

# Filipino Intercollegiate Networking Dialogue, Incorporated

## [FIND, Inc.]

### Constitution

#### **ARTICLE I – NAME**

The name of this organization shall be known as the “Filipino Intercollegiate Networking Dialogue, Incorporated,” which hereafter shall be referred to as “FIND, Inc.”

#### **ARTICLE II – MISSION STATEMENT**

The purpose of FIND, Inc. shall be to promote unity and cooperation of Filipino students and those interested in the Filipino culture at colleges, universities, vocational, and technical schools, or any other institutions of higher education.

The goals of FIND, Inc. shall be:

- To offer a channel for dialogue, critical thinking, and action
- To promote and preserve the Filipino and Filipino-American culture, history, and heritage
- To further awareness of issues pertinent to the Filipino and Filipino-American community
- To act as a catalyst to help Filipino and Filipino-American organizations reach their goals

#### **ARTICLE III – MEMBERSHIP**

Section 1. General Membership. This organization shall not discriminate on the basis of gender, race, color, creed, handicap, sexual orientation, or national or ethnic origin. There shall be two categories of FIND, Inc. members:

- 1.1 Category 1 – Any official organization at an institute of higher education that chooses to participate with FIND, Inc.
- 1.2 Category 2 – An organization at an institution of higher education not recognized as a member of FIND, Inc. that chooses to participate in FIND, Inc. They shall be referred to as District Z.

Section 2. Annual Dues. Active vs. Non-Active **Organizations**. Dues must be paid to the FIND, Inc. Treasury in order to become an active member.

- 2.1 Category 1 organizations shall be considered active upon payment of their yearly due as well as within the discretion within their district.
- 2.2 Category 2
  - 2.2.1 Organizations shall be active if their respective organization has paid its yearly dues to FIND, Inc.

### Section 3. DUES FOR THE NETWORK

#### 3.1 Explanation of Dues

3.1.1 Each Category 1 organization shall pay an amount decided upon by the current Hanapin that takes into account the growing needs of FIND, Inc.

3.1.2 Each Category 2 organization shall pay a percentage of Category 1 organization dues voted upon by Hanapin.

3.1.3 Member schools who have not paid their dues may still participate in all FIND, Inc. activities until payment is collected.

### Section 4. Suggested Privileges Granted to Active Members

- Free FIND, Inc. Directory
- Discounted prices for Dialogues and Conferences
- National Recognition
- Potential to Host FIND, Inc Events.
- Representation for your school in the Board of National Directors
- Benefit from FIND, Inc. Initiatives
- Connection through the Alumni Network

## ARTICLE IV – STRUCTURE OF ORGANIZATION

### Section 1. District

Section 1.1. Definition. A district shall be defined as an area or region, wherein Category 1 and/or Category 2 members foster communication and interaction at proximal institutions of higher education. A district shall be determined by representatives of FIND, Inc. and shall be given the certain rights and responsibilities below.

Section 1.2. There shall be **eight** charter districts automatically granted the rights listed in Article III Section 4 - Suggested Privileges.

The seven charter districts are as follows:

- District I: Maine, New Hampshire, Rhode Island, and Greater Boston
- District II: Vermont, Western Massachusetts, and Connecticut
- District III: New York City, Long Island, and Northern New Jersey
- District IV: All of Upstate New York to North of Metropolitan New York City
- District V: Southern New Jersey, Pennsylvania, and Delaware
- District VI: Maryland, Washington DC, and Northern Virginia
- District VII: Central and Southern Virginia, and North Carolina
- **District VIII: Georgia and Florida**

### Section 1.3. District Requirements

#### 1.3.1. Have a District Executive Board

1.3.1.1 The District Executive board must hold a minimum of one (1) meeting per quarter to organize activities and communicate ideas

1.3.1.2 In the instance the District doesn't have a District Executive board they must have a minimum of 1 National Director that will act as a replacement until an Executive Board is elected in

1.3.1.3 A District must have a minimum of 3 Member School Organizations to be considered a district and hold representation on HANAPIN.

1.3.1.3.1. Any Organization within the boundaries of an inactive district may join a neighboring district to maintain membership within FIND, Inc.

1.3.1.4 In the instance that a District does not meet the 3 member school caveat, then the incumbent National Executive Board shall be responsible for fostering growth, communication and expansion within said district's boundaries.

#### 1.3.2. Have a District Constitution

1.3.3. Submit to the representatives of FIND, Inc. a list of officers and membership

1.3.4. Strive to reach FIND, Inc.'s goals

### Section 1.4. Rights. Each district may, unless otherwise specified by the representatives of FIND, Inc:

1.4.1. Have a minimum of two (2) seats on FIND, Inc. Board

1.4.2. Host meetings, dialogues, conferences, and leadership summits

1.4.2.1 Conduct of Business Hanapin shall conduct business of FIND, Inc. in person, electronically, telephone, or by mail.

1.4.3 Sponsor events using FIND, Inc.'s name with approval from the National Directors of their respective district.

1.4.4 Request financial assistance from the FIND, Inc. Treasury with approval from the Board of Directors

1.4.5. Have a section in the FIND, Inc. Newsletter and other print publications

1.4.6. Creating a New District. A group of organizations and individuals in the areas outside of the recognized districts may request to become a district by following the procedure below.

1.4.6.1 The proposed district must provide documentation:

- Illustrating the geographic boundaries
- Outlining recent and proposed activities
- Listing organizations and individuals represented

### Section 1.5. District Z.

1.5.1. District Z shall be defined as the grouping of organizations and individuals not recognized as members of FIND, Inc.

1.5.2. District Z shall not hold the rights outlined in Section 1.3, however are entitled to

information regarding FIND, Inc. and attendance of FIND, Inc. sponsored events.

## Section 2. National Board

Section 2.1. Definition. The governing body of FIND, Inc. shall be composed of representatives, known as National Directors, from each recognized district. The governing body shall be referred to hereafter as HANAPIN.

2.1.1 The term of office shall begin from June to June or from January to January

Section 2.2. Responsibilities. Hanapin shall be responsible for:

- Maintaining communication and cooperation among the districts
- Choosing sites for and assisting in implementation of FIND, Inc. sponsored events
- Overseeing the finances, raising or lowering yearly dues.
- Listening to requests for assistance from FIND, Inc. members and responding to these requests to the best of its ability

Section 2.3. Representation. The number of representatives from each recognized district elected to Hanapin shall be determined through a tiered system using an organization at an institution of higher education as a unit of measurement. For every 7 schools after the required amount of 3, there will be an allowance of one additional director, up until the 5th National Director. Using this measurement, a district shall be represented on Hanapin as follows:

- Each recognized district shall have a base of two (2) representative, known as a National Director, to Hanapin
- Representation will be added for the relative size of each recognized district depending on the aforementioned unit of measurement
- District Z shall have no representation on Hanapin

## Section 2.4. Executive Board

Section 2.4.1 Definition The elected officials of FIND, Inc. will be known Executive Board.

2.4.1.1. Chairperson – The chairperson shall be the official representative of the organization. The chairperson is responsible for the overall vision and direction for FIND, Inc. The chairperson shall provide an agenda prior to each meeting. In addition, the chairperson shall act as a secondary financial officer, who is required to be the co- signer of any checks. The chairperson, in consensus with the vice-chairperson, has the power to cancel a meeting if it is foreseen that sufficient quorum will not be met. ---- any other sources of media, and any other organizations.

2.4.1.2 Internal Vice Chair - The internal vice chairperson shall be the co-subordinate to the chairperson in their absence. The responsibilities should facilitate the internal maintenance of the organization ensuring that the current Hanapin functions in compliance to the constitution. internal vice-chairperson shall be in charge of maintaining the general climate of the national board as well as the directors. The internal vice-chairperson shall also host annual or

semesterly one on ones with the national team and directors to evaluate the climate of the organization as a whole.

2.4.1.3. External Vice Chair - The external vice chairperson shall be the co-subordinate to the chairperson in their absence. The responsibilities should facilitate the external maintenance of the organization ensuring that consistent programming be hosted and held every year. The external vice-chairperson shall maintain working relationships with all of the districts, initiatives and external organizations.

2.4.1.4. Treasurer – The treasurer shall keep a detailed record of all monies of the organization, shall have a financial report readily available, and oversee the collection of any dues or donations. The treasurer will administer all financial transactions and shall be the co-signer of checks along with the chairperson.

2.4.1.5. Secretary – The secretary shall take all minutes and attendance of all meetings. The secretary will publish prior meeting minutes for approval at each Hanapin meeting. The secretary will also be responsible for compiling all documents of FIND into online archiving systems, which entails securing and maintaining copies of all documents on-hand.

2.4.1.6 Public Relations Officer(s) (PRO's) – The PRO('s) shall also act as an official representatives of the organization. The PRO's are also responsible for the assistance in the promotion of FIND, Inc. The PRO('s) are also responsible for the maintenance of the organization's website and social media. PRO(s) shall produce newsletters to be distributed at dialogue and/or conference. They will also produce other print documents as needed.

## Section 2.5. Election of Executive Board Officers.

2.5.1. In June, officers must be elected from within the incoming Hanapin itself by a majority vote.

### 2.5.2. Procedure for Nominations

2.5.2.1. Nominations for elections shall be held near the end of the spring semester prior to the end of the previous June-June term as determined by Hanapin.

2.5.2.2.

2.5.2.3. The nomination has to be seconded by a National Director currently serving on Hanapin.

2.5.2.4. The candidate nominated must be present at the meeting to accept, pend, or respectfully decline the nomination. Virtual presence may be accepted at the discretion

of the current executive board.

2.5.2.5. A candidate cannot accept nomination for more than two positions.

### 2.5.3. Procedure for Elections

2.5.3.1. Elections shall be held at the last meeting of the Spring semester as determined by Hanapin.

- 2.5.3.2. The outgoing Hanapin shall oversee the election process, and its tenure shall end when the new Hanapin and its officers are in place without dispute.
- 2.5.3.3. The order of Elections shall start with the position of Publications Editor, commencing with Chairperson.
- 2.5.3.4. Elections shall be held by vote with at least one voting National Director per district in the absence of the nominees, chairperson abstaining.
- 2.5.3.5. A simple majority decides election results.

## Section 2.6. Impeachment, Resignation, and Replacement of Hanapin.

### 2.6.1 Grounds for Impeachment

2.6.1.1. A National Director may be impeached if his/her actions are detrimental to the goals and functions of FIND, Inc.

2.6.1.1.1. All charges must be presented with the date and written proof of attempted contact.

2.6.1.2. Misuse or misrepresentation of the FIND, Inc. name or of monies and funds raised.

2.6.1.3. A list of charges against a National Director (officer or not), signed by two-thirds of Hanapin, must be formally submitted to the chairperson.

2.6.1.4. The chairperson must then call for impeachment hearings, preventing the National Director in question from exercising all powers and voting rights pending the outcome of the hearings.

2.6.1.5 Excessive unexcused absences of 3 or more OH's/Physical meetings shall be grounds for impeachment.

### 2.6.2. Resignation Procedures

2.6.2.1. Any member of the Executive Board who wishes to resign from their respective position must send in a formal letter of resignation to the Chairperson. The Chairperson must then present the letter to Hanapin and the Advisory Board. Upon review of the letter of resignation, the Executive Board will then sign the letter and resignation will be effective immediately.

2.6.2.2. Resignation of the Chairperson - A letter of resignation of the current Chairperson will be submitted to the Internal or External Vice Chairperson. Either the Internal or External Vice Chairperson must then present the letter to Hanapin and the Advisory Board. Upon review of the letter of resignation, the Executive Board will sign the letter and resignation will be effective immediately.

2.6.2.3. Any member of Hanapin who wishes to resign as National Director must send in a formal letter of resignation to the Chairperson. The Chairperson must then present the letter to Hanapin and the Advisory Board. Upon review of the letter of resignation, the Executive Board will then sign the letter and resignation will be effective immediately.

### 2.6.3. Replacement

2.6.3.1. Vacancies - Any vacancy occurring as a result of the impeachment, resignation, or other cause of any executive officer of FIND, Inc., unless

otherwise provided in this Constitution, shall be filled by appointment subject to approval of Hanapin via majority vote, chairperson abstaining.

2.6.3.2. Upon the impeachment or resignation of a District's National Director where a complete vacancy occurs, it is up to the current National Directors to appoint a new ND, otherwise, the most senior National Director Proxy from that district will take office as the district's new ND.

2.6.3.2.1. In the event that there is no Proxy for said district, it is the responsibility of the district's executive board to choose a new National Director to represent the district on Hanapin. If there is no Executive Board, the National Executive Board must find someone from person within the organization.

#### Section 2.7. Meetings.

2.7.1. In order to conduct a National Meeting, Hanapin shall meet quorum. Quorum is defined as half the total amount of National Directors plus one National Director.

2.7.2. A motion shall pass by majority vote, which is defined as 50% of the votes plus 1.

#### 2.7.3. Meetings

2.7.3.1. Hanapin shall have a mandatory in-person meeting once a month at the discretion of Hanapin.

2.7.3.2. Hanapin shall have bi-weekly virtual meeting Office Hours at the discretion of the current Hanapin

2.7.3.3. Executive Board of Hanapin shall meet at the discretion of the current Executive Board

### **ARTICLE VI - CONSIDERATIONS FOR FIND,Inc. EVENTS AND HANAPIN MEETINGS**

When Hanapin meets to choose a site for a FIND In, Event or physical meeting, the following considerations should be discussed:

Section 1. The purpose of national events are to maintain the momentum of the network through the fall, but spring conferences are seen as the culmination of a year of FIND, Inc. Hanapin's tenure begins in the summer between the past spring conference and the preceding fall dialogue. The following is a model format:

- A dialogue lasts one Saturday; a conference runs from Friday to Sunday.
- A dialogue focuses on student led-discussions; a conference focuses on professionally-based workshops led by guest speakers
- Leadership Summits are constructed towards development of District Executive Boards.

Section 2. When choosing a site for FIND Events, Hanapin should rotate the location among districts. Hanapin must also consider the quality of a district's proposal and the selected campus' ability to comfortably accommodate the FIND, Inc. assembly. It is suggested that a full run-through of facilities of the host campus take place no later than a month prior to a conference/dialogue/leadership summit.

Section 3. If a host campus charges registration fees for FIND Events, an agreement must be reached upon acceptance of the bid between Hanapin, the host district, and the host campus regarding the division of the financial outcome. Since FIND, Inc. facilitates the planning, it is suggested that no less than thirty percent of any profits gained from registration fees and/or conference-related activities shall go directly to the treasury of FIND, Inc.

Section 4. When setting a schedule for the meetings of Hanapin, it is strongly recommended that no more than two shall take place in the same district within the same year. Moreover, there should be an equal number of meetings between the northern and southern halves of the network. It is also intended that a transition meeting shall take place in July between the outgoing and incoming Hanapin.

## **ARTICLE VII-MEMBERSHIP**

Section 1 Board of Directors These 3 individuals are responsible for handling the financial, legal, and logistical statuses of FIND, Inc. In addition to acting as advisors, they shall be granted all rights and privileges, including the right to vote on matters pertaining to FIND, Inc.

### Section 2 Executive Officers

2.1 In order to hold office, all executive board officers, regionally and nationally, must be a part of an organization that is a FIND, Inc. member.

### Section 3 Advisory Board

The Advisory Board consists of former National Directors that provide help and guidance to current Hanapin members and shall be known as Alumni Advisors of FIND, Inc.

3.1 An Active Hanapin representative may become an Alumni Advisor upon successful graduation of his/her member school as long as the member has remained in good faith and standing with FIND, Inc.

3.2 Alumni who wish to apply for the FIND, Inc. Advisory board must submit a letter of intent to the current Executive Board of FIND.

3.2.1 Executive Board will review letter of intent with current HANAPIN and will be passed by majority vote, chairperson abstaining.

3.2.2 HANAPIN will submit alumni advisor candidates to the Board of Directors. BoD has final say on determining Advisory Board members.

3.3 Advisory Board members may sit in at meetings, and are entitled to all privileges, but have no right to vote on any matters.

3.4 Advisory Board will hold a two year term with a 1 year mid-evaluation by Current Executive Board and/or the Board of Directors.

3.4.1 Any Advisory Board member may hold the position of Alumni Advisors for a maximum of two terms.

3.5 Advisory Board are required to attend a minimum of 2 meetings per semester.

3.6 Advisory Board are required to do quarterly check-ins with Hanapin.

### Section 4 Friends of Hanapin



4.1. Definition A Friend of Hanapin is a member of the community, either encompassing or not encompassing the geographic boundaries of FIND, Inc., who assisted the good and welfare of FIND, Inc.

4.2. Friends of Hanapin shall be granted all rights and privileges, however they will have no right to vote.

## **ARTICLE VIII-RIGHT TO VOTE**

National Directors entitled to vote may cast one vote upon matters properly brought before FIND, Inc.

Section 1 Voting and Approval Approval of formal documentation and media is to take place via majority vote among Hanapin.

1.1 The chairperson, on all matters requiring a vote, must abstain.

1.2 Vote by Proxy: At any meeting of the National Directors, each such National Director shall be entitled to vote by proxy, providing that the proxy is qualified and appointed by the proxy's district. The proxy shall be limited to the matters specifically stated in the agenda and may be withdrawn should the member attend the noticed meeting, and in any event shall expire at the adjournment of said meeting.

## **ARTICLE IX-GOVERNANCE**

Section 1 Members The National Directors shall retain and have the ultimate authority for the governance of FIND, Inc. and may delegate to Hanapin, the Board of Directors, or agents of FIND, Inc. such powers and duties as deemed appropriate. The National Directors, without limiting any of its general or specific prerogatives, specifically reserve the right to amend this Constitution.

Section 2 Powers Hanapin shall have all powers to manage affairs of FIND, Inc, including, but not limited to, the recommendation of such staff necessary to carry out the business of FIND, Inc. It shall be vested with the general oversight and management of Filipino Intercollegiate Networking Dialogue, Inc. Without limiting the foregoing, the National Directors shall supervise all funds, approve all budgets, and approve all official documents and media representative of FIND, Inc., including those of committees and divisions.

## **ARTICLE X- PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of FIND, Inc. in all cases to which they are consistent with this Constitution and any special rules of order that FIND, Inc. may adopt in conjunction with the Board of Directors, and approval of Hanapin.

## **ARTICLE XI-DISSOLUTION**

Section 1 Dissolution In the event of dissolution, consolidation, or other liquidation, the assets of FIND, Inc. shall be returned to their rightful owner.

Section 2 Liabilities All overdue liabilities and obligations of FIND, Inc. from events shall be paid and discharged, or adequate provisions made according to law.

Section 3 Assets Held Assets held by FIND, Inc. upon condition requiring return,

transfer or conveyance, which condition occurs by reason of the conditions enumerated in this Article, shall be returned, transferred, or conveyed in accordance with such requirements.

Signed and amended with the approval of FIND, Inc's 2018-2019 National Board

Janrei Villavicencio, National Chairperson  
Christian Marquez, National External Vice Chair  
Anthony Maglaqui, National Internal Vice Chair  
Erik Cortes, National Treasurer  
Mirissa Smith, National Secretary  
Chris Cody Carlos, National Co-Public Relations Officer  
Isabelle Carrillo, National Co-Public Relations Officer

HANAPIN 2018-2019