



STUDENT PUBLICATION

D.10 POLICIES GOVERNING STUDENT PUBLICATION

AY 2024-2025

PREAMBLE

WE, the Editorial Board and members of *The Mindanao Tech*, imploring the aid of the Supreme Being, in order to form a student-friendly publication that promotes and upholds the standards and ethics of journalism, work towards a vigorous and independent campus press, and advocate the ideals of genuine service as the official student publication of the University of Southern Mindanao, do hereby promulgate this CONSTITUTION. This document serves as a guiding framework to ensure transparency, accountability, and excellence in all endeavors of the publication.

ARTICLE I. VISION, MISSION, AND VALUES

Section 1. The Mindanao Tech shall pursue the following vision, mission, and values.

Our Vision

The Mindanao Tech is a student-run campus paper of USM Main Campus which strives to provide 1) responsive and engaged journalism through traditional and new media that chronicles the history of the University, 2) journalism coverage that is accessible to and involves a broad audience for collaboration and collective action, and 3) extension activities that enhance the collegiate experience through education, training, arts, and communication.

Our Mission

Mintech is committed to 1) producing quality and award-winning publications and multimedia contents that follow excellent journalistic tenets for a more just, equal, and active community; 2) helping broaden people's understanding of the issues, contexts, and voices behind our

articles and headlines; and 3) upholding creative expressions of ideas and opinions in a free and open environment.

Our Values

To serve as the vanguards of students' rights, justice, freedom, and truth. The Mindanao Tech supports the mission, vision, goals, and objectives of the University and adheres to the guidelines established by the College Editors Guild of the Philippines and the School Press Advisers Movement, Inc.

Excellence - We commit to a culture of excellence in everything we do. We take pride in the craftsmanship of our storytelling, our engaging narratives, and in the quality of the words, sounds, and images.

Leadership - We ensure that all members of the organization develop not only their journalism skills but also their leadership skills and abilities. The pressures and rigors of journalism will help them shape their leadership development, adapt a dynamic working style, and manage their time as students and journalists.

Responsiveness – We embrace our responsibility to be responsive to the changing situations around us, offering efficient and effective interventions.

ARTICLE II: NAME AND LOGO

Section 1. This organization shall be known as **The Mindanao Tech**, hereinafter referred to as the **MINTECH**. The name symbolizes the commitment to being at the forefront of student journalism within the University.

Section 2. The Mindanao Tech shall serve primarily as a publication for and by the students and shall reflect the character and identity of the University of Southern Mindanao-Kabacan Campus.

Section 3. The motto of The Mindanao Tech shall be *“The Vanguard of Students’ Rights”*. In the celebration of Mintech’s 70th anniversary countdown, MINTECH shall take the slogan: *“Make a Difference, Tell the Truth”*.

Section 4. The Mindanao Tech shall adopt for its seal the capital letter “M” with the text inscription of The Mindanao Tech.



The Mindanao Tech Official Logo

Section 5. The MINTECH shall hold its office at the USG Building, Door 2, University of Southern Mindanao, Kabacan, North Cotabato, Philippines. This office shall serve as the central hub for all publication-related activities, ensuring accessibility for members and stakeholders.

ARTICLE III: DECLARATION OF OBJECTIVES

Section 1. The MINTECH commits itself to the pursuit of the following objectives:

- (a) To uphold and exercise the ethics of journalism.
- (b) To defend students’ rights and welfare.
- (c) To promote social consciousness and advocate students’ rights and welfare, providing a voice for the underserved and marginalized.
- (d) To work for the branding, professionalization, and independence of The Mindanao Tech.
- (e) To extend services and assistance to colleges and/or existing campus organizations.
- (f) To promote understanding and cooperation, and work closely with organizations and individuals of similar objectives.

ARTICLE IV: MEMBERSHIP

Section 1. All bona fide students of the University of Southern Mindanao who pass the screening process shall be eligible for membership in MINTECH, subject to its rules and regulations.

Section 2. Members must maintain good academic standing, with no failing grades or unresolved incomplete marks throughout their membership. Membership is a privilege that comes with responsibilities to uphold the standards and ideals of the MINTECH.

Section 3. Membership categories shall include:

- (a) **Interns:** Applicants undergoing training and initial evaluation for the first semester of every academic year.
- (b) **Staffers:** Full members with designated roles who contribute to the daily operations of the MINTECH.
- (c) **Editors:** Section heads overseeing publication tasks and mentoring staffers.
- (d) **Executives:** Senior managers, including the Editor in Chief and cluster heads, responsible for strategic direction and decision-making.

Section 4. Members are expected to participate in all official activities, comply with editorial policies, and adhere to the core values of the MINTECH.

Section 5. Members of the publication shall be barred from running and holding any position in University Student Government, Local Student Government, and academic and non-academic organizations. In case of filing of candidacy, his/her membership in the MINTECH, is automatically terminated.

Section 6. Staffers of MINTECH shall undergo three types of semestral evaluation:

- (a) Editor in Chief Evaluation,
- (b) Section Editor Evaluation, and
- (c) Adviser Evaluation.

Section 7. The evaluation shall focus on the staffers' performance, attendance, and

attitude.

Article V. SCREENING PROCESS

Section 1. The Screening Committee shall be composed of The Mindanao Tech adviser together with the Executives. The Editors may join the Committee when needed and requested.

1.1. The Committee shall decide the manner of selection process, time, and place.

1.2. The Committee shall be given the power to fill in the important positions based on the current needs of the MINTECH.

1.3. The Committee shall convene for the interview after all the application forms and submitted portfolios have been screened and evaluated.

Section 2. Applicants qualified to be screened for Mintech shall be the following:

(a) bonafide students enrolled in any college within the University of Southern Mindanao-Main Campus; and

(b) students of good academic standing with no failing grades or any unresolved INCs.

2.1. Applicants shall submit a copy of their report of grades of the previous semester and assessment form of the subjects enrolled in the current semester.

2.2. Applicants under these circumstances are not qualified to apply:

(a) affiliated with other non-academic organizations in the University; and

(b) officers of any academic organizations in the University.

2.3. Applicants shall register and fill out the membership form provided by Mintech.

2.4. Applicants who passed the first stage shall be asked to submit their articles, graphic designs, and photographs based on the instructions given by the Section Editors. Meanwhile, applicants for the Multimedia Department shall undergo evaluation for their communication and video editing skills.

2.5. Qualified applicants shall be notified for the face-to-face interview.

2.6. Successful applicants shall be notified once accepted as interns and shall then undergo internship for one semester.

Section 3. Names of the qualified interns shall be announced within the month of February.

3.1. Interns shall serve Mintech for one (1) semester.

3.2. Interns shall be evaluated after one (1) semester which shall be the basis for their full-fledge membership status in the organization the next semester.

ARTICLE VI: ORGANIZATIONAL STRUCTURE

Section 1. The organization shall be composed of the following positions:

(a) Executives:

- (i) Editor in Chief,
- (ii) Associate Editor,
- (iii) Creative Editor,
- (iv) Managing Editor,

(b) Editors:

- (i) News Editor,
- (ii) Features Editor,
- (iii) Literary Editor,
- (iv) Sports Editor,
- (v) Opinion Editor,
- (vi) Sciences Editor
- (vii) Investigative Editor,
- (viii) Art Editor,
- (ix) Photos Editor,
- (x) Graphic Design Editor,

- (xi) Multimedia Editor,
- (xii) Video Production Editor,
- (xiii) Motion Graphics Editor,
- (xiv) Externals Manager,
- (xv) Human Resources Manager,
- (xvi) Social Media Manager,

(c) Staffers:

- (i) Writers,
- (ii) Broadcasters,
- (iii) Cartoonists,
- (iv) Photographers,
- (v) Graphic Designers,
- (vi) Video Editors,
- (vii) Videographers,
- (viii) Motion Graphic Artists, and
- (ix) Assistants.



Section 2. The Mindanao Tech, for its organizational design, shall be divided into three main clusters:

(a) Writing Cluster - headed by the Associate Editor, produces content for the magazine, Facebook, and website, together with the staff members from the News, Features, Sports, Literary, Editorial, Investigative, and Multimedia sections.

(b) Creative Cluster - headed by the Creative Editor, conceptualizes and creates multimedia contents for the magazine, Facebook, and website, with separate staff members from the Art, Photos, Graphic Design, Video Production, Multimedia, and Digital Development sections.

(c) Organization Cluster headed by the Managing Editor, manages various organizational tasks for the publication, with separate members from the Human Resources, Externals, Internals, and Social Media sections.

Section 3. The members under the aforementioned clusters shall compose the four sections:

(a) Executives - are the members of the publication with senior managerial responsibilities, composed of the editor in chief and the cluster heads.

(b) Editors - are the ones responsible in the execution of tasks and will oversee the performance of the members.

(c) Staffers - are the junior members of the publication who enjoy full membership.

(d) Interns - are the applicants who successfully passed the open screening of the publication, who shall be given tasks by their editors which in turn determines their membership to the organization beginning the following semester.

Section 4. The Mindanao Tech Editorial Board shall be under the Office of Student Affairs.

Section 5. The Adviser shall be designated by the University President, who shall also serve as the overall consultant of the publication.

ARTICLE VII: DUTIES AND POWERS OF OFFICERS

Section 1. The Selection Committee shall:

- 1.1. Be composed of The Mindanao Tech adviser/s;
- 1.2. Choose members of the Editorial Board in the manner prescribed in Article IX, Section 1 of these Rules;
- 1.3. Commence the selection process in the first week of May of every academic year;
- 1.4. Oversee that all members of the MINTECH shall be qualified for the selection of the new members of the Editorial Board;
- 1.5. Forward the list of the Editorial Board approved by the Office of the Students Affairs and the Office of the President;
- 1.6. Have the following functions:
 - (a) Deliberate for the selection of the next Editor in Chief, Editors, and Staff;
 - (b) Acknowledge and investigate all protests relating to the selection;
 - (c) Immediately after the selection process, the Committee shall hold a closed-door session to evaluate the applications, and then proceed to the designation of positions pursuant to Article V, Section 1 of these Rules; and
 - (d) Endorse to the Director of the Office of Student Affairs the new set of Editorial Board;
- 1.7. Serve only for the duration of the selection process and shall convene during special circumstances (i.e., impeachment of the Editor in Chief or other members of the Editorial Board) as prescribed in these rules;
- 1.8. In case of inability, disqualification or impeachment of any of the duly selected editors continue in office, the adviser/s shall select from among the Editorial Board a new set of editors;
- 1.9. Officially announce the new list of Editorial Board members in the last week of May of every academic year; and
- 1.10. Facilitate the transition of the new Editorial Board in the summer term leading up to the opening of the next academic year.

Section 2. The Editor in Chief shall:

- (a) Preside over all meetings and oversee editorial policies to ensure the MINTECH remains aligned with its mission and objectives;
- (b) Represent the MINTECH in official matters, including interactions with University officials and external organizations; and
- (c) Sign all financial documents, correspondences, and communications with the Managing Editor to ensure transparency and accountability in fund management.

Section 3. The Associate Editor shall:

- (a) Assist the Editor in Chief in editorial decisions and oversee the Writing Cluster; and
- (b) Ensure timely and quality production of written content.

Section 4. The Creative Editor shall:

- (a) Oversee multimedia production and design tasks, ensuring that all visual elements align with the MINTECH's branding; and
- (b) Collaborate with section editors to integrate multimedia elements into articles and special projects.

Section 5. The Managing Editor shall:

- (a) Handle administrative tasks, including managing resources, organizing events, and maintaining records; and
- (b) Oversee financial management, ensuring that all expenditures are properly documented and aligned with the approved budget.

Section 6. All officers shall uphold the principles and values of the MINTECH and work collaboratively to achieve its objectives.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of the Editorial Board shall be held monthly to discuss plans, evaluate progress, and address concerns. General member meetings shall occur quarterly to ensure alignment and participation among all members.

Section 2. Special meetings may be called by the Editor in Chief or upon the request of 30% of the general membership of the MINTECH. These meetings shall address urgent matters requiring immediate attention.

Section 3. Notices for meetings must be sent at least seven (7) days prior to the intended date of the meeting, except in cases of emergencies.

Section 4. Attendance at meetings is mandatory for all members unless excused by the Editor in Chief or Managing Editor. Absences must be justified in writing and submitted to the Editor in Chief.

ARTICLE IX: SELECTION OF EDITORIAL BOARD

Section 1. The Editorial Board shall be selected annually by the Selection Committee. The following shall be observed:

- 1.1. The Mintech adviser/s shall conduct an annual evaluation of the Editorial Board at the end of the publication year. The evaluation process shall include the following:
 - (a) Print and online performance – The adviser/s shall evaluate the quality and consistency of the staffers output across both magazine and social media performances.
 - (b) Editorial exam – The adviser/s shall also assess the editorial competence of staffers through a pen-and-paper test.
 - (c) Management skills – The adviser/s shall assess the staffers ability in managing competencies.
 - (d) Academic standing – The adviser/s shall consider the academic standing of staffers when appointing positions.
- 1.2. Upon completion of evaluation, vacant positions must be identified and filled accordingly.
- 1.3. In the event of a vacancy of editor positions, all staff members are candidates for selection by the Selection Committee based on the evaluation.

- 1.4. Only members in good standing in the MINTECH for at least one (1) year are eligible for selection to the Editorial Board.

Section 2. Newly elected editors shall assume office within one week of proclamation and shall undergo an orientation and transition sessions.

Article X: EDITORIAL BOARD

Section 1. The members of the Editorial Board shall enjoy full membership status in The Mindanao Tech.

- 1.1. The term of office of the Editorial Board shall coincide with the academic year, subject for evaluation every after the end of the semester.

Section 2. The Editorial Board shall discharge the following duties and functions:

- 1.1. Set the editorial policies for the editorial term;
- 1.2. Propose the budget for the entire academic year;
 - (a) Deliberate on the promotion, demotion and honoraria per issue of the staff subject to the ceiling set in the approved budget;
 - (b) Make the consensus stand on issues, upon consultation with the staff, which shall be reflected in the editorial of each issue;
 - (c) Attend all meetings, pressworks, and coverages, and events required by the organization; and
 - (d) Assume other duties and functions.

Article XI: RIGHTS AND PRIVILEGES

Section 1. The members of The Mindanao Tech shall enjoy the following rights and privileges:

- (a) Have due process when disciplinary actions are being imposed;
- (b) Participate in all the activities of The Mindanao Tech and be informed. fully of the reasons for policies, programs, projects and actions as may be adopted by The Mindanao Tech;

- (c) Hone and develop journalistic and literary skills;
- (d) Participate in discussions and debates, and to have any dissenting opinion and the reasons thereof be recorded;
- (e) Have access to the facilities and equipment of the University in order to practice his/her duties and responsibilities as member of The Mindanao Tech;
- (f) Avail the services and/or assistance as may be rendered by The Mindanao Tech; and
- (g) Enjoy such other rights and privileges that The Mindanao Tech may grant, provided, however, that such rights and privileges shall not in any way contravene with any provision of The Mindanao Tech's Constitution and By-laws.

Section 2. The editors and staff shall be paid honoraria at rates fixed by the Editorial Board in accordance with the approved budget of The Mindanao Tech every semester.

Section 3. The Section Editors are responsible for their staffers' ratings based on performance and attendance.

Section 4. The Adviser shall approve the proposed honoraria based on the criteria specifically outlined in BOR Resolution No. 142, Series of 2024.

Article XII: DUTIES AND OBLIGATIONS OF MEMBERS

Section 1. Every editor and staff shall discharge the following duties and responsibilities:

- (a) Uphold the Constitution and By-laws of The Mindanao Tech;
- (b) Abide all the policies, decisions and regulations which shall be promulgated by The Mindanao Tech;
- (c) Participate in all programs, projects and actions adopted by The Mindanao Tech; and
- (d) Adhere to the principles and pursue the objectives of Mindanao Tech.

Section 2. The Mindanao Tech shall release the following publications:

- 2.1. "M", the official magazine of The Mindanao Tech, shall be released twice every academic year, one (1) per semester.
- 2.2. "Tudtulan", the official literary folio, shall be released every summer.
- 2.3. Special publications that shall be released depending on the Editorial Board and the availability of funds:
 - 2.3.1. "Meantech", the official lampoon, and
 - 2.3.2. "The Mindanao Tech", the official broadsheet.

Section 3. As part of the publication's attempt to immerse into the world of new media, The Mindanao Tech shall also release contents in the following digital video formats:

- 3.1. "USM Speaks," the official vlog format of Mintech, shall feature random topics for and about USMians.
- 3.2. "MT Studios," the official film output of Mintech, shall produce seasonal short films meant to inspire and entertain digital audiences.
- 3.3. "MT Talks," the official interview format of Mintech, shall provide platforms for intellectual, inspiring, and informative discussions with people of notable achievements.

Section 4. MINTECH shall also organize and spearhead major extension programs and initiatives which aim to promote USM to its stakeholders:

- 4.1. Kapagenggaya Journalism Confab - the gathering of campus journalists from high schools, colleges, and universities in the province which feature lectures, panel discussions, and competitions.
- 4.2. Journalism-on-Wheels - Mintech regularly receives invitations from schools to train their campus writers, artists, and photographers. Through this, Mintech extends its services to the young journalists through giving hands-on training, lecture, and workshop.
- 4.3. Lantaw Short Film Festival - the first short film making competition in North Cotabato found its home in Mintech. Founded in 2010, Lantaw aims to provide a platform for amateur filmmakers and discover excellent and poignant stories and films.
- 4.4. Lantaw-on-Wheels - this activity which started in 2018 aims to bring the short films of Lantaw to students in schools and provide them a lecture on the

basics of writing stories and directing films.

4.5. Agung Online Communication and Journalism Excellence Awards - an initiative organized in December 2022 which aims to honor and recognize the best efforts and practices of the societies and organizations in USM for their outstanding online communication and journalism work.

Article XIII: DISCIPLINARY ACTIONS

Section 1. The Mindanao Tech Editorial Board shall be subject to the disciplinary authority of the Editorial Board regarding the conduct and performance in the discharge of their duties and responsibilities as provided for under Article XII, Section 1 hereof.

The Editorial Board shall have the power and authority to impose, after due process, such penalties as deemed appropriate, but not limited to: reprimand, withholding of honoraria, demotion, suspension from the office or termination of appointment, depending on the gravity of the offense committed.

Section 2. The disciplinary penalties under Section 1, second paragraph, under this Article, shall be imposed for:

- (a) Culpable violation of The Mindanao Tech's Constitution and By-laws;
- (b) Dishonesty, oppression, misconduct in office, gross negligence or dereliction of duty, abuse of authority;
- (c) Violation of the code of ethics of journalism;
- (d) Electioneering in the form of:
 1. Actively campaigning, by using the name of The Mindanao Tech, for a candidate for University Student's Government and Local Students' Government, or political party in public;
 2. Publishing of articles directly endorsing any candidate or political party; and/or
 3. Other election-related acts inimical to the integrity of The Mindanao Tech;
- (e) Acts inimical to the objectives of the organization; and
- (f) Any other acts constituting disloyalty, or the mere act of being affiliated with

other organizations, to The Mindanao Tech.

Section 3. If the violation of any of the foregoing is committed by any member of the Editorial Board, other than the Editor in Chief, the rest of the Editorial Board shall decide on the penalty/ies to be imposed.

Section 4. If the violation is committed by the Editor in Chief, a majority of the Editorial Board shall recommend to the Director of Student Affairs the penalty/ies to be imposed.

Section 5. Any misconduct or violation of these by-laws committed by any of the editors and/or staff shall be the sole and individual responsibility of the concerned student/s and the same shall not cause curtailment or interruption of the publication of The Mindanao Tech.

Section 6. Members under these circumstances shall also be expelled from the organization:

- (a) Violation of any rules and regulations of the organization;
- (b) Consistent poor semestral evaluation;
- (c) Three consecutive absences in major events and assigned coverages; or
- (d) Poor academic standing, such as having another failing grade of 5.0 in one subject after issuance of notice of warning from the Editorial Board.

Article XIV: IMPEACHMENT

Section 1. Petition for impeachment of any member of the Editorial Board may be initiated by any editor or staff but shall only prosper upon agreement of at least two-thirds (2/3) of the editors and staff.

Section 2. Impeachment of any of the members of the Editorial Board shall be based on the grounds stipulated on Article XIII, Section 2.

Section 3. Petitions for the impeachment of a member of the Editorial Board, other than the Editor in Chief, shall be submitted to the Editor in Chief, who shall in turn, convene the other members of the Editorial Board to investigate and decide on the matter.

Section 4. Any petition for the impeachment of the Editor in Chief shall be filed with the Director of Student Affairs. Upon filing of the petition for the impeachment of the Editor in Chief, the Director of Student Affairs shall convene the Selection Board which shall investigate and decide on the matter pursuant to Article IX, Section 2D of these Rules. In case of absence of any member of the Selection Board in the process of investigation and deliberation of the petition for impeachment, the Director of Student Affairs shall find a replacement. The Editor in Chief concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall recommend to the Chancellor the appropriate action to be taken which shall be appealable only once.

Article XV: MANAGEMENT OF THE MINDANAO TECH

Section 1. As the official student publication, The Mindanao Tech shall be financially supported by the students of the University of Southern Mindanao - Main Campus, Kabacan, at such amount proposed by the Editorial Board and approved by the Director of Office of Students Affairs. Any amount received by way of grant or donation shall form part of The Mindanao Tech fund.

Section 2. The financial and business management of The Mindanao Tech shall be vested in the Managing Editor.

Section 3. To ensure proper expenditure and judicious handling of The Mindanao Tech funds, the following shall be observed:

- (a) The Editorial Board, upon consultation with the staff, shall prepare a budget proposal for the coming school year to be forwarded to the office of the Director of Students' Affairs who shall in turn submit the budget proposal to the University President.

(b) The Editor in Chief and the Managing Editor shall be the signatories of the checking account of The Mindanao Tech fund to be approved by the Editorial Board.

(c) There shall be no deficit spending in the financial management of The Mindanao Tech disbursement of student publication fund which shall be made according to auditing and accounting rules and regulations.

(d) Printing of student publication by a private printer press shall be conducted by the Editorial Board and staff through canvass or bidding.

(e) An audited summary of financial statement shall be published in The Mindanao Tech at the end of every semester.

Article XVI: TENURE

Section 1. An editor or a staff member shall maintain his/her status as student in order to retain his/her membership in The Mindanao Tech.

Section 2. The editor/s or staff shall maintain a passing weighted academic average and shall have no failing grades. In case a member has failing grades, the following stages of offense shall apply in this case:

- (a) First Offense – If an editor or staff have a failing grade of 5.0 in one subject, he/she will receive a warning notice from the Editorial Board approved by the Director of the Office of Student Affairs.
- (b) Second Offense – If he/she will have another failing grade of 5.0 in the immediately succeeding semester, he/she will be evicted in the publication upon the recommendation of the Editorial Board and approval of the Director of the Office of Student Affairs.

Section 3. In the event of vacancy in the positions by reasons of death, illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next-in-rank-rule. In cases where the next-in-rank rule cannot apply, the screening and appointment shall be made by the Editor in Chief, subject to the approval of the Editorial Board.

Section 4. If an editor or a staff member goes on leave of absence for more than four (4) special meetings or equivalent for one (1) issue/ releasing of magazine, except for an absence due to illness, he/she shall be forced to resign, after which the Editorial Board shall conduct a screening process to look for a replacement.

Section 5. A former editor or staff may be re-admitted into The Mindanao Tech but he/she will start from the lower position of his chosen department depending upon the discretion of the Editorial Board after consultation with the Editorial Board, Adviser/s, and Director of the Office of Student Affairs.

Article XVII: TRANSITION

Section 1. The incumbent Editorial Board shall serve in a hold over capacity until the next Editorial Board has assumed office.

Section 2. No member of The Mindanao Tech shall hold any position of similar nature in any college publications, or be part of any position in University Student Government and Local Student Government.

Section 3. Any member of The Mindanao Tech who desires to run for an elective post in a College or University Student Government, or be part of his/her college publication shall tender his/her resignation at least one week prior to the filing of his/her candidacy or appointment.

ARTICLE XVIII: ANTI-HAZING PROVISION

Section 1: The MINTECH strictly adheres to the provisions of Republic Act No. 11053, also known as the **Anti-Hazing Act of 2018**, which prohibits all forms of hazing and any initiation rites that inflict physical or psychological harm to individuals seeking membership in the organization.

Section 2: Hazing is defined as any act that subjects an applicant or a member to any form of physical or psychological suffering, harassment, abuse, or humiliation as a

requirement for membership or as part of any initiation process. This includes, but is not limited to, acts of physical violence, forced consumption of alcohol or harmful substances, and any form of public humiliation or demeaning tasks.

Section 3: The MINTECH upholds a zero-tolerance policy for any form of hazing. No member, officer, or alumni shall participate, condone, or be involved in any hazing activities. Any member found to be in violation of this policy shall face disciplinary actions, which may include suspension or expulsion from the organization, and referral to the appropriate authorities for legal action.

Section 4: All recruitment and initiation activities shall be conducted in a manner that fosters respect, teamwork, and positive camaraderie. The following principles shall guide all activities:

- (1) No physical or mental harm shall be inflicted on any applicant or member.
- (2) All initiation rites shall be voluntary, and participants must provide informed consent.
- (3) The activities shall focus on team-building, leadership development, and the promotion of the core values of the organization.
- (4) A faculty adviser or designated moderator shall oversee the initiation process to ensure compliance with the Anti-Hazing Act.

Section 5: Any member of the MINTECH who becomes aware of hazing activities is obligated to report the incident to the Executive Editors or the appropriate university authorities. Confidentiality and protection from retaliation will be assured for individuals who report hazing incidents in good faith.

Section 6: Any individual found guilty of violating the Anti-Hazing Act of 2018, or this provision, will face disciplinary actions from the organization, which may include:

- (1) Immediate suspension or expulsion from the MINTECH.
- (2) Legal consequences in accordance with Republic Act No. 11053, which may include imprisonment and/or fines.

ARTICLE XIX: ANTI-COLLECTION POLICY

Section 1: By virtue of the “Anti-Collection Policy” of the University of Southern Mindanao (USM), no officer, member, or group within the organization shall impose, solicit, or collect any form of payment, fee, or contribution from members, applicants, or any external party without the prior approval of the organization's Executive Committee and faculty adviser, as well as compliance with university regulations on financial activities.

Section 2: The organization may only collect fees or dues from its members under the following circumstances:

- (1) **Event or Activity Fees** – Any fees collected for specific events, activities, or projects must be pre-approved by the Executive Committee, documented in the financial records, and communicated transparently to all participants.
- (3) **Fundraising Initiatives** – Any fundraising activities that involve collecting money from members or the public must be sanctioned by the Executive Committee, aligned with university policies, and clearly communicated with detailed financial objectives.

Section 3: All authorized collections must be handled in a transparent and accountable manner:

- (1) A written notice specifying the purpose, amount, and due date of any collection must be provided to all affected members or participants.
- (2) All funds collected must be properly receipted, recorded in the organization's financial records, and managed according to the organization's financial policy.
- (3) A full financial report detailing the income and expenses related to any collection must be presented to the general membership during the next regular meeting or within thirty (30) days after the event or project.

Section 4: The following collections are strictly prohibited:

- (1) **Unapproved Fees** – Any fees that have not been formally approved by the Executive Committee or the general membership.
- (2) **Coercive Contributions** – Any form of forced or coerced contributions, donations, or payments from members, applicants, or participants.
- (3) **Hidden Charges** – Any undisclosed fees or charges related to membership, events, or activities.

Section 5: Any editors or staffers found guilty of engaging in unauthorized collections or violating this policy will face disciplinary actions, which may include:

- (1) Warning or Suspension – Depending on the severity of the violation, the member may receive a formal warning or suspension from activities.
- (2) Expulsion – Severe or repeated violations may result in permanent expulsion from the organization.
- (3) Refund of Collected Funds – Any funds collected in violation of this policy must be refunded to the affected individuals within a reasonable timeframe.

Section 6: Any member or applicant who believes they have been subjected to unauthorized collections may report the incident to the Executive Editors or the adviser/s. All reports will be treated confidentially, and an investigation will be conducted to address the issue.

Section 7: The organization shall ensure that all staffers, especially editors, are regularly informed about this Anti-Collection Policy. A copy of this policy will be made available to all members and discussed during orientation and at the beginning of each publication year.

ARTICLE XX: DONATION POLICY

Section 1: The organization may accept donations, in cash or in kind, from individuals, groups, or external entities, provided that:

- (1) Alignment with Objectives – The donation aligns with the organization’s mission, vision, and objectives, and does not conflict with the values or policies of the university or organization.
- (2) No Obligations – Donations shall be offered voluntarily and without any obligation, expectation of return, or influence over the decisions, activities, or policies of the organization.
- (3) Approval of Donations – All donations above a specified value (e.g., [P10,000 or other threshold]) must be reviewed and approved by the Editor in Chief and Managing Editor, in consultation with the adviser/s.

Section 2: The organization may accept the following types of donations:

- (1) **Monetary Donations** – Cash donations for general purposes or specific projects, provided the donor's intent is clearly stated.
- (2) **In-Kind Donations** – Donations of goods, services, or materials, provided they are useful to the organization's objectives and activities.
- (3) **Sponsorships** – Sponsorships for events or projects may be accepted, provided that all terms and conditions of the sponsorship are clearly outlined, approved, and made transparent to the organization's members.

Section 3: All donations received by the MINTECH must be documented and reported to ensure transparency and proper use of funds or resources:

- (1) **Acknowledgment of Donations** – All donations must be acknowledged in writing, and a formal receipt must be issued to the donor, specifying the amount or nature of the donation.
- (2) **Record Keeping** – The Managing Editor shall record all monetary and in-kind donations in the organization's financial records, including the donor's name (if not anonymous), the value of the donation, and any specific conditions or restrictions attached to the donation.
- (3) **Donor Confidentiality** – Donors may request to remain anonymous, and their identity shall be kept confidential unless they expressly agree to public acknowledgment.
- (4) **Financial Reports** – A report detailing the donations received and their use must be presented to the general membership during regular meetings and included in the annual financial report.

Section 4: Donations shall be used exclusively for purposes that support the organization's mission and activities:

- (1) **General Donations** – Unrestricted donations may be used at the discretion of the Executive Committee to support the organization's programs, activities, and operations.
- (2) **Restricted Donations** – Donations made for a specific purpose (e.g., for a particular event, project, or scholarship) must be used in accordance with the donor's wishes. Any deviation from this must be approved by the donor in writing.

Section 5: The organization reserves the right to decline any donation if:

- (1) The donation is from a source that could compromise the integrity or reputation of the organization.
- (2) The donation comes with conditions that are not aligned with the organization's values, mission, or policies.
- (3) The donation could create a conflict of interest for the organization, its officers, or its members.

Section 6: The organization may solicit donations from members, alumni, and external entities through approved fundraising activities. All fundraising efforts must be pre-approved by the Editor in Chief and adviser/s, and conducted in compliance with university regulations.

Section 7: Any misuse of donated funds or resources is a serious violation of this policy. Any officer or member found guilty of misusing donations will face disciplinary actions, which may include:

- (1) Suspension or Expulsion – Depending on the severity of the violation, the individual may be suspended or expelled from the organization.
- (2) Legal Action – If applicable, legal action may be taken to recover misused funds or resources.

Section 8: The organization's Editor in Chief, in coordination with the Managing Editor and adviser/s, shall conduct an annual review of all donations received to ensure proper use and compliance with this policy. The results of the review shall be shared with the general membership.

Article XXI: AMENDMENTS AND REVISION

Section 1. This Constitution and By-laws may be amended in whole or in part by a petition of at least two thirds (2/3) of editors and staff. However, this Constitution and By-laws shall not be revised more than two times in 5 years.

ARTICLE XXII: EFFECTIVITY

Section 1. This Constitution shall take effect immediately upon its ratification by the general membership.

Section 2. The Editorial Board shall ensure the dissemination of this document to all members and stakeholders.

Adopted and ratified this 24th day of February at the University of Southern Mindanao.

Certified Corrected:

SITTIE SAILAH B. PATAK
Managing Editor, The Mindanao Tech

Attested:

REMIE DELOS SANTOS JR.
Editor in Chief, The Mindanao Tech

SUBSCRIBED AND SWORN TO before me this 22nd day of February, at The Mindanao Tech Office.

Noted by:

LLOYD ANTON VON COLITA, MEAL, SMRIL
Adviser, The Mindanao Tech

Approved by:

JONALD L. PIMENTEL, PhD
President
University of Southern Mindanao