

THE CONSTITUTION OF
KAWAN
PILIPINO CATHOLIC ASSOCIATION



UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY CATHOLIC CENTER

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CONSTITUTION

FOREWORD

The Kawan Pilipino Catholic Association of the University of California, Los Angeles is pleased to publish the second edition of the Constitution of Kawan.

Faith and fellowship define the essence of UCLA Catholic organizations led by the communion of students, alumni, and administrators. Founded in 1919, the Catholic Students Association (aka CathSA), popularly known as the University Catholic Center (UCC) at UCLA, is the headquarters of all Catholic Bruin community life at the incumbent #1 public university in the United States of America, and with this precedent entails an immense historical presence and impact on the UCLA community as a whole. Over the decades, the UCC fostered the development of committees and interest groups (i.e., Student Leadership Team, Bible Study, Knights of Columbus, to name a few) that would eventually precede the conception of cultural Catholic organizations like Muoi for the Vietnamese community and Maná for the Latinx community.

During the academic year of 2021 – 2022, the Founders institutionalized a prayer and faith group at the UCC catered towards the Pilipino culture and identity in Fall 2021 that would eventually morph into the Kawan Pilipino Catholic Association in Winter 2022. Founded on the pillars of (1) Catholicism, (2) Culture, (3) Health, (4) History, (5) Piety, (6) Service, and (7) Spirituality, the Founders of the inaugural Executive Board authored the first edition of the Constitution of Kawan, approving the following vision that the Pilipino Catholic Community at UCLA:

- (1) *...is all-inclusive where members are invited to grow in their spiritual lives and understanding of Catholicism from a Pilipino scope.*
- (2) *...provides visibility of and support to the Catholic student population at and beyond UCLA.*
- (3) *...proactively educates peers about the history of Catholicism in the Philippines.*
- (4) *...invites and supports the inclusion of the non-religious.*

From the adoption of these statements came the establishment of the mission followed by the creation of the Kawan Pilipino Catholic Association in its entirety.

While still in its infancy, the Kawan Pilipino Catholic Association has begun to leave a legacy through its ongoing mission of fostering the Pilipino Catholic community at UCLA. From the execution of the first annual Simbang Gabi to the various fellowship events, like general meetings and socials, this organization continues to play an active role in unifying the Pilipino Catholic population and bringing this general membership in communion with the UCC student community and Pilipino Catholic organizations beyond UCLA.

In endeavoring towards this vision of the Kawan Pilipino Catholic Association, the Founders – Chloe Alvarez, Richard Baal, Gabriel Ordonez, Maximus Vardeleon, Isabella Richards, and, later, Kaela De Guzman – undertake the responsibility of consolidating this Constitution of Kawan in January 2022.

FOUNDERS, INAUGURAL KAWAN EXECUTIVE BOARD

PREAMBLE

We, the People of Kawan Pilipino Catholic Association at the University of California, Los Angeles, in order to serve as an official space for Filipino-identifying Catholics and students of all backgrounds to celebrate and practice their faith, provide visibility to the faith in the broader community and university, foster the learning of the faith in reference to our historic Filipino history, and build community with the non-practicing and non-religious, do establish and adopt this Constitution.

ARTICLE I – THE ORGANIZATION**I.1 – THE ORGANIZATION**

The name shall be “Kawan Pilipino Catholic Association” at UCLA.

- A. Hereafter, Kawan Pilipino Catholic Association shall alternatively be referred to as “Kawan.”
- B. The term “Kawan” is a Tagalog and biblically-significant word translating to “Flock” in English.

I.2 – VISION

Kawan envisions an undergraduate and graduate Pilipino Catholic community that:

- A. ...is all-inclusive where members are invited to grow in their spiritual lives and understanding of Catholicism from a Pilipino scope.
- B. ...provides visibility of and support to the Catholic student population at and beyond UCLA.
- C. ...proactively educates peers about the history of Catholicism in the Philippines.
- D. ...invites and supports the inclusion of the non-religious.

I.3 – MISSION

Kawan, to ensure the viability and presence of the undergraduate and graduate Pilipino Catholic community, shall:

- A. ...unify the community by celebrating Pilipino holidays and traditions pertinent to Catholicism.
- B. ...organize Pilipino Catholic events at UCLA and the University Catholic Center that celebrate the rich Catholic presence in the Philippines.
- C. ...connect with sibling Pilipino Catholic communities at other institutions of education and throughout and beyond the Archdiocese of Los Angeles.

I.4 – PILLARS

Kawan shall commit to serving the Pilipino Catholic community through its focus on its seven pillars:

- A. Catholicism
- B. Culture
- C. Health
- D. History
- E. Piety
- F. Service
- G. Spirituality

I.5 – INSTITUTIONALIZATION

Kawan was institutionalized as a Filipino student faith group under the University Catholic Center in mid Fall 2021 with the writing of the first Constitution in Winter 2022. Official organization programming commenced Fall 2022.

I.6 – MOTTO

Kawan shall designate a biblical quote that encapsulates the foundations of the organization:

- A. Tagalog translation - “Pagkatapos ay inakay niya na parang mga tupa ang kanyang bayan, at pinatubayan sila sa ilang na parang kawan.”
–Mga Awit 78:52 (ABTAG2001)
- B. English translation - “Then God led forth his people like sheep, guided them like a flock through the wilderness.”
–Psalm 78:52 (NABRE)

I.7 – EMBLEM

Kawan shall own two separate emblems: (1) Official Emblem and (2) Mascot Emblem.

I.8 – PATRON SAINTS

Kawan is centered on the teachings of Jesus Christ and examples set by our two patrons: San Lorenzo Ruiz and San Pedro Calungsod:

- A. St. Lorenzo Ruiz is the patron saint of the Philippines, Filipino youth, Filipino altar servers, Filipino overseas workers, Chinese Filipinos, migrant workers, immigrants, and poor families, and he is the first Filipino canonized by the Roman Catholic Church in Vatican City.
- B. St. Pedro Calungsod is the patron saint of Filipino youth, altar boys, catechumens, the Philippines, Filipino overseas workers, Cebuanos, and Visayans, and he is the second Filipino canonized by the Roman Catholic Church in Vatican City.

ARTICLE II – LEADERSHIP

II.1 – RICHARD OLASO BAAL ENDOWED EXECUTIVE BOARD OF KAWAN

The Kawan Executive Board (hereafter referred to as “Board”) shall be the governing body of Kawan. On February 8, 2024, the 2nd Board unanimously voted to rename the Board in honor of Co-Founder & Inaugural Co-Executive Director Richard Olaso Baal, with consent and support from the Baal Family, who passed away on February 3, 2024 in a fatal motorcycle accident prior to starting U.S. Naval Flight School. Therefore, the Board shall be titled the “Richard Olaso Baal Endowed Executive Board of Kawan” (hereafter referred to as “Baal Board”). The Baal Board shall:

- A. Coordinate all Kawan operations and programming.
- B. Represent Kawan at all affairs, meetings, and events.
- C. Be responsible for relations between Kawan and other entities.
- D. Comprise appointed officers enumerated in Section II.2.
- E. Be current UCLA undergraduate or graduate students. Officers found not to be a current UCLA student will be removed immediately. This does not apply to faculty and/or staff organizations.

II.2 – RIGHTS, POWERS, DUTIES, AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

- A. Executive Director:
 1. Shall serve as the primary executive officer(s) responsible for operating the vision and mission, maintaining compliance with this Constitution.
 2. Shall serve as the primary signatory of the organization to UCLA Student Organizations, Leadership and Engagement.
 3. Shall manage the planning and execution of regular Baal Board Meetings.
 4. Shall assist in general Baal Board duties and responsibilities where applicable.
 5. Shall be a general member or former member of the Baal Board.
 6. Shall onboard the succeeding Executive Director(s).
- B. Associate Executive Director
 1. Shall serve as the secondary executive officer(s) and assume the duties of the Executive Director(s) in the instance of absence or resignation.
 2. Shall manage all administrative logistics for the Baal Board.
 3. Shall manage the planning and execution of the Annual Baal Board Retreat.
 4. Shall assist in general Baal Board duties and responsibilities where applicable.
 5. Shall be a general member or former member of the Baal Board.
 6. Shall onboard the succeeding Associate Executive Director(s).
- C. Executive Advisor
 1. Shall serve as the tertiary executive officer(s) and provide guidance to the Baal Board.
 2. Shall concurrently serve as the “Chairperson” of the Board of Advisors.
 3. Shall manage alumni and graduate relations for the organization as the “Alumni Chair.”
 4. Shall assist in general Baal Board duties and responsibilities where applicable.
 5. Shall be a general member or former member of the Baal Board.
 6. Shall onboard the succeeding Executive Advisor(s).
- D. Fiscal Chair
 1. Shall oversee all financial operations and expenditures for the organization.
 2. Shall serve as the secondary signatory of the organization to UCLA Student Organizations, Leadership and Engagement.
 3. Shall manage the organization bank account through University Credit Union.
 4. Shall assist in general Baal Board duties and responsibilities where applicable.
 5. Shall be a general member or former member of the Baal Board.
 6. Shall onboard the succeeding Fiscal Chair(s).
- E. Programs Chair
 1. Shall oversee all programming executed by Kawan.
 2. Shall serve as the tertiary signatory of the organization to UCLA Student Organizations, Leadership and Engagement.
 3. Shall manage the execution of *Simbang Gabi*, *Kawan Retreat*, and *Kawan Banquet*.
 4. Shall assist in general Baal Board duties and responsibilities where applicable.
 5. Shall be a general member or former member of the Board.
 6. Shall onboard the succeeding Programs Chair(s).
- F. Fellowship Chair
 1. Shall oversee general meetings and social events at the University Catholic Center.

2. Shall manage the annual *Leadership Discernment* during spring quarter.
3. Shall assist in general Baal Board duties and responsibilities where applicable.
4. Shall be a general member or former member of the Baal Board.
5. Shall onboard the succeeding Fellowship Chair(s).

G. Publicity Chair

1. Shall oversee all social media accounts and platforms including the Facebook, Instagram, LinkedIn, LinkTree, and Squarespace Website.
2. Shall manage the regular release of the *Kawan Newsletter*.
3. Shall assist in general Baal Board duties and responsibilities where applicable.
4. Shall be a general member or former member of the Baal Board.
5. Shall onboard the succeeding Publicity Chair(s).

II.3 – BOARD OF ADVISORS

The Board of Advisors (hereafter referred to as “Advisory Board”) shall be the advisory body of Kawan.

The Advisory Board shall:

- A. Provide expert guidance and support to the Baal Board.
- B. Not govern or make decisions for the Baal Board.
- C. Meet once a year with or without the Baal Board
- D. Foster alumni-student relationships with the Baal Board.
- E. Require a minimum of three officers and not exceed the Baal Board.
- F. Comprise appointed officers enumerated in Section II.4.

II.4 – RIGHTS, POWERS, DUTIES & RESPONSIBILITIES OF THE ADVISORY OFFICERS

A. Chairperson

1. Shall serve as “Head of Advisors” responsible for overseeing the Advisory Board, convening Advisory Meetings, and maintaining compliance with the Executive Directors.
2. Shall concurrently serve as the “Executive Advisor” on the Baal Board.
3. Shall assign mentorship pairings between the Baal Board & Advisory Board.
4. Shall fulfill all duties of the “Advisor” enumerated in Section II.4.C.
5. Shall onboard the succeeding Chairperson.

B. Vice Chairperson

1. Shall support the Chair of the Advisory Board and assume their duties in the instance of absence or resignation.
2. Shall fulfill all duties of the “Advisor” enumerated in Section II.4.C.
3. Shall onboard the succeeding Vice Chairperson.

C. Advisors

1. Shall individually contribute their expertise to the members of the Baal Board and Chairperson of the Advisory Board.
2. Shall mentor an assigned member of the Board.
3. Shall collaborate with peers on the Advisory Board to fulfill responsibilities.
4. Shall help uphold this Constitution of Kawan throughout the year.
5. Shall onboard the succeeding Advisors.

ARTICLE III – APPOINTMENT**III.1 – APPOINTMENT FACILITATION OF BAAL BOARD**

The appointment of the succeeding Baal Board to one-year terms shall be facilitated by the incumbent Baal Board.

III.2 – LEADERSHIP DISCERNMENT OF BAAL BOARD

The appointment process shall be conducted by the Fellowship Chair via a discernment election (hereafter referred to as “Leadership Discernment”) amongst Baal Board and general members, comprising three components:

A. Baal Board Nomination:

1. The first step of Leadership Discernment shall be “Baal Board Nomination.”
2. General members shall reserve the right to nominate themselves and other general members.
3. Nominees shall either formally accept or decline their nomination.
4. Nominees who accept their nomination shall be named “Discerners.”
5. The Fellowship Chair and Associate Executive Director shall maintain an official record of all submitted nominations and the complete Discerner Roster.

B. Baal Board Immersion Program:

1. The second step of Leadership Discernment shall be the “Baal Board Immersion Program” (hereafter referred to as “Immersion”).
2. Immersion shall be analogous to an organization internship course or program.
3. Discerners shall participate in activities rooted in the following pillars:
 - a. “Faith Reflection”
 - b. “Mentorship”
 - c. “Baal Board Shadowing”
 - d. “Leadership Dialogue”
 - e. “Application”
4. Activities shall be planned by the Fellowship and Programs Chairs.

C. Baal Board Interview:

1. The final step of Leadership Discernment shall be “Baal Board Interview.”
2. An event called “Interview Week” shall be facilitated by the Fellowship Chair and Executive Director.
3. Discerners shall automatically move to this final step after “Immersion” or choose to opt-out if they wish to discontinue.
4. Interviews shall be conducted individually or in a group setting.
5. General members unable to participate in the first two steps of Leadership Discernment shall reserve the right to apply for Baal Board Interview and be named “Ex Ante Discerners.”
6. After all interviews are held, the Baal Board shall collectively elect the succeeding Baal Board members.

III.3 – ADDITIONAL APPOINTMENT PROVISIONS OF BAAL BOARD

Discerners shall reserve the right to run with a maximum of one co-discerner for any position.

III.4 – APPOINTMENT FACILITATION OF ADVISORY BOARD

The appointment of Advisors to the Advisory Board shall be facilitated by the incumbent Baal Board.

III.5 – DISCERNMENT OF ADVISORY BOARD

The appointment process shall involve discernment on the part of the leadership of Kawan. The protocol shall be enumerated per advisory officer position below.

- A. Appointment of the Chairperson:
 1. Shall require the unanimous or simple majority consent of the Baal Board during Leadership Discernment of said Baal Board during Spring Term.
 2. Shall be to renewable one-year terms.
- B. Appointment of the Vice Chairperson
 1. Shall require the unanimous or simple majority consent of the Advisory Board officers during Fall Term.
 2. Shall be to renewable one-year terms at the discretion of Advisory Board officers.
- C. Appointment of the Advisors:
 1. Shall require the unanimous or simple majority consent of the Baal Board during Fall Term.
 2. Shall be to renewable one-year terms at the discretion of Baal Board officers.

III.6 – ADDITIONAL APPOINTMENT PROVISIONS OF ADVISORY BOARD

- A. Appointees of the Advisory Board shall be from:
 1. Alumni members of the Baal Board.
 2. Alumni general members of Kawan.
 3. Alumni members of the University Catholic Center.
 4. Current and/or former staff of the University Catholic Center.
- B. Ex-Officio Members of the Advisory Board by virtue of their innate roles shall be:
 1. The Co-Founders of Kawan enumerated in Article VIII.
 2. The Advisor designated by UCLA Student Organizations, Leadership, and Engagement.

ARTICLE IV – GENERAL MEMBERSHIP**IV.1 – MEMBERSHIP STATUS**

General membership requirements shall be confirmed by the incumbent Baal Board for any specific year. But the basis of general membership that will remain constant between academic years shall be as follows:

- A. A Kawan general member shall attend at least one general meeting per academic quarter in exception to summer term.
- B. A Kawan general member shall be officially registered at the University Catholic Center.
- C. A Kawan general member shall consist of any UCLA undergraduate or graduate student.

ARTICLE V – PROGRAMS

V.1 – OVERVIEW

Kawan programs celebrating Pilipino Catholic culture shall be spearheaded by the Baal Board in collaboration with the UCC Student Leadership Team, fellow Catholic groups, and/or external Catholic entities.

- A. The Programs Chair shall oversee the following programming:
 - 1. Simbang Gabi
 - 2. Kawan Retreat
 - 3. Kawan Banquet
- B. The Fellowship Chair shall oversee the following fellowship events:
 - 1. General Meetings
 - 2. Social Events

ARTICLE VI – PARENT INSTITUTIONS

VI.1 – UNIVERSITY CATHOLIC CENTER

Catholic Students Association (CathSA), popularly called the University Catholic Center (hereafter referred to as the “UCC”), is the UCLA Newman Center recognized as the parent organization to Kawan.

- A. The UCC student executive board is the Student Leadership Team (hereafter referred to as “SLT”). However, the SLT shall not hold governing power over Kawan as the Baal Board reserves devolved powers and executive authority over Kawan leadership in its entirety.
- B. The Executive Director, Associate Executive Director, and Executive Advisor shall serve as the official representative(s) to the UCC SLT on the behalf of Kawan and its general membership. The Executive Board shall communicate with the organization’s assigned UCC Staff Liaison.

ARTICLE VII – CONSTITUTIONAL PROVISIONS

VII.1 – STUDENT ORGANIZATIONS, LEADERSHIP, AND ENGAGEMENT SIGNATORIES

As determined by UCLA Student Organizations, Leadership, and Engagement (hereafter referred to as “SOLE”), Kawan shall designate three different signatories and an alternate.

- A. The designations shall be as follows:
 - 1. Executive Director.
 - 2. Fiscal Chair.
 - 3. Programs Chair.
 - 4. Associate Executive Director.
- B. Rights, Powers, Duties, and Responsibilities of the SOLE Signatories:
 - 1. Shall be designated and authorized as the official university signatories of Kawan.
 - 2. Shall be responsible for conducting regular meetings with designated Kawan SOLE Advisor.
 - 3. Shall acknowledge their signatures will be used on general requisitions, performance contracts, budget transfers, payment orders, and other student accounting documents.
 - 4. Shall understand that when using their signatures are certifying that any money allocated to the organization shall be used for their intended purpose and nothing else.
 - 5. Shall be responsible for any debt incurred under the organization during their tenure.

VII.2 – FINANCES

The Fiscal Chair shall provide full oversight to the organization bank account. They shall also make financial records and documentation available to UCLA administrators upon request.

VII.3 – UNIVERSITY OF CALIFORNIA NONDISCRIMINATION STATEMENT

- A. In accordance with UCLA policy, “[Kawan] shall not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.”
- B. As UCLA is a constituent institution under the University of California, “The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.”
 1. “The University also prohibits sexual harassment.”
 2. “This nondiscrimination policy covers admission, access, and treatment in University programs and activities.”

VII.4 – HONORS

- A. Highest Honors – *Faithful Service Award*:
 1. This honor shall be conferred to members of the Baal Board for every year they serve in Kawan leadership.
 2. This honor shall be co-conferred by a representative of the UCC SLT as the highest form of honors bestowed by the organization.
 3. This honor shall be presented in certificate form enumerating the recipient’s name and position, often in tandem with Convocation Honors when applicable, at the Kawan Banquet by a representative of the UCC SLT.
- B. Convocation Honors – *Cords of Honorable Faith*:
 1. This honor shall be conferred to:
 - a. Baal Board members once after serving at least one year in leadership; and
 - b. General members who are graduating in the current academic year.
 2. This honor shall comprise cords with the colors gold and white.
 - c. Gold shall represent the birth of Christ in addition to wisdom and prosperity; and
 - d. White shall represent the resurrection of Christ in addition to purity and divinity.
 3. This honor shall be presented as double cords to Baal Board members and single cords to general members.
 4. This honor shall be presented at the Kawan Banquet, in tandem with Highest Honors when applicable, first to the Executive Director by the Associate Executive Director, then the Executive Director shall present the cords to all recipients.

ARTICLE VIII – FOUNDING PROVISION**VIII.1 – FOUNDERS**

This Constitution shall recognize the following students as official Co-Founders and the Inaugural Kawan Executive Board in the founding year of 2021:

- A. Chloe Alviz, Class of 2023
- B. Richard Baal, Class of 2023
- C. Gabriel Pe Manuel Ordoñez, Class of 2023
- D. Maximus Vardeleon, Class of 2024
- E. Isabella Richards, Class of 2023
- F. Kaela De Guzman, Class of 2026

ARTICLE IX – AMENDMENTS**IX.1 – AMENDMENTS CLAUSE**

The Constitution of Kawan shall be open to the entire organization to the revision process.

IX.2 – PROCEDURES

A constitutional amendment shall be proposed by any member of the Baal Board or general membership.

- A. ...Proposed amendments shall be made available at least one week prior to final voting.
- B. ...Proposed amendments shall require greater than 50 percent support in voting to be passed.
- C. ...Proposed amendments shall be constitutionally implemented and enforced by the Baal Board.

ARTICLE X – CONSTITUTIONAL ENABLING ACT**X.1 – RATIFICATION**

This constitution shall be ratified by a $\frac{3}{4}$ supermajority vote each Baal Board Retreat.

X.2 – CONSTITUTIONAL SIGNATORIES



Brielle Mailed
Co-Executive Director



Sidney Sabater
Co-Executive Director



Clyde Villacrusis
Associate Executive Director



Gabriel Ordonez
Co-Executive Advisor | Co-Founder



Kaela de Guzman
Co-Executive Advisor | Co-Founder



Alan Meyer
Fiscal Chair



Gabrielle Arreglo
Fellowship Chair



Melissa Hua
Programs Chair



Rachel Rojo
Publicity Chair