Timpuyog Organization Constitution and Bylaws

Ilokano Language and Philippine Drama & Film Program
Department of Indo-Pacific Languages and Literature
University of Hawaii at Manoa
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CONSTITUTION

Article I.
Name

Section 1. The name of this organization, established as a non-profit corporation, shall be Timpuyog.

Article II.
Motto

Section 1. The motto of our organization is as follows:

"Striving to preserve the Ilokano language, culture, and traditions in today's youth...the leaders of tomorrow."

Section 2. We, the students of the Timpuyog organization, believe in establishing a spirit of pride, emphasizing the advancement of the Ilokano language and culture, and providing opportunities for the meaningful exchanges of ideas.

Article III.
Purpose/Objectives

Section 1. The objectives of this organization are as follows:

A. To serve the needs of students of the Ilokano language and theater program and others interested in the Ilokano language and Philippine culture.
B. To promote the Ilokano language and Philippine culture in the community.
C. To instill pride in our Filipino heritage.
D. To develop leadership skills among the students.
E. To help students develop proficiency in Ilokano and awareness of Filipino traditions and values through meaningful language and cultural activities.
F. To serve the community through cultural presentations
G. To encourage Ilokano students to speak Ilokano.
H. To serve as role models for our Filipino youth.

Article IV.
Membership

Section 1. Membership into the RIO is open to current students, faculty, and staff at UH Manoa.
Section 2. Any person enrolled in any section of the Ilokano classes, IP courses under the Ilokano Language and Literature Program and/or theater is an automatic member of the Timpuyog Organization.
Section 3. Any person subscribing to the purposes of this organization may become an active member by adopting the constitution and by being introduced at a general meeting.
Section 4. Members are invited and encouraged to attend the meetings and are allowed to vote on any issue brought forth at any meeting of this organization.

Article V. Officers

Section 1. The officers of the association shall be as follows:
- President
- Vice-President of Administration
- Vice-President of Public Relations
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Sergeant at Arms (no more than 3)
- Historian (no more than 3)
- Web Administrator (no more than 2)

Article VI. Class Representatives

Section 1. Each section of the Ilokano language classes is recommended to have at least one class representative.

Section 2. The class representative shall be responsible for attending meetings as they are held, and to report back to their class the events and decisions made at the meetings.

Article VII. Meetings

Section 1. The time, date, and place of the general and officers' meetings can be decided on the start of each semester, and at each meeting. The time, date, and place of meetings may change as members are notified.

Section 2. General meetings are to be announced at least two weeks ahead and shall be held according to when it is needed and officers meetings are to be announced at least one week ahead and shall be held according to when it is needed.

Section 3. Attendance: Officers of the organization are required to be present at the meetings unless the individual has good reason that he or she is not able to attend, and has given notice to the President at least 24 hours if the officer is unable to attend the meeting, will be attending late, or will be leaving early. The officer must also find another officer to preside in his or her place and to fill the duties for that position for that specific time.

Section 4. Quorum: Any number of members of the organization and all officers (see Section 2) are required to be present at meetings in order to transact business at meetings.

Section 5. Voting: Approval of action of the organization will be by majority rule (50% plus 1 of the regular, voting members).

Section 6. Unexcused or excused absences from 3 (three) Executive Meetings shall result in removal and/or impeachment from office through the form of an official letter of resignation from the officer. For the remaining term, an officer will be appointed, from the pool of Class Representatives and must be voted in by 2/3 (two-thirds) of the Executive body.
BYLAWS

Article I.
Duties of the Officers and Class Representatives

Section 1. The President
A. Shall preside at all meetings and elections of the organization.
B. Shall represent this organization as its chief executive officer in all necessary University of Hawaii Functions.
C. Shall have the power to assign specified duties to duly authorized delegates. They shall take into consideration any input from other club members or officers before making a decision.
D. Shall take charge of securing meeting places and posting meeting notices.
E. Shall see that the intent of all the articles of the constitution are being abided by and enforced.
F. Shall maintain all copies of official records of this association.
G. Shall maintain the constitution and bylaws and all matters pertaining thereto.
H. Shall serve as a committee member for a minimum of one event/project.
I. Shall serve as a chair for a minimum of one event/project.

Section 2. The Vice-President of Administration
A. Shall be in charge of any and all matters pertaining to Registered Independent Organization (RIO) and funding with consultation with the advisors.
B. Shall oversee the duties of the Recording and Corresponding Secretaries.
C. Shall preside over meetings in the absence of the President.
D. Shall assist in any duties of the President.
E. Shall serve as a committee member for a minimum of one event/project.
F. Shall serve as a chair for a minimum of one event/project.

Section 3. The Vice-President of Public Relations
A. Shall be in charge of representing and promoting Timpuyog and its events, activities, and projects within and outside the UH system to further the organization’s growth and improvement through press release and other mediums.
B. Shall be a liaison between Timpuyog and other organizations of the University of Hawaii and outside organizations, such as but is not limited to businesses and establishments that we have direct or indirect contact and/or business with.
C. Shall serve as a committee member for a minimum of one event/project.
D. Shall serve as a chair for a minimum of one event/project.

Section 4. The Recording Secretary
A. Shall take all the minutes of all Timpuyog meetings.
B. Shall be the custodian of all records of membership.
C. Shall compile all the minutes at the end of the semester.
F. Shall serve as a committee member for a minimum of one event/project.
G. Shall serve as a chair for a minimum of one event/project.

Section 5. The Corresponding Secretary
A. Shall be in charge of all correspondence.
B. Shall be responsible for taking minutes in the absence of the recording secretary.
C. Shall assist the Vice-President of Public Relations in composing and writing letters to organizations, businesses, and establishments that we have direct and indirect contact with.
D. Shall assist in the duties of the Vice-President of Public Relations.
E. Shall serve as a committee member for a minimum of one event/project.
F. Shall serve as a chair for a minimum of one event/project.

Section 6. The Treasurer
A. Shall handle all monies of Timpuyog, unless specifically designated this responsibility for a particular project to another member in good standing.
B. Shall keep all records of all income and expenditures (i.e. reimbursements).
C. Shall prepare an auditable record of all financial transactions at each meeting and at the end of each fiscal year (semester).
D. Shall be prepared to answer any inquiries upon the request of any member of Timpuyog.
E. Shall maintain a balanced account of Timpuyog’s financial savings at all times.
F. Shall maintain a minimum carryover balance of no less than three hundred (300) dollars from one fiscal year to the next, unless it is deemed impossible, and this requirement is waived by a majority vote at the regular business meeting.
G. Shall serve as a committee member for a minimum of one event/project.
H. Shall serve as a chair for a minimum of one event/project.

Section 7. The Sergeant at Arms
A. Shall maintain inventory of all supplies and equipment used for activities and events of Timpuyog.
B. Shall take and keep records of attendance of general and officer’s meetings.
C. Shall assist the other officers in their duties.
D. Shall see that the intent of all the articles of the constitution are being abided by and enforced.
E. Shall see that order is kept at the meetings and at all other Timpuyog related events.
F. Shall serve as a committee member for a minimum of one event/project.
G. Shall serve as a chair for a minimum of one event/project.

Section 8. The Historian/s
A. Shall keep a library of videos, pictures, and other documentary of events that take place.
B. Will be able to charge a reasonable fee for copies of such documentary for the personal possession of members.
C. Shall give copies to pass on to the next generation of officers.
D. Shall be in charge of maintaining the bulletin board, photo albums, and scrapbooks.
E. Shall be responsible for collecting, editing and uploading all meeting minutes, photos, and videos taken at any and all Timpuyog events and activities.
F. Shall serve as a committee member for a minimum of one event/project.
G. Shall serve as a chair for a minimum of one event/project.

Section 9. Web Administrator/s
A. Shall update and maintain any and all Timpuyog related websites (i.e. video and photo hosting websites and the Timpuyog UH system website)
B. Shall be responsible for collecting, editing and uploading all photos and videos taken at any and all Timpuyog events and activities.
C. Shall be responsible for collecting and uploading all meeting minutes to the Timpuyog UH system website.
D. Shall be responsible for handling and maintaining all electronic devices (i.e. the portable external hard drive and the flash drive).
E. Shall serve as a committee member for a minimum of one event/project.
G. Shall serve as a chair for a minimum of one event/project.

Section 10. Class Representatives
A. Shall be responsible for relaying information to and from the meetings and their respective classes.
B. Shall serve as a committee member for two events/projects or chair one event/project along with an experienced officer.
Article II.
Events, Projects, and Activities
Section 1. Each event or activity shall have one or more (but no more than three) chair person/s to serve as main coordinator/s of planned event or activity.
Section 2. Each event or activity shall have two or more (but no more than five) committee members to carry out duties called on by the chair person/s of planned event or activity.

Article III.
Duties of the Chairs and Committee Members
Section 1. Chairs
A. Shall serve as the main coordinator of the planned event, activity or project.
B. Shall serve as the main contact person for the planned event, activity or project.
C. Shall be responsible for overseeing all matters regarding the planned event, activity or project.
D. Shall be responsible for assigning duties to the committee members and the remaining officers in the executive board for the planned event, activity or project.
E. Shall consult with the advisors of the planned event, activity or project (i.e. logistics and budget).
F. Shall submit a post activity report to the President one week after the chaired event, activity or project.
Section 2. Committee Members
A. Shall assist the Chair/s in coordinating for the planned event, activity or project.
B. Shall be responsible for overseeing aspects of the event, activity or project assigned by the Chair.

Article IV.
Term of Office
Section 1. The officers shall serve for one year (two semesters), commencing on the first day of the Fall semester of the year following the election and terminating on the last day of the Spring semester, or until their successors shall have been fully elected and installed.
Section 2. In the event, due to unforeseen circumstances, that an officer is unable to serve his/her term of office, the majority of the membership shall elect his/her successor.

Article V.
Elections
Section 1. The members shall elect the officers in in-class elections in the form of ballots during the last term (Spring semester) of the current officers.

Article VI.
Resignation and Impeachments
Section 1. Any member holding office that wishes to resign from his or her position must do so verbally in the presence of the other officers and members. He or she should also put the resignation into writing to be given to the Recording secretary.
Section 2. Any officer or active member of the organization may propose to impeach an officer or representative. The member should bring reasons for impeachment to the councils' attention.
Section 3. Process for Resignation: Council should fill the vacant position within two weeks of the verbal resignation. This may be done by holding a general election including nominations, or may be appointed by the President of Timpuyog with the approval of the council.

Section 4. Process for Impeachment:
   1. Council shall notify the officer of his or her impeachment verbally and in writing simultaneously in an officers’ meeting where council state the concerns of the members.
   2. Impeachment is effective immediately. The vacant position shall then be filled temporarily by an appointed officer, and should be filled permanently within two weeks of the impeachment either by general elections or appointment by the President with the approval of the council.

Article VII.
Project Proposals

Section 1. Any member who wishes to take on a project (fund-raising, social event, etc.) may do so by filling and completing a Timpuyog Project Plan. A copy of the project plan must be given to the Secretary for the records, to be discussed with the other officers, and proposed at the Executive Meetings.

Article VIII.
Finance

Section 1. Timpuyog may participate in fund-raising activities in order to provide funds for operating costs.

Article IX.
Executive Board Meetings: Order of Business

1. Call to Order
2. President’s Opening Remarks
3. Approval of Minutes
4. Officer and Class Representative Protocol
5. Officer Reports (as needed)
   a. Vice President of Administration (Funding and all other matters regarding Registered Independent Organization (RIO) matters)
   b. Vice President of Public Relations (All matters regarding public relations)
   c. Corresponding Secretary (Listerv and all matters regarding mass email to the student body)
   d. Treasurer (All matters regarding financial issues and concerns)
   e. Historian (All matters regarding issues involving the bulletin board, photo albums, scrapbooks and fees solicited from sales of documentaries for personal use.
   f. Web Administrator (All matters regarding the Timpuyog website and all other forms of digital and electronic media hosting/archive)
6. Old Business (i.e. information and chair/committee reports on old/completed or unfinished events, projects, and activities)
7. New Business (i.e. announcements or information and chair/committee reports on events, projects, and activities)
8. Miscellaneous
9. Closing
   a. Feedback
   b. Closing remarks
   c. Scheduling of the Next Meeting
10. Adjournment

Article X
Amendments

Section 1. Amendments must be proposed at meetings, in writing to the officers. Action on any proposed amendments shall take place only during the course of the meeting.

Section 2. If amendment is adopted, the Corresponding Secretary shall notify the Campus Center Board not more than three (3) weeks after the meeting at which the action took place.