

CONSTITUTION AND BY-LAWS

of the

MARINDUQUE INTERNATIONAL, INC.

(Third Revision, 2003)

Preparation of Manuscript

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Editing & Printing

Marinduque International Inc.
Organizational Chart

1a

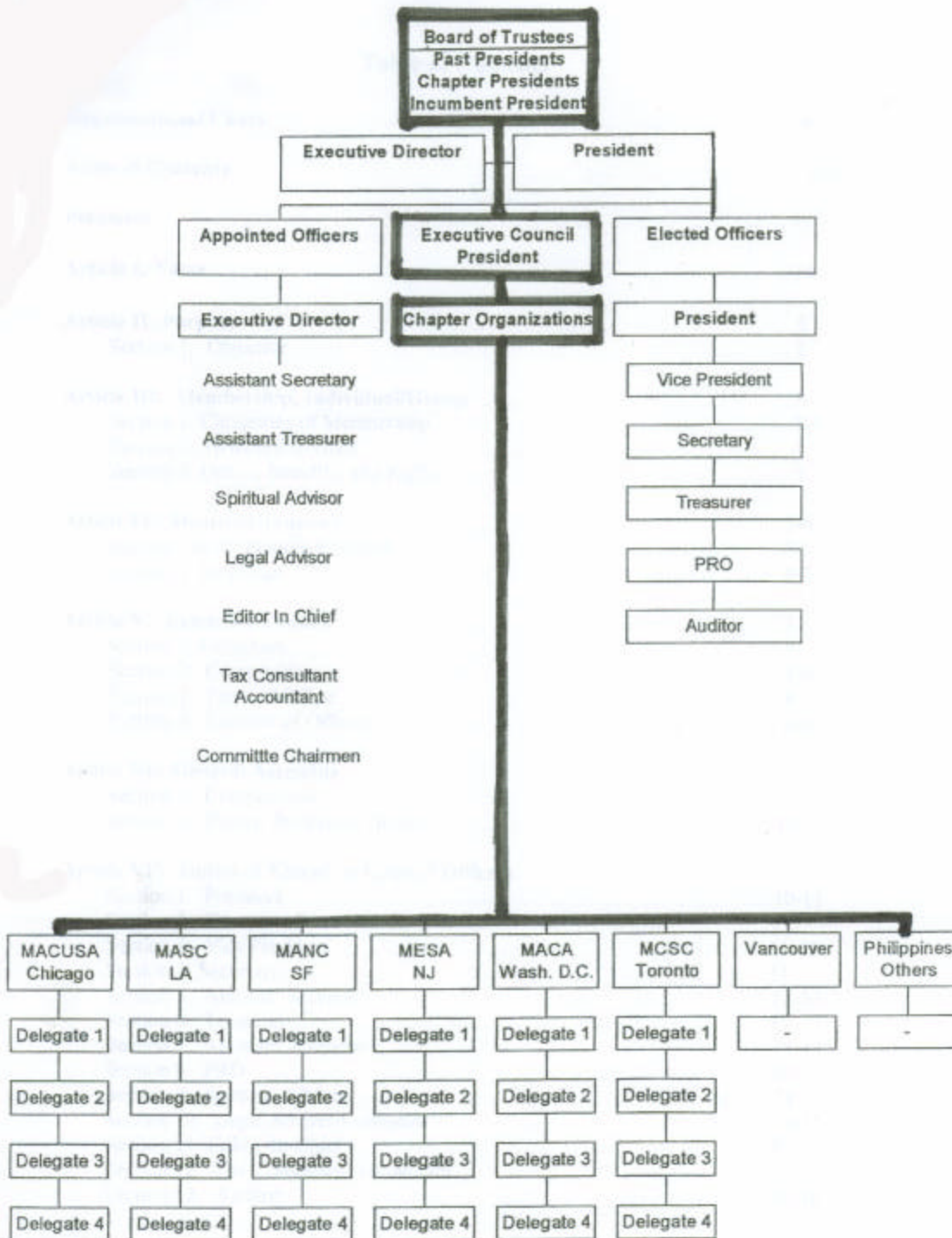


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MARINDUQUE INTERNATIONAL, INC.

CONSTITUTION AND BYLAWS

P R E A M B L E

We, the members of the Marinduque International, Inc., imploring the aid of God Almighty; in order to protect, preserve and promote our common interest and welfare; uphold our noble tradition and cultural heritage; engage in humanitarian projects; foster unity, friendship and camaraderie; do hereby promulgate and ordain this Constitution and By Laws.

ARTICLE I: NAME

The name of this organization is MARINDUQUE INTERNATIONAL, INC. (shall be shown as MI, Inc.). The principal office shall be located at the Washington, D.C. area; and/or in such a place designated by the Board of Trustees.

ARTICLE II : PURPOSES

The Marinduque International, Inc. shall be a non-profit, tax-exempt organization. Its goal and resources shall support programs that promote professional excellence, uphold and maintain the idealism of Filipino-American culture.

Section 1: Objectives

- A. To promote friendship, camaraderie, and fellowship among its members.
- B. To coordinate, unify and work with the various Chapter Organizations of Marinduquenos in the United States of America, Canada, Philippines and other countries of the world
- C. To organize, sponsor and undertake humanitarian projects; i.e. “Mission of Love” projects for the People and Province of Marinduque.
- D. To undertake fund-raising campaigns to support and finance the various program of activities of the MI, Inc.
- E. To create and periodically update the directory of the Marinduquenos in the USA, Canada, and members around the world.
- F. To utilize the talents, expertise and resources of its members in the planning and implementation of the noble objectives and activities of the MI, Inc.

ARTICLE III : MEMBERSHIP

A. **INDIVIDUAL** – Any person whose roots hail from Marinduque; either by birth, consanguinity, or affinity.

B. **GROUP OR CHAPTER ORGANIZATIONS**

1. Existing or newly formed organizations of Marinduquenos in various cities of the United States, Canada, the Philippines, and Marinduquenos in various countries of the world, duly registered as a corporation in their country of residence. There are seven (7) chapter organizations in the United States and Canada; namely,

MACUSA -- Marinduque Association of Chicago, USA, Chicago, IL

MASC -- Marinduque Assoc. of Southern California, Los Angeles, CA

MANC -- Marinduque Assoc. of Northern California, San Francisco, CA

MESA – Marinduque Eastern Seaboard Association, New Jersey

MACA – Marinduque Assoc. of Capital Area, Washington, D.C.

MCSC – Marinduque Cultural Society of Canada, Toronto

Vancouver – Marinduque Association of Vancouver, Canada

2. New Chapter Organizations may be formed if they have 25 members or more

Section 1: Categories of Membership

(a) Active Member – Any individual who has paid his/her annual or lifetime dues and is actively participating in the activities of the association.

- (b) Auxiliary Member - Any individual of Philippine descent but not from Marinduque who is very active in supporting and participating in the various activities of the MI, Inc. He/She shall be nominated by the Executive Council and approved by the Board of Trustees.
- (c) Honorary Member - Any individual who has rendered service of high distinction and/or received meritorious award in the performance of his/her projects that benefit the MI, Inc. and/or the province of Marinduque. Acceptance to this category of membership is subject to the recommendation of the Executive Council and approval of the Board of Trustees.

Section 2: Membership Dues

- (a) Annual membership dues (individual) -----\$ 10.00
- (b) Chapter Organization dues ----\$1.00/member or a maximum of \$200.00/year.
- (c) Auxiliary and honorary members shall not pay dues or have voting privileges
- (d) Membership dues may be changed by the Executive Council with the approval of the Board of Trustees.
- (e) Membership dues shall be payable at the beginning of each fiscal year
- (f) Life Membership dues \$ 250.00.
- (g) Annual dues shall be determined by the Board of Trustees and shall be collected at the start of the fiscal year.
- (h) Voting rights and election to an office may be suspended for non-payment of dues

Section 3: Duties, Benefits, and Rights of Members

- (a) A member shall participate in the projects, meetings, and activities of the organizations.
- (b) Any member or Chapter Organization may inquire into the activities of the Executive Council and the Board of Trustees pertinent to the proper disbursement of funds and other matters affecting the tax-exempt status and charitable projects undertaken by the MI, Inc.
- (c) Each Chapter Organization shall be entitled to representation in the General Assembly through its Delegates.
- (d) Each Chapter Organization shall include the MI, Inc. seal on the upper right hand corner of their stationery.
- (e) Members shall not violate the provision of the tax-exempt or non-profit status of the MI, Inc.
- (f) Compensation: The MI, Inc. shall not pay compensation or salary to members for services rendered to the Association. However, the Board of Trustees may grant reimbursement, in reasonable amounts, for expenses incurred in the performance of special projects approved by the Executive Council and Board of Trustees.

Section 4: Termination of Membership

- (a) Any member may have his/her membership revoked/terminated for serious misconduct detrimental to the welfare and integrity of the MI, Inc. Her/she shall be given the right to appeal such decision before the Executive Council.

ARTICLE IV: BOARD OF TRUSTEES

The Board of Trustees is composed of the Incumbent President of the MI, Inc., the Presidents of the Chapter Organizations and past Presidents of the MI, Inc. The Immediate-Past President will serve as Chairman and Presiding Officer during meetings of the Board of Trustees.

Section 1: Powers and Duties of the Board of Trustees

The Board of Trustees shall set the policies and procedures of the MI, Inc.; set and approve the budget and projects submitted by the Executive Council; and see to it that the activities of the Association conform with the requirements of its tax-exempt or non-profit status.

Section 2: Other Duties of the Board of Trustees

- a) Shall comply with the duties and requirements specified or implied in all other sections of the By Laws.
- b) May refer to an independent financial auditor, independent legal counsel and demand special accounting of funds or monies received for the MI, Inc. from any source or disbursed to any recipient at any time.

Section 3: Meeting of the Board of Trustees

- a) Meetings of the Board of Trustees, regular or special, may be held at such place within or out the State of Maryland; and upon such notice as may be determined by majority vote of the Board of Trustees.
- b) Majority of the Trustees present shall constitute a quorum for the transaction of business.
- c) After commencement of a meeting, either automatically or by order of the presiding Chairman, the number of Trustees present shall not be decreased by any departure from the meeting by any member so present.
- d) Any Chapter President who is unable to attend a meeting may delegate an elected member of his Chapter Organization to represent him in the meeting of the Board of Trustees; and the said Delegate shall have full voting rights and privileges.
- e) The term of office of the Chapter President, as a member of the Board of Trustees, shall be coterminous with the President's term; as with his or her respective Chapter Organization.
- f) In the event of a deadlock in voting, the Chairman has the right to cast the tie-breaking vote.

ARTICLE V: EXECUTIVE COUNCIL

Section 1: Definition

The Executive Council shall consist of the Officers of the MI, Inc. whose main job is to implement the policies and directives promulgated by the Board of Trustees

Section 2: Composition of the Executive Council

- a) Elected Members: President, Vice-President, Secretary, Treasurer
Auditor, PRO
- b) Appointed Members: Executive Director, Asst. Secretary, Asst. Treasurer, Spiritual Adviser, Legal Counselor, Tax Consultant/Accountant; Chairpersons of Committees; Editor in-Chief.
- c) Members of the Board of Trustees: Chapter Presidents, Incumbent President, and Past-Presidents.

Section 3: Term of Office

The Executive Council officers shall assume office on the first day of the fiscal year (January 1 of the year following their election) and hold office for a period of two (2) years. Unless otherwise provided by resolution of the Board of Trustees, all officers shall be elected or appointed at the bi-annual meeting of the MI, Inc.

Section 4: Election of Officers

- a) The Board of Trustees shall establish rules and procedures governing the election of Officers to the Executive Council. The Nomination and Election Committee will carry and implement the Electoral Process.
- b) Election of Officers to the Executive Council will be held every two years, the date and place to be determined by the Executive Council.
- c) Term of Office: Elected members have a term of office for two years, but may run for re-election not more than twice in four (4) consecutive years.
- d) Resignation & Dismissal:
 - 1. Any officer may resign his or her office by reason of health or incapacity to carry the functions of the elected job.
 - 2. Any officer may be removed from his or her position for serious misconduct detrimental to the welfare and integrity of the MI, Inc. He shall be given the right to appeal such a decision before the Executive Council.
 - 3. Recommendation for dismissal is subject to approval by the Board of Trustees.

ARTICLE VI: GENERAL ASSEMBLY

Section 1: Composition

- A. Members of the Board of Trustees
- B. Members of the Executive Council
- C. Delegates appointed by Chapter Organizations serve a term of 2 years – The number of delegates will be determined as follows:

Chapter Organizations with...

Up to 25 members	--- 1 delegate
Up to 50 members	--- 2 delegates
Up to 99 members	--- 3 delegates
100 or more	--- 4 delegates (maximum)

Section 2: Rights, Privileges, Duties

- A. A delegate shall represent his or her Chapter Organization in the General Assembly
- B. A delegate has the right to vote, make decisions, and interact in accordance with the best interest of the organization
- C. Non-attendance: A Chapter Organization that fails to send a delegate to the annual meeting or any other meetings without just cause, forfeits its seat. Unless otherwise determined by the Executive Council, the seat shall remain vacant until the next convention

- D. The General Assembly shall decide on matters of extraordinary natures, such as amending the Constitution and By-Laws of the MI, Inc., mergers and acquisitions, election of officers, establishment of subsidiaries, approval of major projects, and any decision to disburse funds over \$10,000.00.

ARTICLE VII: DUTIES OF EXECUTIVE COUNCIL OFFICERS

Section 1: President

1. The President shall serve as the Chief Executive Officer (CEO) of the MI, Inc. and preside over meetings of the Executive Council.
2. Shall perform all duties customary to that office and shall supervise and control the operations of the organization in accordance with the policies and directives set forth by the Board of Trustees.
3. Shall submit to the Board of Trustees, the annual operating budget and other budgetary requests from the different standing committees. Any appropriation that calls for \$10,000.00 or more must be submitted to and approved by the Board of Trustees.
4. Shall be a member of the Board of Trustees.
5. Shall be ex-officio member of all standing committees of the Executive Council.
6. Shall be empowered to call a special meeting of the Board of Trustees, as needed.

Section 2: Executive Director

1. Appointed by the President with approval of the Board of Trustees
2. Serves as Secretary of the Board of Trustees
3. Functions as custodian of all records, historical data and important documents of the MI, Inc.
4. Reports to the President of the Executive Council and the Board of Trustees.

Section 3: Vice President

3. Presides over all meetings of the Executive Council in the absence of the President.
4. Assumes the office of the President in case of his resignation, retirement, incapacitation or removal from office.
5. Upon request, assist the President on the administrative and internal affairs of the organization.
6. Perform other duties that may be assigned by the President from time to time.

Section 4: Secretary

1. The Secretary shall take minutes of the Executive Council meetings and submit for approval, the minutes of previous meetings.

2. Be custodian of the seal, records, documents, and papers of the MI, Inc. At the end of his/her term of office, such documents must be turned over to the office of the Executive Director.
3. Perform other duties that may be assigned by the President from time to time.

Section 5: Assistant Secretary

1. Appointed by the President and usually comes from the same Chapter Organization as the President
2. Take notes, send communications and answer official inquiry per instructions of the President.
3. Assists the secretary in matters pertinent to keeping lines of communication among Chapter Organizations.
4. Perform other duties that may be assigned by the President
5. Assumes all secretarial duties in the absence of the Secretary

Section 6: Treasurer

1. The Treasurer shall have the custody of, and be responsible for, all funds/monies of the MI, Inc.
2. Shall keep complete and accurate records of receipts, income and expenses of the organization, and shall deposit all monies (checks and bonds) in banks and depositories as the Executive Council may so designate.

3. Shall submit a financial report during meetings of the Executive Council.
4. Shall actively participate in the preparation of the annual tax report in collaboration with the Finance Committee and the tax consultant.
5. Shall perform other duties that may be assigned by the President pertinent to the monetary transactions of the MI, Inc.

Section 7: Assistant Treasurer

1. Appointed by the President and usually belongs to the same Chapter Organization.
2. Assist the Treasurer with regards to the monetary transactions of the MI, Inc.
3. Shall perform other duties that may be assigned by the President
4. Shall perform all the duties of the Treasurer in his/her absence.
5. Shall serve as the Chairperson of the Sunshine Committee

Section 8: Public Relations Officer (PRO)

1. The PRO shall act as liaison between the organization and the private, public and government institutions
2. Shall take charge of all press releases and other publicity, involving the MI, Inc.
3. Shall work with the Editor-in-Chief in obtaining materials for publications; namely, newsletters, press releases, souvenir ad programs, etc...

Section 9: Spiritual Adviser

1. Appointed by the Executive Council with approval of the Board of Trustees.

2. Shall oversee the general spiritual well-being of all members
3. Serve as advisor to the Executive Council and Board of Trustees in matters pertinent to religious, moral and ethical issues
4. Officiate in religious services during the National Convention and/or meetings of chapter organizations that he is able to attend.
5. Shall organize, sponsor, or participate in “leadership training and spiritual retreats” for interested officers and members of the MI, Inc.

Section 10: Legal Adviser (Counselor)

1. Appointed by the Executive Council with approval of the Board of Trustees
2. Shall provide legal advice on every transaction and major projects of the MI., Inc.
3. Shall offer legal counseling to members of the Association

Section 11: Editor-In-Chief

1. Recommended by the President and appointed by the Executive Council
2. Responsible for the periodic publication of the “Marinduquenos Newsletter” and the souvenir ad programs during Bi-Annual Convention of the MI, Inc.
3. Receives, collates, edits, publishes and communicates news items from various Chapter Organizations through e-mail, internet, etc.
4. Submits for publication to local and International press, news items of interest, involving MI, Inc. and its members
5. Submits budget proposals and receives appropriation for publication and printing.

Section 12: Tax Consultant/Accountant

1. Recommended by the President and approved by the Executive Council
2. Responsible for the collection, preparation and submission of tax papers to the Internal Revenue Service (IRS) on an annual basis
3. Gives counseling to the President and the Executive Council with regards to following the rules and regulations pertinent to the maintenance of a non-profit, tax exempt status of the MI, Inc.
4. Offers tax counseling to chapter organizations.

Section 13: Auditor

1. An elected officer of the Executive Council
2. Perform a semi-annual or annual audit of all financial transactions of the MI, Inc.
3. Perform an audit after each special project.
4. Submit a report of all audits to the Executive Council.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Guidelines

1. There shall be nine (9) standing committees
2. The chairperson of each committee will be appointed by the President and approved by the Executive Council.
3. Each appointed chairperson will be responsible for selecting his/her own members

4. In case of special need or problem, the President may form an Ad Hoc Committee approved by the Executive Council to address issues raised
5. Chairpersons of standing committee have voting rights in the Executive Council

Section 2: Standing Committees

A. Membership Committee

1. Keep a current list of members submitted by each chapter
2. Recruit individual members and coordinate the development of new Chapter Organizations
3. Coordinate membership drives of each Chapter Organization
4. Furnish new members with copies of the Constitution and By-Laws
5. Provides membership certificates to life members

B. Finance and Fund Raising

1. Responsible for the planning, implementation, and coordination of fund raising projects of the organization
2. Collaborate with the President and Treasurer in submitting an annual budget for the operation of the organization
3. Be involved in the study and disbursements of funds and donations granted by the MI, Inc.

C. Nominations and Elections

1. Implement the rules and regulations approved by the Board of Trustees with regards to the electoral process.
2. Set criteria for screening and nomination of candidates for the elective positions.
3. The Chairman of the committee shall preside during the biannual election of officers of the MI, Inc.

D. Constitution and By-Laws

1. Study existing Constitution and By-Laws, initiate revisions and/or amendments that may become necessary as the condition arises.
2. Shall act on the proposals and recommendations from the General Assembly.
3. The Immediate Past-President shall be a member of the Constitution and By-Laws Committee, but not necessarily its Chairman.

E. Social and Cultural

1. Initiate functions that depict wholesome and unique cultural values and traditions of the Philippines in general, and Marinduque in particular, i.e. Moriones and Tubong
2. Coordinate with other chapter organizations in pursuing social programs during the General Assembly meetings
3. Coordinate with appropriate agencies, chapters, and committees, both municipal and provincial, in the “Mission of Love” projects in Marinduque

F. Education and Scholarship

1. Evaluate, study, and make recommendations to the Executive Council on matters regarding educational and scholarship grants.
2. Shall set the criteria for awarding the educational and/or scholarship grants

G. Sunshine Committee

1. Responsible for sending appropriate greetings to sick and bereaved members of the MI, Inc.
2. The Assistant Treasurer shall serve as the Chairperson of the Sunshine Committee

H. Health and Environment Committee

1. Study, gather information, evaluate, and review issues pertinent to health and environmental concerns in Marinduque.
2. Develop and recommend action plans to meet specific concerns. For example: Medical missions, Mining disaster victims, Effects of toxic waste, etc....

I. Youth Committee

1. Develop strategies to attract more participation from young Marinduquenos.
2. Coordinate and participate in youth-oriented activities of Chapter Organizations and MI, Inc.

ARTICLE IX: GENERAL ASSEMBLY MEETINGS

Section 1: Annual Convention

1. Annual and/or biannual meetings of the General Assembly shall be held on the third quarter of each year as determined by the Executive Council and/or the Board of Trustees
2. Agenda
 - a. Call to order by the President
 - b. Approval of the minutes of the previous meeting; to be submitted by the Secretary
 - c. Treasurer's report
 - d. The President's report
 - e. Chapter President's report
 - f. Executive Director's report
 - g. Reports from the Committee Chairmen
 - h. Reports from the Editor-in-Chief and PROs
 - i. Other reports and correspondences, action items, project proposals, etc...
 - j. Open forum
 - k. Adjournment and announcement of next meeting
3. Notice of Meetings: The President and/or Secretary of the Executive Council will send printed notice and the agenda of meetings indicating the place, date, and

time of the meeting through postal mail, email, the Internet, telephone, etc...preferably one month prior to the meeting.

4. Quorum: Registered members of the General Assembly present constitute a quorum.
5. Proxies: Except as otherwise provided in these By-Laws, no proxy or absentee voting is allowed
6. Special Meetings: Special meetings shall be called by the President, as occasions may arise.

ARTICLE X: STANDARDS AND CRITERIA FOR TAX-EXEMPT STATUS

Section 1: Standards

This article sets forth standards and criteria intended to ensure that the organization qualifies for and maintains tax-exempt status through its purposes, organizational structure and its operations.

1. Fundamental Standards and Criteria: The noble objectives, humanitarian and charitable projects of the MI, Inc., as indicated in the Preamble, shall serve as the guiding standards and criteria of all its activities.

Section 2: Educational, Cultural, and Charitable Activities

1. The MI, Inc. shall promote and maintain the cultural heritage, customs, and traditions inherent in the province of Marinduque.

2. The MI, Inc. shall participate in sponsoring Filipino-oriented fiestas, musical and theatrical performances, art exhibits, etc... by Filipino-American artists
3. Other specific projects shall include:
 - a. Medical Missions to Marinduque
 - b. Livelihood programs such as weaving, hog raising, poultry, and fisheries
4. Disaster relief programs

ARTICLE XI: PROTECTIVE MECHANISMS

Section 1: Disbursements

1. The Board of Trustees shall approve operational budgets and major disbursements of funds submitted by the Executive Council or the General Assembly.
2. Expenses for the activities and fund-raising projects of the standing committees shall be set aside in a special spending account submitted by President of the Executive Council and approved by the Board of Trustees.
3. No check from any provider of goods or services in relation to a project can be made payable to any particular member of the organization or any other party except to the official name of the project. Every project bank account will have a particular name. Furthermore, any and all expenses will be receipted, recorded, and presented for audit.
4. In the disbursement of funds, all checks shall bear the signature of the President and the Treasurer.

ARTICLE XII: MISCELLANEOUS

Section 1: Contracts

1. All contracts entered into by the MI, Inc. shall be subject to review, evaluation, and approval of the Board of Trustees.

Section 2: Books and Records

1. The organization, through the Executive Director, shall keep custody of the following:
 - a. Correct and complete books and records of accounts
 - b. Minutes of the meetings or proceedings of the Executive Council, General Assembly and Board of Trustees
 - c. A directory of individual members and that of the Chapter Organizations
4. The Executive Director shall protect the confidentiality of all books and records of the MI, Inc. However, active members of the Association may be given access to these records on reasonable and justifiable grounds.

Section 3: Amendment of the Constitution and By Laws

1. The Articles may be amended by a majority vote of the members of the General Assembly.
2. The Constitutions and By-Laws Committee shall collect proposals, study, and submit amendments to the Executive Council and General Assembly.

Section 4: Loans

1. No loans shall be made by the MI, Inc. to any member or officer of the association or to any third party.

Section 5: Dissolution

Upon dissolution or liquidation of the MI, Inc., its assets, properties, monies, proceeds from liquidated investments, receivables and other funds due the MI, Inc., shall be donated to charitable organizations that are benefactors to Marinduque. The Board of Trustees shall decide and select the recipients.

**ARTICLE XIII: THESE BY-LAWS SHALL CONFORM WITH THE
LAWS OF THE STATE OF MARYLAND**

**ARTICLE XIV: ROBERT'S RULES WILL BE FOLLOWED IN THE
CONDUCT OF MEETINGS**

**MEMBERS WHO PARTICIPATED IN THE 3RD REVISION OF
THE CONSTITUTION AND BY-LAWS OF THE MARINDUQUE
INTERNATIONAL, INC**

First Meeting: October 20, 2002
Residence of Sam & Zeny L. Bayot
9354 Greenwood Avenue, Niles, IL

Attendees: Steve Sosa – President, MI., Inc. – Presiding
Dr. Rudy Jao, Celso Mataac, Rudy Rubio, Lucy Rubio, Joey
Rejano, Ching Jao-Manalo, Violeta Magsino, Mauro Larracas, Cris
& Daisey Gonzales, Sam & Zeny Bayot

Second Meeting: November 10, 2002
Stratosphere Hotel Tower, Las Vegas, Nevada

Attendees: Steve Sosa – President, MI, Inc. - Presiding
Dr. Rudy Jao – Ad hoc Chairman, Constitution & By-Laws
Jorge Bunag – President, MESA
Dio Sore – President, MACA
Albine Blanche – President, MASC
Dr. & Mrs. Hector Sulit – Past-President, MASC
Ching Jao-Manalo – Assistant Secretary, MI, Inc.
Mr. & Mrs. Edgar Alandy – Vice-President, MI., Inc.
Mrs. Violeta Magsino – Treasurer, MI., Inc
Dr. Virgilio Magsino – MACUSA
Fely Lansangan – MASC
Mr. & Mrs Flo & Agnes Apeles – MASC
Alma Sosa – MESA (First Lady, MI., Inc.)
Mr. & Mrs. Pete Puertollano – Las Vegas
Mina Laguio – Las Vegas
Vivian Jao-Herrera & Joseph Herrera – MASC
Artemio Lagustan - MCSC
Delia Malayad – MCSC

Third Meeting: June 28, 2003
Residence of Dr. Rudy & Tessie Jao
170 Wessex Court, Valparaiso, Indiana 46385

Attendees: Steve Sosa – President, MI, Inc. - Presiding
Dr. Rudy Jao – Ad hoc Chairman, Constitution & By-Laws
Jorge Bunag – President, MESA
Dio Sore – President, MACA

**MEMBERS WHO PARTICIPATED IN THE 3RD REVISION OF
THE CONSTITUTION AND BY-LAWS OF THE MARINDUQUE
INTERNATIONAL, INC
(continued)**

Third Meeting:

Attendees: Ned Sto. Domingo – President MCSC
(continued) Macrine Katague – Executive Director
Thelma Santos - Secretary
Violeta Magsino – Treasurer
Ching Manalo – Assistant Secretary
Bill Magsino – MACUSA Mis sion of Love III Co-Chair
Virgie & Chito Madla – MACUSA Mission of Love III
Co-Chair
Coogie & Terry Dela Santa – MANC
Dave Katague – MANC
Almo Sosa – MESA – MI, Inc First Lady
Marita & Ron Stuppy – members of Mission of Love II
Roderick & Melissa Jao
Drs. Dino & Michelle Velasquez – members of Mission of Love II
Mylene Agana Jao – member of Mission of Love II
Rodell Agana Jao – member of Mission of Love II

Editing & Printing

Michelle A. Jao, M.D. and Marita Jao-Stuppy

Fourth & Final Approval Meeting: To be held at the National Convention in
Washington, D.C., Capitol Hilton, August 9, 2003