

Kabangka Constitution

Preamble

Kabangka is a youth-led and youth-centered leadership organization that unites young Filipinx-Canadians to support Filipinx-Canadian representation in a variety of sectors. We aim to create a space and support fellow Filipinx-Canadian youth to network, learn new and develop existing skills, build connections, inspire action, and empower young people as leaders in their communities.

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Article I. NAME

The name of this organization shall be Kabangka.

Article II. PURPOSE

The purpose of Kabangka is to create a youth-led, and youth-centered national leadership organization for Filipinx-Canadians. Kabangka originated from the establishment of Pinoys on Parliament in 2019. Kabangka aims to create space for young Filipinx-Canadians and support them to network, grow, learn new skills, and build their abilities to inspire and empower both themselves and their communities. Kabangka serves young Filipinx-Canadians across Canada and provides opportunities for youth to lead the conversation and action on issues and interests that are of importance to them.

Kabangka will remain a non-profit organization and will maintain and comply with its legal obligations and status as a Canadian legal entity. As such, Kabangka could apply for charitable registration or other compliance measures to expand its programming so long as it respects its desire to remain a not for profit corporation.

The guiding principles of Kabangka are: youth empowerment; good governance; partnership, collaboration, community; equity, diversity, and inclusion; and non-partisanship.

Article III. MEMBERSHIP

Section 1: Membership Requirements

Membership requirements:

- Be between the ages of 16 – 28
 - Declare primary residence in Canada
 - Identify as Filipino/a/x
 - Remain in good financial standing with the corporation
- Membership applications must be submitted to the Kabangka Vice Chair.
- Membership applications must be brought forward by the Kabangka Vice Chair to the Kabangka BOD at the next BOD meeting
- Applications must be accompanied with the \$5 membership fee submitted through either cash, cheque, or electronic means

Section 2: Membership Groups

Kabangka has three membership groups: Group A, also known as “Kabangka Directors”; Group B, also known as “POP Executive Committee Directors” or “Kabangka Mentorship Executive Committee Directors”; and Group C, also known as “General Members”

Group A Members (Kabangka Directors):

- Group A financial voting membership shall be available only to individuals who have been elected by Kabangka membership to the Board of Directors.
- Group A members' roles and responsibilities on the Board of Directors begin on the date following their election on April 15, annually. Roles and responsibilities must come to an end on April 14 the following year.
- Group A members may occupy the same position on the Board of Directors for no more than two one-year terms, each of which must be achieved through separate elections.
- Group A membership requires that the member become a Director on the Board of Directors.
- Group A members must maintain good standing as Group C members.
- As set out in the articles, each Group A voting member is entitled to receive notice of, attend and vote at all elections, meetings of members and special meetings.

Group B Members (POP Executive Committee Directors, or Kabangka Mentorship Executive Committee Directors)

- Group B financial voting membership shall be available only to individuals who have been elected to either the POP Executive Committee or the Kabangka Mentorship Executive Committee. Group B members may only vote on the matters of the Committee which they have been elected to.
- Group B members' roles and responsibilities on their respective Committee begin on the date following their election.
- Group B members may occupy the same position on said Committee for no more than two one-year terms, each of which must be achieved through separate elections.
- Group B members must maintain their status as Group C members.
- Subject to the Act and the articles, a Group B general member, who does not concurrently hold a Group A membership, shall not be entitled to receive notice of, attend or vote at meetings of the Board of Directors.
- As set out in the articles, each Group B voting member is entitled to receive notice of, attend and vote at all elections, meetings of members and special meetings.

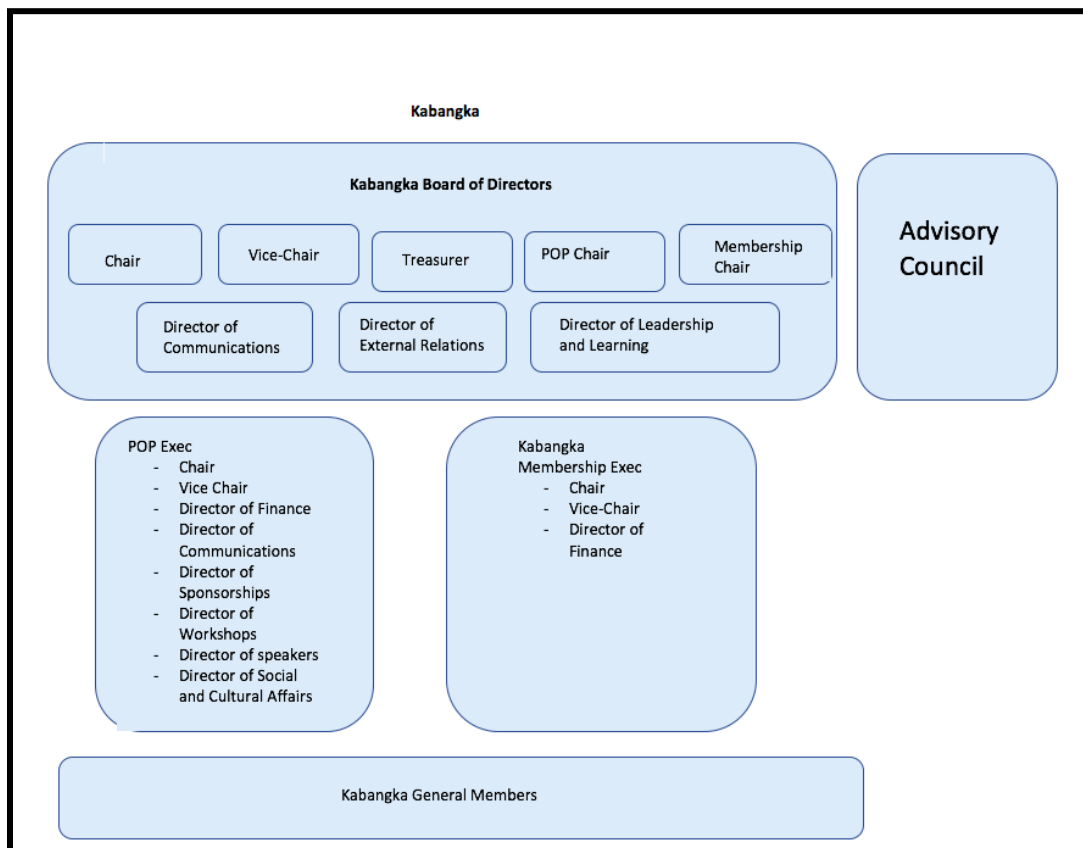
Group C (General Members)

- Group C general membership shall be available only to individuals who have applied and have been accepted for Group C general membership in the Corporation.
- Group C general membership term length shall be annual, subject to renewal in accordance with the policies of the Corporation.
- Subject to the Act and the articles, a Group C general member, who does not concurrently hold a Group A membership, shall not be entitled to receive notice of,

- attend or vote at meetings of the Board of Directors.
- As set out in the articles, each Group C general member is entitled to receive notice of, attend and vote at all elections, annual meetings of members and each such.
- Group C general members are entitled to one (1) vote at such meetings.

Article IV. ORGANIZATION

Section 1: Structure



Section 2: Kabangka Board of Directors

- The Kabangka Board of Directors (BOD) is composed of seven (7) Directors, elected annually.
- The BOD are: Chair; Vice-Chair; Treasurer; Director of Communications; Director of External Relations; Director of Leadership and Learning; POP Chair; and Kabangka Mentorship Chair.
- All BOD Members are required to be Group A and Group C members.
- The only BOD members who must hold Group A, B, and C membership are the POP Chair and the Mentorship Chair.

Section 2.1: Kabangka BOD Mandates

Kabangka Chair

- The Kabangka Chair is elected in the Kabangka General Election.
- Establish the professional and respectful setting and environment of Kabangka.
- Responsible for effectively carrying out the Kabangka mission, vision, and values and ensuring the annual events (POP Conference and Kabangka Mentorship) are successfully delivered on time.
- Act as the official spokesperson of Kabangka.
- Coordinate Kabangka activities and ensure that the organization of events is efficient and dynamic.
- Preside over, and prepare the agenda, for Board of Director meetings.
- Act as a signing authority in concert with the Vice-Chair and the Treasurer.
- Liaise with the Advisory Council on a monthly basis.
- Plan, with the Treasurer, the Kabangka annual budget before the 30th of May.
- Co-sign cheques and financial matters issued by Kabangka
- Chair Kabangka General Assemblies.
- Name the Elections CRO for Kabangka elections.
- Ensure the Kabangka constitution remains up to date.
- Hold quarterly check-ins with the POP Chair and the Mentorship Chair, independently.
- Along with the Treasurer, meet with the Advisory Council by the 20th of May to seek advice and an independent second point of view on the annual budget.
- Write a transition report for their successor before the end of their term.

Kabangka Vice-Chair

- The Kabangka Vice-Chair is elected in the Kabangka General Election.
- Fulfill the duties of the Chair in their absence or when designated, including but not limited to acting as the official spokesperson and chairing meetings of the Board of Directors.
- Act as a signing authority in concert with the Chair and the Treasurer.
- Manage and maintain Kabangka's membership list and membership applications.
- Take minutes during BOD meetings and ensure they are circulated to the BOD within 48 hours of completion of the meeting for review and confirmation by BOD members in attendance.
- Take minutes during meetings, not limited to BOD meetings.
- Write a transition report for their successor before the end of their term.

Kabangka Treasurer

- The Kabangka Treasurer is elected in the Kabangka General Election.
- Responsible for the sound management of the Kabangka budget and funds.
- Prepare and present a financial update at each BOD meeting, and present a midterm financial statement no later than December.
- Ensure that the long-term financial impacts of decisions are considered when expenses are discussed at Executive meetings.
- Meet with the POP Chair and POP Director of Finance by the 15th of May to determine financial resources requested for the annual operation of POP.

- Meet with the Kabangka Mentorship Chair and the Kabangka Mentorship Director of Finance by the 15th of May to determine financial resources requested for the annual operation of the Mentorship.
- Meet with POP Director of Finance and Kabangka Mentorship Director of Finance, independently, before the presentation and approval of their budgets to the BOD Plan, with the Chair, the annual Kabangka budget before the 30th of May.
- Responsible for reviewing contracts signed by BOD members and/or Kabangka executives to ensure all clauses have been read and understood, and legal and financial implications for Kabangka have been carefully considered and understood.
- Produce an end of year financial report for presentation at the Annual General Meeting.
- Ensure that Kabangka is never in a position of financial deficit. - Ensuring that all Kabangka finance records and files are kept up to date at all times.
- Responsible for the management of the and maintenance of the Kabangka bank account.
- Produce and share financial statements and answers for members upon request.
- Along with the Kabangka Chair, meet with the Advisory Council by the 20th of May to seek advice and an independent second point of view on the annual budget.
- Write a transition report for their successor before the end of their term.
- Ensure the Kabangka budget has a minimum 10% annual carryover.

Director of Communications

- The Kabangka Director of Communications is elected in the Kabangka General Election.
- Lead, manage, and create or oversee the creation of Kabangka's communications materials and strategy.
- Set the communications tone and strategy for the greater organization and programs in collaboration with communications teams from all Kabangka Programming Executive Teams.
- Responsible for liaising with media outlets on behalf of Kabangka.
- Write and distribute Kabangka's monthly newsletter, with the support of the Director of External Relations.
- Manage Kabangka's website and social media accounts.
- Write a transition report for their successor.

Director of External Relations

- The Kabangka Director of External Relations is elected in the Kabangka General Election.
- Create, lead, and manage Kabangka's external engagement strategy. The strategy and set goals for the year must be presented to the BOD and approved no later than by the end of May, annually.
- Support the Vice-Chair in managing memberships, and ensuring members feel their views and interests are taken into account and listened to.
- Responsible for liaising with community members, stakeholders, and other external parties. Including, but not limited to Filipino Student Associations, Filipino Community

Organizations, nationwide groups, government representatives, and international organizations.

- Support the Director of Communications in their responsibility to write and distribute Kabangka's monthly newsletter.
- Write a transition report for their successor.

Director of Leadership and Learning

- The Kabangka Director of Leadership and Learning is elected in the Kabangka General Election.
- Identify learning and professional development opportunities for the Kabangka and Pinoys on Parliament Executive team.
- Arrange at least one (1) mental health training workshop for the Kabangka and Programming Executive teams during their term.
- Arrange at least two (2) other workshops / training sessions, during their term, which address the interests and needs of the current Kabangka and Programming Executive teams. These workshops may cover various topics including: professional development, reconciliation, diversity and inclusion etc.
- Assist the Vice-Chair in maintaining Kabangka's membership list and membership applications.
- Write a transition report for their successor at the end of their term.

POP Chair

- The POP Chair is elected in the Pinoys on Parliament Executive Committee Election.
- The POP Chair sits on both the Kabangka Board of Directors and the Pinoys on Parliament Executive Committee.
- Represent POP and its interests on the Kabangka BOD.
- Acting as the official spokesperson of Pinoys on Parliament
- Attend and update the Kabangka Chair at the quarterly check-ins.
- Meet with the Kabangka Treasurer and the POP Director of Finance by the 15th of May to determine the financial resources requested for the annual operation of POP.
- Produce an end of year review and report for presentation of POP at the Annual General Meeting.
- Write a transition report for their successor before the end of their term.

Kabangka Mentorship Chair

- The Kabangka Mentorship Chair is elected in the Kabangka Executive Committee Election.
- The Kabangka Mentorship Chair sits on both the Kabangka Board of Directors and the Kabangka Mentorship Executive Committee.
- Represent the Kabangka Mentorship and its interests on the Kabangka BOD.
- Act as the official spokesperson of the Kabangka Mentorship.
- Attend and update the Kabangka Chair at the quarterly check-ins.
- Meet with the Kabangka Treasurer and the Kabangka Mentorship Director of Finance by the 15th of May to determine the financial resources requested for the annual operation of the Mentorship.

- Produce an end of year review and report for presentation of the Mentorship at the AGM.
- Write a transition report for their successor before the end of the term.

Section 3: Advisory Council

The purpose of the Advisory Council is to offer independent advice and institutional memory of Kabangka and its work to the Kabangka BOD.

- Members of the Advisory Council are to be appointed unanimously by the BOD.
- The BOD must endeavor to ensure that no Advisory Council positions remain vacant for more than two (2) months.
- The Advisory Council holds no voting rights or decision making authorities over Kabangka.
- The Advisory Council must meet with the Kabangka BOD at its first official meeting following their election.
- The Advisory Council must meet internally once every four months.
- The Advisory Council reserves the right to present and/or speak at any Kabangka BOD meeting, POP Executive Committee meeting, or Kabangka Mentorship Executive Committee meeting.
- There must at all times be at minimum one member of the Advisory Council who has financial management experience.
- Members of the Advisory Council may not be members of Kabangka.
- There must be five Advisory Council members at all times, appointed on staggered terms as follows:
 - One (1) member for one (1) year;
 - Two (2) members for two (2) years;
 - Two (2) members for three (3) years
- Advisory Council positions must be filled through unanimous consent from the BOD.
- Openings on the Advisory Council must be advertised publicly on the Kabangka website for a minimum of two weeks before deliberations to fill the position are undertaken.
- Members of the Advisory Council must remain impartial in all matters concerning Kabangka elections.

ARTICLE V. ELECTIONS AND APPOINTMENTS

Section 1: Election occurrence

- There will be two (2) annual elections. One to elect the Kabangka Board of Directors, and a second to elect the executive members of the POP Executive Committee and Kabangka Mentorship Executive Committee.
- The vote for Kabangka Board of Directors must occur on April 14th annually.

Campaigning for this election may not start before April 1st at 12:01 a.m. EST. Nomination papers may not be submitted to the Elections CRO earlier than March 18th at 12:01 EST and no later than March 30th at 12:59 p.m. EST.

- Votes for the POP Executive Committee and Kabangka Mentorship Executive Committee must occur on April 30th annually. Campaigning for this election may not start before April 16th at 12:01 a.m. EST. Nomination papers may not be submitted to the Elections CRO earlier than April 1st at 12:01 EST and no later than April 13th at 12:59 p.m. EST.
- In the case that a member submit nomination papers for both the Kabangka Board of Directors Election and POP Executive Committee or Kabangka Mentorship Executive Committee Election, and they are elected to the BOD, they will not be permitted to stand as a candidate for the POP Executive Committee or Kabangka Mentorship Executive Committee Election.

Section 2: Election Administration

- Both Kabangka elections will be administered by an independent Elections Chief Returning Officer (CRO).
- The Elections CRO must be impartial and judicious in all manners. Should they be determined by the Board of Directors (BOD) to breach either of these qualities during their appointment the BOD retains the right to strip the Elections CRO of their title and responsibilities. In this circumstance the title, role, and associated responsibilities will transfer to a member of the Advisory Council, to be determined by the Advisory Council.
- The Kabangka Board of Directors is responsible for unanimously appointing the Elections CRO.
- The CRO must be appointed and announced no later than March 1st annually.
- Efforts must be made to appoint a CRO who is not currently a Kabangka member. Should this be impossible, a member of Kabangka may become the Elections CRO however, they must forfeit their vote for the election which they administer.
- The Elections CRO must hold a mandatory all candidates meeting for the Kabangka Board of Directors Election on March 31st. All candidates are required to attend. Required topics of discussion: elections rules; timelines; voting.
- The Elections CRO must hold a mandatory all candidates meeting for the POP Executive Committee and Kabangka Mentorship Executive Committee on April 15th. All candidates are required to attend. Required topics of discussion: elections rules; timelines; voting.
- The Elections CRO reserves the right to call a mandatory candidate meeting at any point during the electoral cycle.
- The Elections CRO must publicly notify all Kabangka members of upcoming elections no later than three (3) weeks before the election day.
- The Elections CRO will be appointed according to the qualifications, knowledge and skills of the CRO as stated by [Elections Canada](#).

Section 3: Byelections

- In the instance that an elected position becomes vacant a by-election date must be set within 45 days of the position being vacated.
- An election CRO must be appointed per the regular election CRO process.
- Candidates must submit their intent to run to the elections CRO no less than two days before the established start of the campaign.
- Candidates must obtain a minimum of three nomination signatures for their candidacy.
- The campaign must run for no less than seven days and no longer than 14.

Section 4: Eligibility to Run

- Members may only stand as a candidate for one position at a time.
- Members may only hold one elected position at a time.
- Candidates must be members of Kabangka in good standing on or by March 31st at 11:59 p.m. EST in order to qualify as a candidate.
- Candidates must submit the following documents (to be known as “nomination papers”) to the Elections CRO: proof of Kabangka membership; “Kabangka Nomination Form for Election”; and, if applicable, supporting email nominations.
- Candidates must obtain five (5) signatures from Kabangka members nominating them to run as a candidate, on their “Kabangka Nomination Form for Election”.
- “Virtual” nominations may be submitted from a member to a prospective candidate by way of email. The email nomination must match the email used by the member for their Kabangka membership. The email nomination must be provided to the Elections CRO as part of a candidates nomination papers.
- Candidates will be notified by the Elections CRO within 24 hours of submitting their nomination papers if they have completed requirements to run.

Section 5: Campaigning

- Candidates may not start actively campaigning before the official start time and date of their election as set out in *Section 3.2: Election Administration*.
- Active campaigning actions includes, but are not limited to: social media campaigns and communications promoting a candidate in any way; physical postering promoting a candidate in any way; outreach to members of Kabangka with the intent or messaging to campaign for a position.
- The Elections CRO reserves the right to determine if a candidate has breached campaigning rules.
- Should it be determined a candidate or a member of their team have breached campaigning rules their campaign may be suspended for between 24-48 hours, depending on the severity of the breach and if this is a first occurrence or repeat offence. The disciplinary level is to be determined by the Elections CRO who must publicly share their decision and rationale at the point of discipline.
- Active campaigning must end one (1) hour before voting begins.

Section 6: Qualifications to Vote, and Voting

- Every Kabangka member is entitled to one vote for each position, in each election.
- Kabangka members must be registered and in good standing by March 31st at 11:59 p.m. EST in order to be eligible to vote in both the Kabangka Board of Directors election and the POP Executive Committee and Kabangka Mentorship Executive Committee elections.

Section 7: Resignation from elected positions

- Elected members who choose to resign from their positions must notify the Board of Directors a minimum of 14 days before their final day.

Section 8: Removal of an elected member

- Kabangka general members reserve the right to motion for impeachment of a Kabangka elected member should it be determined they have either brought disrepute to the organization, and/or insufficiently fulfilled their mandate.
- Moving to impeach an elected member:
 - Any Kabangka member in good standing may motion to impeach an elected Kabangka member.
 - The member proposing impeachment must bring forth a *Motion to Impeach*, which clearly outlines why they believe the elected member should be impeached, and obtain signatures of 50% of other Kabangka general members expressing their support for the motion to impeach.
 - The motion to impeach must be shared with the Board of Directors, and a copy shared with the Advisory Council.
 - Should the elected member whom the motion has been brought against be a member of the Board of Directors they may not be present at the Emergency Board Meeting.
 - The BOD must convene an emergency meeting of the Board within 24 hours of receiving the motion to impeach. The elected member whom the motion has been brought about must be notified by the BOD within 24 hours of the BOD receiving the motion.
 - Following this meeting the BOD must send out a general notice to all Kabangka members that an Emergency General Meeting will occur within the next seven (7) days. The Notice must clearly articulate that a motion for impeachment has been brought forward, that members will have the opportunity to vote, and the required quorum for the meeting to commence.
 - The impeachment process will be run by the most recent Elections CRO and will be independent from the BOD and the Advisory Council. The Elections CRO is allowed to gather testimonies, evidence, and can conduct fact-finding prior to the Emergency General Meeting.

Section 9: Emergency General Meeting Procedures in the case of a Motion for Impeachment

- The meeting shall be chaired by the Chair of Kabangka. Should the Chair be the member motioned against, the Vice-Chair will preside over the meeting. - The meeting will follow Roberts Rules of Order.
- General Meeting quorum requirements stand for the commencement of any Emergency General Meeting. Should quorum not be achieved within 20 minutes of the start of the Emergency General Meeting the meeting will be postponed seven (7) days. Should a second meeting not meet quorum the impeachment may not move forward.
- Quorum must be maintained throughout the duration of the meeting and the final vote for impeachment.
- The general member who has moved the Motion to Impeach must present their motion, outlining the rationale for impeachment.
- The elected member who has been motioned against may respond to the Motion to Impeach.
- General Members may ask the mover of the motion, the elected member, or any other member present questions pertaining to the issue at hand until the subject has been exhausted, as determined by the Chair.
- The Chair must move to a vote following the completion of discussion, fifty (50%) of voting members present must vote in favour to move to vote.
- A Vote to Impeach must pass with a minimum of 70% “Yea” votes from members present. Quorum must be maintained throughout the vote or the vote may not stand.

Section 10: Terms of Office

- All Kabangka elected positions exist for a mandate of one (1) year.
- A member may not hold the same position for more than two one-year terms.
- Advisory Council positions are staggered as outlined in the mandates of the Advisory Council in Article IV, Section 1.

ARTICLE VI. BORROWING POWERS

The corporation may only borrow after the Board has approved the expense and/or borrowing action by a 50+1 recorded vote. Should the Board approve of borrowing the actions may only be undertaken by Directors who hold financial signing authority. These Directors must report the status of borrowing and repayment at each subsequent Board meeting until said borrow is closed.

Borrowing may consist of:

- Borrow money on the credit of the corporation

- Issue, reissue, sell, pledge or hypothecate debt obligations of the corporations; and
- Give a guarantee behalf

Article VII: MEETINGS

Section 1: Annual General Meetings

- There must be a minimum of one (1) Annual General Meeting (AGM) each year.
- The AGM must be held in the month of March.
- AGM's will follow Robert's Rules of Order.
- Notice for all members meetings must be during a period of seven (7) to twenty-one (21) days before the day which the meeting is held.
- An agenda for the meeting must be shared at the time that notice is given.
- Meeting minutes must be shared with all members within 48 hours of the meeting's completion.. Amendments to the records of discussion will be accepted for up to four (4) days following the receipt of the minutes. The BOD will approve the minutes at their next meeting.
- Meetings may be held either in person or by electronic means.
- Members may call a meeting through written requisition of members carrying not less than 50% of the voting rights. If the BOD does not call a meeting within twenty-one (21) days of receiving the requisition any member who signed the requisition may call the meeting.

Section 2: Board of Directors Meetings

- The BOD must meet once a month, at a minimum.
- BOD meetings are open to all members to observe.
- The BOD reserves the right to limit attendance at a meeting when it is deemed necessary.

Section 3: Pinoys on Parliament Executive Committee Meetings

- The POP Exec must meet once a month, at a minimum.
- POP Exec meetings are open to all members to observe.
- The POP Exec reserves the right to limit attendance at a meeting when it is deemed necessary.

Section 4: Kabangka Mentorship Executive Committee Meetings

- Kabangka Mentorship Exec must meet once a month, at a minimum.
- Kabangka Mentorship Exec meetings are open to all members to observe.
- The Kabangka Mentorship Exec reserves the right to limit attendance at a

meeting when it is deemed necessary.

Article VIII: QUORUM

- Quorum at all meetings is 50% +1.
- Quorum must be achieved before starting the meeting. Should quorum not be met within 20 minutes of the start time the meeting must be postponed seven days. Should quorum not be achieved on the second meeting the meeting may be cancelled.
- Quorum must be maintained throughout the meeting and all votes. Should attendance drop below quorum the meeting must be put on hold until quorum is again achieved.

Article IX: PINOYS ON PARLIAMENT

Section 1: Pinoys on Parliament

- Pinoys on Parliament (POP) is Kabangka's annual youth leadership conference for young Filipinx-Canadians.
- POP will be held annually, in the month of February.
- POP and its supporting events are managed by the Pinoys on Parliament Executive Committee, who are elected annually by the Kabangka general membership.
- The POP Exec consists of: Chair; Vice-Chair; Director of Finance; Director of Communications; Director of Sponsorships; Director of Workshops; Director of Speakers; and Director of Social and Cultural Affairs.
- All members of Pinoys on Parliament sub-committees (defined as committees chaired by Directors of Pinoys on Parliament to achieve their mandates), must be registered Kabangka members in good standing.
- Each annual Pinoys on Parliament Conference must include at minimum one forum focused on Filipino-Canadians in Canadian politics and/or public policy/affairs, including civic and community engagement, in Canada.

Section 2: POP Exec Mandates:

Chair

- The POP Chair sits on both the Kabangka Board of Directors and the Pinoys on Parliament Executive Committee.
- Represent POP and its interests on the Kabangka BOD.
- Act as the official spokesperson of Pinoys on Parliament
- Attend and update the Kabangka Chair at the quarterly check-ins.
- Meet with the Kabangka Treasurer and the POP Director of Finance by the 15th of

May to determine the financial resources requested for the annual operation of POP.

- Produce an end of year review and report for presentation of POP at the Annual General Meeting.
- Responsible for the management and successful execution of the POP Conference.
- Responsible for supporting POP Exec members in order to fulfill their mandates.
- Chair of Pinoys on Parliament Executive Committee meetings.
- Write a transition report for their successor before the end of their term.

Vice-Chair

- Support the Chair in the case they are unable to fulfill their duties.
- Record meeting minutes of the Pinoys on Parliament Executive Committee meeting.
- Write a transition report for their successor before the end of their term.

Director of Finance

- Responsible for creating the annual POP budget and ensuring that any income and expenses are accounted for.
- Responsible for the financial health of the conference.
- Write a transition report for their successor before the end of their term.

Director of Communications

- Responsible for creating communications materials and content to promote POP Conference (i.e. graphics, videos, website).
- Responsible for chairing the POP Communications Committee.
- Write a transition report for their successor before the end of their term.

Director of Sponsorships

- Responsible for identifying potential grants and sponsors that will help finance the conference and its supporting events.
- The Director of Sponsorships is responsible for completing applications concerning finances, maintaining all communications with sponsors, and working closely with other Directors to ensure information and promotions remain accurate.
- Write a transition report for their successor before the end of their term.

Director of Workshops

- Responsible for the coordination and execution of workshops throughout the conference.
- Chair of the Workshop Committee.
- Responsible for developing a comprehensive plan for workshops during the conference.
- Responsible for contacting potential workshop facilitators, issuing a Call for Workshops, screening and selecting workshops, creating a workshops schedule and selection process for delegates, assigning delegates to workshops, and ensuring all workshop facilitators are properly equipped to run their workshops whether in person or online.
- Write a transition report for their successor before the end of their term.

Director of Outreach

- Responsible for external relations of POP, promotion of the conference with stakeholders and interested parties, and liaising with appropriate partners.
- Responsible for communicating with delegates regarding important information for the conference and supporting events.
- Chair of the Outreach Committee.
- Write a transition report for their successor before the end of their term.

Director of Speakers

- Responsible for developing a comprehensive plan for conference speakers, panels, and speaker series.
- Responsible for contacting and securing speakers for the conference and liaising with necessary parties.
- Write a transition report for their successor before the end of their term.

Director of Social and Cultural Affairs

- Responsible for planning and executing a talent showcase featuring different art forms (song, dance, poetry, etc.).
- Responsible for contacting potential guest performers and holding auditions for delegate performers.
- Responsible for hosting a social event for all attendees, including delegates, panelists, workshop facilitators and other guests.
- Write a transition report for their successor before the end of their term.

Article X: KABANGKA MENTORSHIP

Section 1: Kabangka Mentorship

The Kabangka Mentorship is a 6-month mentorship program that connects young Filipinx-Canadian youth with leaders in their areas of interest, academia, or professional pursuits for mentorship.

- The Kabangka Mentorship is managed by the Kabangka Mentorship Executive Committee (Mentorship Exec). Mentorship Exec are elected to their positions annually.
- The Kabangka Mentorship Exec consists of: Chair; Vice-Chair; and Director of Finance

Section 2: Kabangka Mentorship Exec Mandates

Chair

- The Kabangka Mentorship Chair is elected in the Kabangka Executive Committee Election.
- The Kabangka Mentorship Chair sits on both the Kabangka Board of Directors and the Kabangka Mentorship Executive Committee.
- Represent the Kabangka Mentorship and its interests on the Kabangka BOD.

- Act as the official spokesperson of the Kabangka Mentorship.
- Attend and update the Kabangka Chair at the quarterly check-ins.
- Meet with the Kabangka Treasurer and the Kabangka Mentorship Director of Finance by the 15th of May to determine the financial resources requested for the annual operation of the Mentorship.
- Produce an end of year review and report for presentation of the Mentorship at the AGM.
- Write a transition report for their successor before the end of the term.
- Responsible for the management and execution of the Kabangka Mentorship Program.
- Responsible for outlining components of the Mentorship, reaching out to mentors and mentees, and delegating tasks to the Mentorship Committee.
- Chair of Kabangka Mentorship Exec Meetings.
- Write a transition report for their successor before the end of their term.

Vice-Chair

- Support the Chair in the case they are unable to fulfill their duties.
- Record meeting minutes of Kabangka Mentorship Exec Committee meetings.
- Write a transition report for their successor before the end of their term.

Director of Finance

- Responsible for the financial health of the Kabangka Mentorship and the management of the project's budget.
- Write a transition report for their successor before the end of their term.

Article XI. AMENDING THE CONSTITUTION

- Any member may bring forward a motion at the Annual General Meeting, in accordance with the rules set out in Article V, to amend the constitution.
- Amendments to The constitution must pass with a 60% vote.