Canada



CONSTITUTION AND BY-LAWS

**THE
FILIPINO CONSTRUCTION PROFESSIONALS OF ONTARIO
(FilConPrO)**

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ARTICLE 1

NAME AND OBJECTIVES

Section 1.1 **NAME:** The name of the association shall be:

**FILIPINO CONSTRUCTION PROFESSIONALS OF ONTARIO
FCPO or FilConPrO**

Section 1.2 **OBJECTIVES:** The objectives for which this association is organized are:

- 1.2.1 To enable the members discharge its public responsibilities effectively.
- 1.2.2 To promote and maintain high professional standards in the construction industry
- 1.2.3 To develop among members high ideals of competence, ethical conduct, integrity and civil consciousness.
- 1.2.4 To foster cordial, harmonious, and fruitful relations among its members.
- 1.2.5 To keep the members updated with the latest technologies and regulations in their chosen fields of interest.

ARTICLE 2

SEAL

Section 2.1 **SEAL:** The seal of the organization shall be the same as below as adopted and agreed by the membership.



ARTICLE 3

OFFICE

Section 3.1 **OFFICE:** The principal office of the chapter shall be located in Toronto, Ontario or at such a place in Ontario as may be determined by the Chapter Board of Directors.

ARTICLE 4

ORGANIZATION

Section 4.1 **ORGANIZATIONAL STRUCTURE:** The Chapter organizational structure shall be composed of one area covering the Province of Ontario. As may deem necessary, it can be divided into several zones. Zoning shall be determined either by geographical location or membership population.

Section 4.2 **AREAS AND ZONES:** Each area shall be represented by Area Director(s) who had been elected to the Board of Directors.

ARTICLE 5

MEMBERSHIP

GRADES OF MEMBERSHIP: Members of the Chapter shall be designated as follows:

- Section 5.1 **LIFE MEMBER:** A Life Member shall be a regular member who has paid the required fees, and shall have all the rights, benefits and privileges provided to any active member. A Life Member shall be exempted from payment of the annual membership dues.
- Section 5.2 **REGULAR MEMBER:** A Regular Member shall be at least a college graduate and is of good standing in the group.
- Section 5.3 **ASSOCIATE MEMBER:** An Associate Member shall be a non-degree holder and is of good standing in the group.
- Section 5.4 **INSTITUTIONAL MEMBER:** An Institutional Member shall be an institution such as school, supplier, manufacturer, engineering firm, consulting firm, contractor, whether it be a proprietorship, partnership or corporation, which in the opinion of the Board of Directors of the organization, could help in the attainment of the group's objectives.
- Section 5.5 **ADMISSION TO MEMBERSHIP:** Applicants for admission to the organization or for advancement in grades of membership, except for those conferred with honor, shall make application in such form required by the group. Membership to the Society shall take effect upon payment of the required fees.
- Section 5.6 **RIGHTS AND PRIVILEGES:** All grades of membership shall enjoy the rights and privileges of a regular member and shall be personal except that of an Institutional Member, which shall have a regular official representative or designated alternate. However, Life and Regular members are eligible to any elective office.
- Section 5.7 **VOTING MEMBERSHIP:** This shall consist of Life Members, Regular Members and Associate Members in good standing.
- Section 5.8 **MEMBER IN GOOD STANDING:** Any member whose obligation has been settled on or before the specified date.
- Section 5.9 **PROHIBITION:** No member shall misrepresent himself in any manner in connection with the Society in advertisement, letterhead or printed matter.

ARTICLE 6

TERMINATION AND REINSTATEMENT OF MEMBERSHIP

- Section 6.1 **LOSS OR SUSPENSION OF MEMBERSHIP:** The Chapter shall adopt the rules concerning the suspension or loss of membership and for the reinstatement of members.
- Section 6.2 **VOLUNTARY TERMINATION OF MEMBERSHIP:** Any member may resign from membership in the Chapter by notice in writing submitted to the Chapter Secretary provided that such resignation shall be effective as of the date fixed in said notice, subject to the acceptance by the Chapter Board of Directors which shall be given within thirty (30) calendar days from receipt of said notice.
- Section 6.3 **FAILURE TO PAY DUES OR OTHER ACCOUNTS:** Any member whose dues or other accounts remain unpaid after the prescribed last day of payment as provided in this By-Law shall be suspended upon the expiration of sixty (60) calendar days from the date that notice to that effect is sent via messenger or registered mails or telephones call. Provided further that said suspended member maybe eventually dropped from the membership roster of the Chapter if he failed to make good his unsettled accounts within a suspension period of twelve (12) months.
- Section 6.4 **REINSTATEMENT OF MEMBERSHIP:** Reinstatement of membership may be made through a written notice by the member addressed to the Chapter Secretary and upon approval by the Chapter Board of Directors. Such approval shall be made within thirty (30) calendar days from receipt of said notice.

ARTICLE 7

THE CHAPTER BOARD OF DIRECTORS

- Section 7.1 **CHAPTER BOARD OF DIRECTORS:** The Chapter shall be governed by the Board of Directors, composed of fifteen (15) members, all elected from areas covered by the Chapter as referred to Section 7.2.
- Section 7.2 **COMPOSITION OF CHAPTER BOARD OF DIRECTORS:** Each Area shall be represented in the Board of Directors elected in proportion to the population of members in each area.
The Board of Directors from each area shall be elected by all Chapter members in good standing on a particular date set by the incumbent Board.
- Section 7.3 **EX-OFFICIO MEMBERS OF THE BOARD:** Past Presidents of the Chapter shall be ex-officio members of the Board
- Section 7.4 **TERM OF OFFICE OF BOARD MEMBERS:** The Board Members shall have a term of office of one (1) Gregorian calendar year.
- Section 7.5 **VACANCIES:** In case of any vacancy or vacancy(ies) in the Chapter Board for whatever reason, the remaining Board Members, if still consisting a majority of the total number of Board Members shall appoint a Board Member(s) to fill such vacancy(ies) on the basis of the number of votes in the last annual election, provided that the replacement Board Member(s) shall come to the same area for the Board Member(s) being replaced, and provided further that he/they shall serve as Board Member(s) for the remaining unexpired term for the Board Member(s) being replaced.
- Section 7.6 **DUTIES AND POWERS:** It shall be the duty of the Chapter Board to conduct the business and affairs of the Chapter and to perform such acts as to protect and foster the membership.
In the performance of its duties and in the exercise of its powers, the Chapter Board shall adhere to the policies, rules and guidelines prescribed by this By-law.
The main function of the Chapter Board of Directors is to serve as the policy-making body of the Chapter and to serve as the final approving authority on the specific activities which will become part of this By-Law.
- Section 7.7 **BOARD MEETINGS:** Regular meetings of the Chapter Board shall be held at least once every two months. The members of the Board shall agree on a fixed time, date, and venue of the meeting. During the meeting, chapter activities shall be discussed and the Chapter Treasurer shall render a report on the financial affairs of the Chapter. No prior notice shall be required for a monthly meeting unless:

7.7.1 It is held at a time, date or place different from the previously agreed upon or fixed by the Board, or
7.7.2 A subject matter requiring approval by at least a majority of the members of the Board shall be taken up during the meeting.

The notice, if required, shall be either in writing or telephone call and shall be served to the Board Members at least three (3) calendar days prior to the date of the meeting. Failure to give such notice or irregularity therein shall not affect the validity of the regular meeting or of any proceeding thereat if all the Board Members are present at such meeting.

Special meeting of the Board Members maybe called by the President on one (1) calendar days' notice to each Board Member personally, in writing, or through telephone call, or at the written request signed by five (5) Board Members. Such call shall specify the time, place and objective of such special meeting.
- Section 7.8 **QUORUM:** A majority, which consists of eight (8) members of the Board shall constitute a quorum for the transaction of business and in the presence of a quorum, a majority of the Board Members present shall be sufficient to decide any action, except on those matters specifically requiring a different majority vote as herein provided.

ARTICLE 8

EXECUTIVE OFFICERS

- Section 8.1 **ELECTED OFFICERS:** The Chapter shall have a President, two (2) Vice-Presidents (Internal Affairs and External Affairs), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Assistant Auditor, Business Manager and Assistant Business Manager. There shall be an Executive Committee composed of the Chapter President, Vice President for Internal Affairs, Vice President for External Affairs, Secretary, Treasurer and the Immediate Past President (IPP).
- Executive Committee:** During intervals between meetings of the Chapter Board of Directors, the Executive Committee will deliberate and approve activities and concerns.
- Section 8.2 **PRESIDENT:** The Chapter President shall be the Chairman of the Chapter Board and Chief Executive Officer of the Chapter and shall exercise general supervision over the affairs thereof. He/she shall see to it that the By-Laws as well as resolutions, directives and policies are complied with. He/She shall preside at all meetings of the Chapter and shall represent the Chapter in all occasions and matters when required.
- No person shall be President for more than one (1) term except for purposes of filling up a vacancy provided for in Article 7, Section 7.5. An IPP can be elected to the office after one (1) year of laying off.
- Section 8.3 **VICE-PRESIDENTS:** The Chapter Vice-Presidents shall perform such functions as may be delegated to them by the Chapter President. The Vice-Presidents shall coordinate with all organized committees and shall ensure that all planned activities are implemented on time. In the event of non-compliance, rescheduling/planning has to be done with the concurrence of the Chapter Board of Directors.
- Section 8.3a **The Vice-President for Internal Affairs** shall exercise supervision of the internal activities of the Chapter. He/She shall be responsible over the following committees such as Ways & Means, Annual Anniversary and General Membership Meeting (AAGMM), Publication and Information, and other committees and functions as may be assigned.
- In the event of death, resignation, incapacity or absence (either permanent or during vacation/sickness) of the Chapter President, the Vice-President for Internal Affairs shall act as President in his/her absence or remaining un-expired term.
- Section 8.3b **The Vice-President for External Affairs** shall exercise supervision of the covered Area Directors as defined in Article 4, Section 4.2 He/She shall be responsible for the membership growth, coordinate with the Business Manager on all public relations and external activities of the Chapter. He/She shall also be responsible over the following committees such as Member Interest & Development, Industry, Research and Technical Development, Seminars & Continuing Professional Education, Sports Affair and other committees and functions as may be assigned. In the absence of the President and VP for Internal Affairs, he/she shall take over all functions described herein for the above-mentioned positions.
- Section 8.4 **SECRETARY:** The Chapter Secretary shall keep the minutes of all meetings of the Chapter. He/She shall be responsible for giving all notices required to be given for meetings as well as for all other matters concerning the Chapter. He/She shall prepare the minutes of all meetings and such other reports as may be required by the Board from time to time. He/She shall perform other duties as may be assigned to him/her by the Chapter President.
- Assistant Secretary:** He/She shall be responsible for all filing of internal transaction such as the minutes of the meetings, notices among others. He/She will assist the Secretary in all matters relating to office clerical and secretarial works. He/She shall take over as Secretary in the event the incumbent Secretary is on vacation and otherwise.
- Section 8.5 **TREASURER:** The Chapter Treasurer shall collect all fees, dues or contributions from the Chapter members as required by this By-Law and as may be authorized by Chapter Board. He/she shall serve as the representative of the chapter in receiving any and all accounts receivable and due to the group from whatever source that maybe received through the Chapter. He/she shall take charge of the funds, properties and accounts of the Chapter. He/she shall perform other duties as may be assigned to him by the Chapter President.
- Assistant Treasurer:** He/she shall assist the Treasurer and take over the function whenever necessary. He/she shall be responsible for proper documentation of the Chapter's fixed assets or properties.

Section 8.6 **AUDITOR:** The Chapter Auditor shall examine the accounts and records of the Chapter kept by the Chapter Treasurer, at least once a year. He/she shall report to the Board the results of his examination. He/she shall also perform other duties as may be assigned to him by the Chapter President
Assistant Auditor: He/she shall assist the Auditor and take over the function if the need arises.

Section 8.7 **BUSINESS MANAGER:** The Chapter Business Manager shall be responsible in fund-raising campaign and in the promotion of the Chapter's growth and development, so that the spirit of the membership could be enhanced and exchanges of acquired technical knowledge can be constantly manifested. Other activities in line with public relations shall be part of his/her assignments whether inside or outside the organization.
Assistant Business Manager: He/she shall assist the Business Manager in all assigned activities and take over the function, if required.

ARTICLE 9

MEETINGS

Section 9.1 **MEMBERSHIP MEETINGS:** The Chapter members shall hold meetings in such frequency as the membership may decide, provided that there must be at least one (1) Chapter membership meeting every quarter. A monthly membership meeting can be held if lectures, seminars or presentation of technical reports has been planned for the operating year.

Section 9.2 **CHAPTER BOARD MEETINGS.** The Chapter Board of Directors shall hold a meeting once every two months.

Section 9.3 **ANNUAL MEETING OF CHAPTER MEMBERS:** There shall be an annual general meeting of all members of the Chapter during which the Chapter President shall render his annual report and the Chapter Treasurer, his financial report to the members. The annual general meeting shall be held during the last quarter of the Gregorian year at such date, time and place as may be indicated in the notice of meeting and as agreed upon by the Board of Directors.

Section 9.4 **SPECIAL MEETING:** Special Meeting of the members of the Chapter may be held at any time (a) upon call by the Chapter President, (b) pursuant to the resolution of the Chapter Board, or (c) upon written request of not less than fifteen (15) members in good standing. During such special meeting, no business other than those particular matters for which the meeting has been called for, may be taken up and acted upon.

Section 9.5 **NOTICE:** Not later than fifteen (15) days prior to the meeting, written notice shall be sent via messenger or mail to all members of the Chapter.

Section 9.6 **QUORUM:** Eight (8) members present shall constitute a quorum for the Chapter Board of Directors meeting. For annual and special general membership meetings, quorum shall be expressed in terms of percentage of the total number of active members of the Chapter. This percentage shall be set by the Board of Directors in a resolution for ratification by the general membership of the Chapter.

Section 9.7 **ORDER OF BUSINESS:** The Order of Business at the annual general meeting of the Chapter members and, so far as practicable at all meetings thereof shall be as follows:

- 9.7.1 Call to Order,
- 9.7.2 Proof of Presence of Quorum,
- 9.7.3 Reading and approval of Minutes of Previous Meeting,
- 9.7.4 Report of the Treasurer,
- 9.7.5 Report of the President,
- 9.7.6 Election of Officers and Directors,
- 9.7.7 Report of the Committee on Elections,
- 9.7.8 New Business, and
- 9.7.9 Adjournment.

ARTICLE 10

ELECTIONS

- Section 10.1 **COMMITTEE ON ELECTIONS:** There shall be a Chapter Committee on Election (COE) to supervise the conduct of elections for Board Members. It shall be the duty of the COE to conduct the elections in an efficient, effective and orderly manner.
- Section 10.2 **MEMBERSHIP OF COMMITTEE ON ELECTIONS:** The Chapter COE shall be composed of three (3) members who shall be appointed by the Chapter Board upon the recommendation of the Chapter President, for a term of one (1) Gregorian year. The appointments shall be made at the beginning of each Gregorian calendar year.
No member of the COE shall be a candidate for any elective office in the Chapter during his term of office.
- Section 10.3 **ELECTION RULES:** The Chapter COE shall adhere to the election rules prescribed by the Board of Directors concerning all elections
- Section 10.4 **ELECTION OF MEMBERS OF THE CHAPTER BOARD:** The members of the Chapter shall elect the members of the Chapter Board within a period to be determined by the COE that shall be on the scheduled AAGMM of the Chapter.
Except for the position of the Chapter President, no person shall be elected to the same position for more than two (2) consecutive years.
- Section 10.5 **CHAPTER BOARD MEMBERS:** The Chapter Board Members shall be elected by General Membership who are qualified to vote as prescribed in Article 5.
- Section 10.6 **COMMITTEE ON NOMINATION:** For purposes of selecting the candidates for the Chapter Board, a Committee on Nomination (CON) shall be created with three (3) members composed of three (3) past Presidents provided they are not running for Chapter elections. Provided further, that if any of them is not available, the Chapter Board shall appoint a replacement from among the other past Presidents or any Chapter Member giving due consideration to the Committee's area representation.
- Section 10.7 **NOMINATING PROCEDURE:** Each Chapter member shall be entitled to send nominees from each Area. From among the nominees submitted by the members, the Chapter CON shall choose candidates for each area equivalent to, at least, twice the number of seats allocated for each area in the Chapter Board. The nominations forms prescribed by the CON, shall be made available to the members not later than August 1 of each year and shall be returned to the said Committee not later than August 31 of the same year.
The candidates chosen by the Committee shall be made to confirm their candidacy in writing or in any other form of confirmation required for by the CON.
- Section 10.8 **QUALIFICATIONS:** In choosing the nominees, the nominating member(s) shall ensure that the person(s) they are nominating must be a Regular Member in good standing.
- Section 10.9 **LIST OF NOMINEES:** The list of nominees finally selected as candidates for the election to the Chapter Board shall be submitted by the CON to the COE not later than September 01 of each year or on the following business day if this date falls on a Sunday.
The list of nominees shall be circularized to the members of the Chapter by the COE not later than October 01. Any member in good standing who is not included in the list of nominees, may be nominated in writing by at least five (5) members in good standing, for election to the Chapter Board, provided that the nomination is received by the COE on or before October 15.
The final list of nominees including those submitted by at least five (5) members mentioned in the preceding paragraph shall be circularized by the COE to the members not later than thirty (30) days before the annual election.
- Section 10.10 **MANNER OF VOTING:** Voting for the election of Chapter Board shall always be by ballot, and conducted on the day of the AAGMM. Every member entitled to vote may vote in person, or if he cannot be present on the day of election, he shall, in an instrument in writing signed by him, identify the nominees of his choice and appoint a proxy to officially cast his vote.
The proxy form which shall be designed and pre-numbered by the COE, must be received by the committee at least fifteen (15) calendar days prior to the date of the election. Each member is qualified to vote and shall be entitled to cast one (1) vote for each Chapter Board seat eligible to be voted upon. The candidates from each Area receiving the highest number of votes for the number of seats allocated for each area shall be declared elected by the COE. The process and manner of the election shall be prepared by the COE and approved by the Board.

ARTICLE 11

CHAPTER COMMITTEES

Section 11.1 **CHAPTER COMMITTEES:** The Chapter shall have the following Committees:

- 11.1.1 Committee on Awards and Recognition (CAR)
- 11.1.2 Committee on Finance (COF)
- 11.1.3 Committee on Planning and Organization (CPO)
- 11.1.4 Committee on Nomination (CON)
- 11.1.5 Committee on Election (COE)
- 11.1.6 Committee on Rules and Constitution and By-Laws (CR & CBL)
- 11.1.7 Committee on Ways and Means (CWM)
- 11.1.8 Committee on Publications and Information (CPI)
- 11.1.9 Committee on Annual Anniversary and General Membership Meeting (AAGMM)
- 11.1.10 Committee on Member Interest and Development (CMID)
- 11.1.11 Committee on Seminars and Continuing Professional Education (CS & CPE)
- 11.1.12 Committee on Industry, Research and Technical Development (CIRTD)
- 11.1.13 Committee on Sports Affair (COS)

Section 11.2 **COMMITTEE COMPOSITION:** A committee shall be composed of not less than three (3) nor more than five (5) members according to its functions. It shall have a Chairman, and two (2) or more (maximum of four (4)) members.

Section 11.3 **APPOINTMENT OF COMMITTEE CHAIRMEN AND MEMBERS:** Committee Chairman shall be appointed by the Chapter President and confirmed by the Chapter Board. The selection of the Committee Chairmen shall come first from the Members of the Board of Directors before other preference. Within fifteen (15) calendar days after being appointed, the Committee Chairman shall recommend to the Chapter President the members to constitute his Committee. The Chapter President shall then provide appointment papers to the recommended members, unless, in his judgment, there are some valid reasons to overrule the Committee Chairman's recommendation.

Section 11.4 **COMMITTEE MEETINGS:** Regular meetings of each committee shall be held at least once every month. Special meetings may also be held. Notices of meetings shall be circulated to committee members at least one week prior to the meeting date. If the Chapter President deems it necessary, he may request the Committee Chairman to call a regular meeting or special meeting.

Section 11.5 **COORDINATION OF COMMITTEE ACTIVITIES:** Committee activities shall be coordinated and reported to the Chapter Board by the respective Committee Chairman responsible thereof.

Section 11.6 **COMMITTEE REPORTS:** Minutes of all regular and special meetings conducted by the Committee shall be furnished to the Chapter Secretary for the information of the Chapter Board. All committees shall submit reports of their activities to the Chapter Board not later than ten (10) days after the holding of any activity. The reports to be submitted shall include, among others, a statement of cash receipts and disbursements which shall be prepared by the Committee Chairman, certified by the Chapter Treasurer and audited by the Chapter Auditor.

Section 11.7 **SPECIAL COMMITTEES:** The President shall have the power to constitute and appoint Special Committees to attain the objectives of the organization. Special Committees shall not be governed by the provision of this By-Law on committee composition and appointment of Committee Chairmen and members.

ARTICLE 12

FINANCES

- Section 12.1 **FISCAL YEAR:** The fiscal year of the Filipino Construction Professionals of Ontario shall begin on the first day of January and shall end on the last day of December of each calendar year.
- Section 12.2 **ENTRANCE FEE:** New members who have never previously been members shall pay the entrance fee at an amount equivalent to that prescribed by the Board of Directors. No application shall be considered unless it is accompanied by the required entrance fee.
- Section 12.3 **DUES AND OTHER ACCOUNTS:** Members shall pay their annual membership dues at an amount equivalent to that prescribed by the Board of Directors with the approval of the general membership. However, any duly approved change in the rate of the annual membership dues shall not become effective until the next succeeding year and only after due notice shall have been given to the membership.
- The dues shall be payable annually on or before March 31, provided that a member joining the year shall pay the amount corresponding to the full year's dues.
- Section 12.4 **REINSTATEMENT FEE:** A reinstatement fee at an amount equivalent to that prescribed by the Board of Directors, shall be collected from every person whose membership is sought to be reinstated.

ARTICLE 13

SPECIAL PROVISIONS

- Section 13.1 **NON-POLITICAL ASSOCIATION:** The Chapter shall be strictly non-political, and any member indulging in any activity that tends to impair this basic principle is strictly prohibited and shall be penalized in the discharge of his functions.
- Section 13.2 **POSITIONS HONORARY:** The leadership of the Filipino Construction Professionals of Ontario shall serve primarily the interest of the members and the attainment of the objectives of the Organization.
- No Board Member shall receive any compensation, allowance or emolument from the funds of the Chapter for any service rendered therein or be entitled to reimbursement for any expense incurred in the discharge of his functions.
- Section 13.3 **GRIEVANCE PROCEDURES:** The Chapter Board shall provide in the By-Laws the grievance procedures for the enforcement and maintenance of discipline among all members.

ARTICLE 14

RULES OF ORDER

- Section 14.1 **RULES OF ORDER:** The rules of parliamentary procedures contained in "Roberts's Rules of Order" shall govern all meetings of Chapter members and Chapter Board of Committees.

ARTICLE 15

RULES OF PROFESSIONAL CONDUCT

Section 15.1 **PROFESSIONAL ETHICS:** To strengthen the foundation of the organization, there must be unity of purpose and a clear concept of the obligations of each individual to their profession, to their clients or employers, to their colleagues in the profession, and to the public. These obligations include the maintenance of high standards of technical competence, morality and integrity.

Section 15.2 **VIOLATIONS OF THE CODE OF PROFESSIONAL ETHICS:** Any violations of the provisions of the Code of Professional Ethics committed by a member of the Chapter shall be referred to the Ethics Board of the Organization who shall have the jurisdiction to hear and decide the case. The Board, after the hearing may reprimand the member, recommends the suspension of his membership for a period not exceeding five (5) years, or recommends the revocation of his membership from the organization if adjudged guilty of the offenses complained of. The suspension of membership shall not become final until after the approval by the Board.

Section 15.3 **REINSTATEMENT:** A petition for reinstatement of an expelled member shall also be referred to the Ethics Board of the Organization, who after the lapse of five (5) years may recommend to the Board of Directors for the restoration of his membership; provided that the petitioner had, during the period when his certificate was revoked acted in an exemplary manner and has not committed any illegal, immoral or dishonorable act.

ARTICLE 16

AMENDMENTS

Section 16.1 **AMENDMENTS:** This By-Law may be amended or repealed in whole or in part by the affirmative vote of the majority of the members in good standing at any regular meeting of the members or in any special meeting called for that purpose. The power to repeal or amend this Constitution and By-Laws may be delegated to the Chapter Board.