

HAFE - Constitution and By-Laws

CONSTITUTION AND BY-LAWS OF THE HAWAII ASSOCIATION OF FILIPINO EDUCATORS (HAFE)

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ARTICLE I - Name

Section 1. The name of this organization shall be the **Hawaii Association of Filipino Educators (HAFE).**

Section 2. The official color and seal of the Association shall be circular, with a white background and green print HAFE, Founded on May 7, 2022. At the center shall be an image of people and a book, symbolizing the organization's commitment to education and community.

Section 3. The association was conceptualized in 2020 and founded on May 7, 2022. The approval for conversion as a non-profit organization was on November 30, 2022.

Section 3. The official motto of the Association shall be "*Building Stronger Communities through Education.*"

ARTICLE II - Purpose

Section 1. The purpose of the Hawaii Association of Filipino Educators (HAFE) shall be to provide professional support to all Filipino educators and researchers in Hawaii.

Section 2. HAFE seeks to strengthen the relationships between Filipino teachers and the Filipino community in Hawaii.

Section 3. HAFE aims to foster and promote Filipino values and culture among its members and the broader community.

Section 4. HAFE will provide linkages among schools, other institutions, and the community to enhance the educational experiences and outcomes of Filipino students in Hawaii.

Section 5. HAFE will assist Filipino educators and researchers in their professional growth and development.

ARTICLE III - Membership

Section 1. Membership in the Association shall be open to all Filipino educators and researchers in Hawaii recommended or referred by an active existing HAFE member.

Section 2. Membership shall become effective upon payment of an annual membership fee of $20.00 every January.

Section 3. Membership shall be continuous upon payment of the annual membership fee.

Section 4. The membership fees shall be used for the general operating expenses of the Association, as determined by the executive committee.

Section 5. All members in good standing are eligible to vote, hold office, and receive services provided by the Association. Members are classified to be in good standing if they meet the following requirements:

a. Pay the $20.00 membership fee.
b. Attend meetings regularly or at least four (4) meetings in a year.
c. Attend the association's activities and events. At least 50% of the activities and events.
d. Adhere to the guidelines of the organization.

Section 6. Members are encouraged to participate in all activities of the Association actively. Attend meetings regularly or at least four (4) meetings annually and attend the association's activities and events. At least 50% of the activities and events.

Section 7. Members may make an exceptional voluntary contribution of $20.00 or any amount whenever appropriate for the registered members of the Mutual Death Assistance program.

Section 8. Affiliate Membership. Individuals who have made substantial contributions to the organization, despite not being educators, are eligible for affiliate membership. Affiliate members are required to complete the registration process and pay a registration fee comparable to that of regular members. While they will receive equivalent privileges and benefits, it's important to note that affiliate members will be categorized as non-voting members.

Section 9. Lifetime Membership
Lifetime membership is awarded to active members who have demonstrated exceptional commitment to the organization. Nominations for lifetime membership may be submitted by fellow members or the board of directors. Lifetime members are exempt from future membership dues and retain full voting rights, fostering long-term engagement and a sense of belonging. This membership not only strengthens member loyalty but also provides opportunities for mentorship and a stable income source for the organization, with a one-time fee of $250. The criteria and

process for awarding lifetime memberships will be reviewed periodically to ensure alignment with the organization's evolving needs.

ARTICLE IV - Officers and Advisory Board Members

Section 1. The officers of the Association shall consist of a President, Vice-president, Secretary, Treasurer, Auditor, Public Relations Officer, and Committee chairs, including Professional Support Committee Chair, Community Engagement Chair, Cultural Enhancement Committee Chair, Membership Committee Chair, Events Committee Chair, Oahu Representative, Maui Representative, and Advisory Board.

Section 2. Officers of the Association shall be elected in the manner prescribed in the by-laws of the Association.

Section 3. The executive committee shall appoint an Election Committee to conduct and oversee the election rules and procedures.

Section 4. The bonafide members shall elect all officers for two years. They shall take an oath of office and shall hold office immediately.

Section 5. No officer shall serve their office for more than two successive terms.

Section 6. Officers shall be active bonafide members of the Association for at least one year before their election. They shall maintain their membership in good standing during their term of office.

Section 7. The Advisory Board shall consist of at least five (5) but not more than ten (10) members who shall have been members of the Association for at least one (1) year before their appointment.

Section 8. Elections shall be held every two years and be conducted in the first week of December.

HAFE Officers (2022-2024)

President: Francis Dumanig, Ph.D.
Vice President: Norman Arancon, Ph.D.
Secretary: Celia Bardwell-Jones, Ph.D.
Treasurer: Ms. May Richard and Sydney Villegas, Ph.D.
Auditor: Ms. Julita Hara
Press Relation Officer: Ms. Diwa Conner
Professional Support Committee Chair: Mr. Romel Badilla
Community Engagement Chair: Ms. Shelly Badua
Cultural Enhancement Committee Chair: Chester Dabalos, Ph.D.
Membership Committee Chair: Angel Acebes-Doria, Ph.D.
Events Committee Chair: Francis Dumanig, Ph.D.

Oahu Representative: Jayson Parba, Ph.D.
Maui Representative: Sydney Villegas, Ph.D.

Advisors:

1. Dr. Barbara Arthurs
2. Dr. Rachel Solemsaas
3. Mr. Pliny Arenas
4. Ms. Jenny Dabalos
5. Ms. Linda Bernardo
6. Dr. Norman Arancon
7. Mr. Christian Atalig
8. Ms. Jane Clement
9. Dr. Patricia Halagao
10. Dr. Jennifer Padua

ARTICLE V - Duties and Responsibilities

Section 1. The President shall:

a. Preside over all meetings and ensure that they start and end on time.
b. Serve as the liaison between the advisors and the members.
c. Participate in the planning and implementation of the Induction Ceremony.

Section 2. The Vice President shall:

a. Assume the duties of the President in case of the President's absence.
b. Assist the President in conducting meetings and maintaining order.
c. Take attendance at meetings and keep records of member participation.
d. Collaborate with the President to organize activities, fundraisers, and projects.
e. Oversee community service opportunities for the group and individual members and maintain records of each member's participation.

Section 3. The Secretary shall:

a. Assume the duties of the Vice President in case of the Vice President's absence.
b. Type up minutes of each meeting, submit them to the advisors for approval, and distribute copies to all members.
c. Oversee the creation of posters for events, fundraisers, and activities.
d. Be responsible for written correspondence.
e. Keep complete records of the association's proceedings and turn them over to the incoming Secretary at the end of the term. Maintain a permanent file of association records for each year.

Section 4. The Treasurer shall:

a. Receive all funds belonging to the association, pay out the same orders when notified by the chairman, keep an itemized account of receipts and expenditures, and present a written report during the regular assembly meeting.
b. Serve as co-chairperson of the Mutual Death Assistance Program.

Section 5. The Auditor shall:

a. Examine the association's financial reports and accounting records and compare the charges with the vouchers, verify balance sheets and income items, and state the results.
b. Keep a copy of the annual financial report of the association.
c. Serve as the chairman of the Auditing Committee.

Section 6. The Press Relation Officer shall:

a. Furnish articles for news media pertaining to the affairs of the association.
b. Serve as chairperson of the Public Relations Committee.
c. Be responsible for publishing the association's official newsletter in print or electronic format.

Section 7. Each Committee Chair shall:

a. Preside over their respective committees regarding plans, programs, and projects in accordance with the Professional Development Committee.
b. Submit a plan of action during regular meetings.

Section 8. The Advisory Board shall:

a. Attend meetings regularly and contribute their expertise to current and future plans and works of the association.

ARTICLE VI - The Executive Committee

Section 1. The Executive Committee shall consist of the officers and members of the advisory board of the association.

Section 2. The Executive Committee shall have the power to:

a. Create plans, programs, and projects necessary for the general purpose of the Association.
b. Establish implementing rules, orders, memorandums, and regulations pursuant to the implementation of the plans, programs, and projects of the association.

Section 3. The members of the Executive Committee shall:

a. Oversee the functions of all standing, ad hoc, and special programs and committees.
b. Review and approve the recommendations made by the Committee Chairs.

4. The members of the executive committee shall oversee the functions of all standing, ad hoc, and special programs and committees.

Section 5. If an officer, or member of the advisory board is deemed to have been grossly negligent in fulfilling their duties and responsibilities as defined by the by-laws or is incapacitated, the executive committee may recommend to the association that the position be declared vacant. Before any such recommendation, the individual in question must be given due process before the executive board. If the executive committee determines that the position should be declared vacant, a two-thirds (2/3) majority vote is required to appoint an officer-in-charge in their place.

ARTICLE VII - Fiscal Year

The fiscal year of this association shall run from December 1st to November 31st.

ARTICLE VIII - Authority

Section 1. Robert's Rules of Order shall serve as the parliamentary authority for the Association regarding all questions on rules and procedures not covered by the constitution and by-laws, as well as any standing rules adopted by the association.

ARTICLE IX – Ratification

Section I. This constitution shall be ratified by an affirmative vote of two-thirds (2/3) of the members present for such purpose and shall take effect immediately after its ratification.