

C.O.R.E. Kit

***Core-member Onboarding, Resources,
and Engagement Kit***

(updated: 19 July 4:30 PM)



Contents of package

<i>Welcome</i>	4
<i>Who is this C.O.R.E. kit for?</i>	5
<i>Your first steps</i>	6
<i>Who We Are</i>	7
<i>Our Mission</i>	8
Facets of Our Mission	8
Our revitalization pathway.....	9
<i>Our Vision</i>	10
<i>Our History</i>	10
Origins.....	10
Becoming The Lannang Archives	11
Organizational timeline	11
TLA Today	11
<i>What it means to be a TLA Core member?</i>	13
<i>Basic requirements</i>	14
<i>Primary communication channel</i>	15
<i>TLA Calendar</i>	16
<i>How TLA works</i>	17
<i>Collaboration and community care</i>	18
<i>Taking initiative</i>	18
<i>Requesting funds from TLA</i>	19
Who may apply	19
Eligible projects.....	19
How to request funding	20
Changes after approval.....	21
Fundraising and project proceeds.....	21
Partnership-Based Projects	21
Post-project documentation	21
Important reminders.....	22
<i>Lannang Orthography</i>	23
Why Do We Need It?	23
What About Chinese Characters?	24
Why Core Members Should Learn LO.....	24
What Is New in the Third Edition?.....	24
Learn LO	25
<i>Lannang Manifesto</i>	26
<i>Dân-e Creêd</i>	30
<i>Lân-e Sin-tiaú</i>	31
<i>Our Creed</i>	32
<i>Committee Descriptions</i>	33
<i>Committee Assignments 2026-2027</i>	35
<i>Committee Targets 2026-2027</i>	38
<i>Statutory Provisions on Core Membership</i>	40

Preamble.....	40
Section I. General Obligations of Core Members	42
Monthly Participation Requirements	42
Annual Service Requirements	42
Section II. Flexibility and expectations around availability	44
Section III. Removal and demotion procedures	45
Core Member Removal.....	45
Committee Coordinator Demotion	45
Section IV. Recruitment and application of new CORE members	46
Annual Recruitment Week	46
Required Application Process.....	46
Annual Application Materials.....	46
Screening and Assessment	46
Interviews and Additional Requirements.....	47
Admission and Committee Placement	47
Probationary Status	47
Recruitment Outside Annual Recruitment Week	48
Regional Chapter Recruitment.....	48
Section V. Probationary process for new CORE members	49
Section VI. Principles of membership	50
Section VII. Standards of conduct and core values	51
Affirmation of Core Values	51
Prohibited Conduct	51
Complaints and Disciplinary Procedures	52
Right to Respond and Appeal	52
Section VIII. Establishing a regional chapter	53
Initiation of a Regional Chapter.....	53
Minimum Requirements	53
Approval and Official Recognition.....	54
Status of a Regional Chapter.....	54
Privileges of a regional chapter.....	54
Responsibilities of a regional chapter	58
Review, inactive status, and withdrawal of recognition.....	58
<i>Membership index</i>	<i>60</i>
Senior members.....	60
Junior members	60
Revision notes	61
<i>Appendix A. TLA project proposal template</i>	<i>62</i>
<i>Appendix B. Post-project documentation template</i>	<i>65</i>

Welcome

Welcome to The Lannang Archives! *Huān-dieng dân lai Lánngang Tông Ân Tsô!*

Whether you are joining us for the first time or continuing with us for another year, we are grateful that you have chosen to be part of this community. TLA is sustained by volunteers who contribute their time, ideas, skills, experiences, and care toward a shared goal: helping Lannang language, identity, history, and culture continue to live, grow, and evolve.

You do not need to be an expert in Lánngang-uè, Chinese Filipino/Lannang history, community work, or cultural preservation to belong here. Some of us are fluent speakers, while others are learners, researchers, artists, organizers, storytellers, or people who are only beginning to reconnect with their heritage. Every member brings something valuable.

At TLA, participation matters more than perfection. We welcome members who are willing to learn, collaborate, communicate, and contribute in ways that are realistic for them.

Who is this C.O.R.E. kit for?

This guide is for both new and returning TLA Core Members and volunteers.

For new members, it introduces TLA's values, expectations, committees, communication practices, and ways of contributing.

For returning members, it provides an updated overview of TLA's current structure, committee responsibilities, membership expectations, and organizational priorities for 2026.

Even if you have volunteered with TLA before, please review this guide carefully, as committee structures, responsibilities, and internal processes may have changed.

Your first steps

All new and returning Core Members should use the following steps to get oriented:

1. Read the Statutory Provisions on Core Membership: Qualifications, Responsibilities, and Disciplinary Procedures in the appendix.
2. Review the current committee descriptions and assignments, then confirm the committee or committees in which you will actively participate.
3. Join and regularly check the official TLA Messenger group, TLA's primary internal communication channel.
4. Check the official TLA Calendar and note upcoming meetings, activities, events, volunteer opportunities, and deadlines.
5. Join any relevant committee-specific Messenger chats, Discord channels, shared drives, or other designated workspaces.
6. Introduce yourself to your committee coordinator and fellow committee members, and share your skills, interests, availability, and possible project ideas.
7. Familiarize yourself with your committee's responsibilities, current priorities, ongoing projects, and upcoming activities.
8. Review the L.E.A.D. Program, TLA's official mechanism for proposing mission-aligned projects and requesting organizational funding.
9. Inform your committee coordinator or the Director of any periods of reduced availability or limitations that may affect your participation.
10. Respond to messages, polls, assignments, and organizational decisions within the periods required by TLA policy.

Returning Core Members should confirm whether they wish to retain or change their previous committee assignments and ensure that their roles reflect their current availability and capacity.

Newly admitted Core Members should also take note of their probationary status and work closely with their committee coordinator during the probationary period.

The next section introduces who TLA is, what it stands for, and the mission that guides all C.O.R.E. members' work.

Who We Are

The Lannang Archives (TLA) is a volunteer-led, community-based organization comprising professionals, scholars, creatives, students, heritage advocates, and community members interested in language and cultural hybridity, documentation, revitalization, and community empowerment in a Lannang context.

TLA works with Lannang communities across the Philippines and around the world, as well as with local and international organizations that share its advocacy. It facilitates community-led events, seminars, workshops, training programs, research projects, publications, educational initiatives, and other activities that support Lannang language, culture, heritage, and identity.

TLA's work includes:

- Language and cultural documentation
- Community events and the annual Lannang Symposium
- Educational resources and language-learning materials
- Oral histories and personal narratives
- Research and public engagement
- Creative, digital, and social media content
- Partnerships, fundraising, and community-building initiatives
- Publications, merchandise, and other cultural projects

Its projects are collaborative and interdisciplinary. Members may contribute through writing, research, design, event planning, outreach, administration, finance, logistics, language work, storytelling, documentation, education, or other forms of service.

For more information, please visit www.lannangarchives.org

Our Mission

TLA's mission is to preserve, revitalize, and empower Lannang culture and heritage, with particular emphasis on language.

It approaches Lannang and Lánnang-uè as distinctively blended sociocultural and linguistic constructs that emerged from a shared Lannang experience in the Philippines.

TLA celebrates Lánnang-uè in all its forms, including its conservative, hybrid, emergent, regional, and evolving varieties.

Facets of Our Mission

1. Awareness and Relevance

To increase awareness of the emotional and cultural significance of Lannang languages and varieties within and beyond Lannang communities, while bringing greater attention to Lannang heritage and identity.

2. Scholarly Attention

To highlight Lannang languages and other Sino-Philippine varieties as forms of language worthy of serious documentation and scholarly investigation, alongside other Philippine languages.

3. Understanding

To foster informed and respectful beliefs about Lannang people and the languages and varieties they use.

TLA also seeks to deepen understanding of the shared history of Lannang and other Filipino communities and of the importance of protecting this shared cultural heritage.

4. Development

To support the development of Lannang and other Sino-Philippine languages, varieties, and cultural practices so that they can be used across a wider range of contemporary activities within and beyond Lannang communities.

Our revitalization pathway

TLA understands language and cultural revitalization as a gradual process involving both Lannang and non-Lannang communities.

Phase 1: Awareness

Lannang individuals become aware of the existence, distinctiveness, and diversity of the languages and varieties used in their communities.

Non-Lannang individuals become aware of the existence of Lannang people, culture, and language.

Phase 2: Appreciation

Stigma associated with Lannang languages and varieties is reduced within the community.

Lannang individuals may not yet use or actively advocate for these varieties, but they begin to recognize their cultural and social value.

Non-Lannang individuals acknowledge the value of Lannang heritage languages in Philippine society.

Phase 3: Acceptance

Lannang individuals positively accept the existence, distinctiveness, and diversity of Lannang varieties and begin using them more frequently.

Non-Lannang individuals recognize Lannang heritage languages as part of the wider Philippine cultural fabric.

Phase 4: Application

The use of Lannang varieties expands beyond the home and into educational, creative, professional, public, and community settings. The language is increasingly passed on to future generations.

Non-Lannang individuals may also become interested in learning Lannang languages and varieties.

Our Vision

TLA envisions a future in which individuals with or without Lannang heritage actively use, develop, document, teach, learn, and investigate Lannang languages and varieties.

It seeks a future in which Lánnang-uè remains a living, evolving, and meaningful part of Philippine cultural life.

Our History

Origins

The Lannang Archives began as a research initiative founded by Wilkinson Daniel Wong Gonzales in 2017.

At the time, it was known as the Chinese Filipino Language Documentation Initiative. Gonzales created a Facebook group to share content about Lánnang-uè and to provide a platform for increasing awareness of the distinctive languages used by Lannang communities.

One of the initiative's earliest activities was a linguistic analysis of SoAsian Comic's "bo pa ba?" comic. The analysis argued that the words *pa* and *ba* in the expression were not Hokkien elements but Lánnang-uè features drawn from Tagalog and English. This was followed by further posts examining Lannang language, identity, and cultural experience.

During its early period, the initiative was managed primarily by Gonzales. It began expanding between late 2018 and 2019, when it was successively known as The Chinoy Scribe and The Chinoy Archives.

At this stage, it was not yet a formal organization. It functioned mainly as a research group of assistants who helped transcribe Lánnang-uè audio interviews and narratives for Gonzales's qualifying research paper.

The initiative's goals soon expanded beyond awareness-raising. It began working toward the creation of resources that the community could use, including a databank

of Lánnang-uè speech. Workshops were also conducted at De La Salle University and the University of the Philippines Diliman.

Through these activities, the initiative attracted individuals who shared an interest in conserving Lannang language and heritage.

Becoming The Lannang Archives

On 3 June 2020, the initiative formally became The Lannang Archives.

The transition from a research initiative into a community organization was driven by increasing public interest. Community members began asking how they could participate more actively in heritage conservation, language documentation, research, creative work, and public engagement.

Many volunteers wanted to contribute in ways that extended beyond research transcription. They offered to create posters, conduct research, organize events, develop resources, and support other forms of language and cultural advocacy.

Recognizing the potential to build a broader community platform, Gonzales and the growing team established The Lannang Archives as a full-fledged organization.

TLA's mission became not only to conserve Lannang heritage—particularly its languages—but also to empower Lannang-heritage communities and contribute to the wider Philippine society.

Organizational timeline

- 2017: Chinese Filipino Language Documentation Initiative
- 4 February 2018: Chinese Filipino Language Documentation Initiative formally represented under the acronym CFLDI
- 12 November 2018: The Chinoy Scribe
- 13 April 2019: The Chinoy Archives
- 19 December 2019: The Chinoy Archives for Sino-Philippine Languages and Linguistics
- 3 June 2020: The Lannang Archives

TLA Today

From its beginnings as a small research initiative, TLA has grown into a platform for language documentation, cultural preservation, education, research, storytelling, community engagement, and public advocacy.

Its work aims to:

- Spread awareness of Lannang language, culture, and identity
- Empower Lannang communities to document and sustain their heritage
- Create resources that can be used by learners, families, educators, researchers, and community members
- Provide spaces where Lannang identity can be expressed, discussed, and reimagined
- Bridge cultural understanding between Lannang and non-Lannang communities
- Affirm Lannang language and heritage as part of the wider Philippine cultural landscape

At its core, TLA continues to serve as a community platform: one that brings people together to preserve the past, engage with the present, and build a future in which Lannang language and identity can continue to live and evolve.

What it means to be a TLA Core member?

Being a TLA Core Member means becoming part of a community that values initiative, collaboration, responsiveness, accountability, and mutual respect.

Members are not expected to be available at all times. We understand that work, school, family, health, travel, and other responsibilities may affect your level of participation throughout the year. It is perfectly acceptable to become less active during busy periods.

However, Core Membership should involve meaningful participation. Members are expected to communicate, respond to important organizational matters, contribute to at least one committee, and support at least one TLA event each year.

If your circumstances change, please inform your committee coordinator or a member of the Executive Committee. Honest communication helps us plan responsibly, distribute work fairly, and avoid misunderstandings.

If you no longer see yourself meaningfully contributing, please let us know or consider stepping back from Core Membership. Members who remain completely unresponsive or inactive for extended periods may be removed from the active Core Membership list in accordance with TLA's formal membership provisions.

Basic requirements

All TLA Core Members are expected to:

- Be part of and meaningfully contribute to at least **one committee**
- Remain reasonably responsive in group chats and organizational decision-making
- Participate in organization-wide polls and voting processes
- Volunteer in **at least one major TLA event each year**, such as the Lannang Symposium, an outreach activity, or a pre- or post-symposium event
- Communicate clearly when they are unavailable or unable to complete an assigned task
- Treat fellow members, volunteers, participants, partners, and community members respectfully
- Represent TLA's mission, values, and public reputation responsibly
- Handle organizational funds, materials, records, and confidential information with care and integrity

The Lannang Archives (TLA) thrives when each member actively contributes. We understand that your availability may vary across the year, and it's perfectly okay to be less active at times. However, if you do not see yourself meaningfully contributing, please let us know or consider stepping back. Members who remain completely unresponsive or inactive for extended periods may be removed.

These requirements are not intended to punish members. They help ensure that TLA's committees and projects are supported by people who are currently available, informed, and willing to contribute.

Primary communication channel

TLA's primary communication channel is the official TLA Messenger group chat.

Important announcements, assignments, polls, deadlines, organizational decisions, event updates, and requests for assistance will usually be shared through Messenger. All Core Members are therefore expected to remain in the official group chat and check it regularly.

Members should:

- Read important announcements
- Acknowledge messages that require a response or action
- Participate in polls and organizational decisions
- Reply to assigned tasks or requests within a reasonable period
- Inform the group or relevant coordinator when they will be unavailable
- Provide progress updates when working on an assignment
- Ask for clarification or assistance when needed

You do not need to respond immediately to every casual conversation. However, messages concerning deadlines, events, official publications, finances, partnerships, assigned responsibilities, or organizational decisions should be acknowledged promptly.

Even a brief response such as "Noted," "I can handle this," "I cannot take this on," or "I will be unavailable this week" is helpful.

Other platforms, including Discord, email, Google Drive, and committee-specific chats, may be used for particular projects. However, unless otherwise stated, members should treat the official TLA Messenger group as the main source of internal announcements and organizational communication.

TLA Calendar

All members are expected to regularly check the official TLA Calendar, which will be created and maintained by the MEP Committee and shared through platforms such as Google Calendar.

The calendar contains important dates such as:

- TLA events and activities
- Committee meetings
- Project deadlines
- Publication and content schedules
- Fundraising and merchandise timelines
- Volunteer opportunities
- Lannang Symposium milestones
- Other organizational commitments

Members should not rely only on Messenger reminders. Once a date, event, meeting, or deadline has been placed on the TLA Calendar, members are expected to take note of it and plan accordingly.

Committee coordinators should ensure that important committee activities, deadlines, and confirmed meetings are added to the calendar. Members should inform the relevant coordinator as early as possible if they cannot attend or meet a scheduled commitment.

The Lannang Symposium is generally held once a year, ideally on two or more dates between July 10 and 12, depending on venue, speaker, and participant availability. Whenever possible, the schedule should include both a weekend day and a weekday to accommodate different participants and activities.

The annual TLA retreat should ideally be scheduled immediately after the Lannang Symposium, once symposium activities and major post-event responsibilities have been completed. This arrangement is especially encouraged when members are already travelling from different regions, as it allows the organization to maximize members' presence while reducing additional travel.

How TLA works

TLA operates through committees, projects, chapters, and event-based organizing teams.

Each Core Member should belong to at least one committee. Committees handle TLA's continuing organizational responsibilities, while temporary project teams may be created for specific publications, campaigns, educational resources, collaborations, or events.

Committee coordinators help:

- Organize and assign tasks
- Communicate expectations and deadlines
- Monitor progress
- Facilitate committee discussions
- Coordinate with the Executive Committee
- Collaborate with other committees
- Represent the committee in organization-wide planning

Coordinators are not expected to do everything themselves. Committee members are encouraged to volunteer for tasks, propose ideas, communicate concerns, support one another, and take initiative.

Because many TLA activities overlap, committees are expected to collaborate. For example, an event may require support from Membership and Events, Creatives and Communication, Finance, FLIP, Marketing, and the Executive Committee.

Collaboration and community care

TLA is a volunteer organization. Our work should therefore be guided by patience, fairness, transparency, accountability, and care.

Members are encouraged to:

- Share workloads instead of repeatedly leaving tasks to the same people
- Give constructive feedback respectfully
- Credit the work, time, and ideas of others
- Avoid making commitments they cannot realistically fulfill
- Raise concerns early rather than allowing problems to grow
- Welcome members with different levels of language proficiency, experience, confidence, and cultural knowledge
- Respect confidential, personal, financial, and culturally sensitive information
- Support a safe and inclusive environment in both physical and online TLA spaces

Disagreement is normal in collaborative work. Members should approach disagreements in good faith, avoid personal attacks, and focus on TLA's mission and the needs of the community.

Taking initiative

Members do not need to wait for coordinators to propose every activity.

You are welcome to:

- Suggest projects, campaigns, events, or collaborations
- Volunteer for open tasks
- Recommend potential contributors, speakers, sponsors, or partners
- Identify gaps in TLA's resources, systems, or programming
- Propose improvements to current projects
- Offer skills that may not yet be reflected in the committee descriptions
- Share opportunities that may benefit TLA or the wider Lannang community

New ideas should be discussed with the relevant committee coordinator and, where appropriate, the Executive Committee before they are publicly announced, funded, or implemented under TLA's name.

Requesting funds from TLA

The L.E.A.D. Program, or Lannang Empowerment & Advocacy Development Program, is TLA's official mechanism for proposing projects and requesting organizational funding.

Core Members who wish to request money from TLA for a project, event, resource, campaign, workshop, or other initiative must submit their request through the L.E.A.D. Program. Informal requests made through Messenger or other channels do not constitute formal approval.

The program supports short-term, mission-aligned projects that advance Lannang language promotion, heritage preservation, education, community engagement, or organizational development.

Who may apply

A L.E.A.D. project may be led by one to two active TLA Core Members, who will serve as Project Coordinators.

Project Coordinators are responsible for:

- Planning and implementing the project;
- Coordinating the project team;
- Managing and accounting for approved funds;
- Communicating with TLA leadership;
- Reporting major changes or concerns; and
- Submitting all required post-project documentation.

Project Coordinators may assemble a team from within TLA or involve external collaborators when necessary.

Eligible projects

Projects must support at least one of the following areas:

- Lannang language promotion;
- Cultural heritage preservation;
- Education and awareness;
- Community engagement; or
- TLA organizational development.

Projects must be time-bound and outcome-oriented.

Unless a different amount is formally approved, a L.E.A.D. project may run for a maximum of six months and request up to PHP 20,000 from TLA.

How to request funding

Step 1: Complete the Official Proposal Template

Project Coordinators must use the official TLA Project Proposal Template included in the L.E.A.D. Program appendix.

The proposal must include:

- Project title and description;
- Project Coordinator or Coordinators;
- Project team members;
- Objectives;
- Alignment with TLA's mission;
- Activities and timeline;
- Expected outputs and impact;
- An itemized budget;
- Fundraising or revenue arrangements, if applicable;
- External partnerships, if any; and
- Foreseeable risks and accountability measures.

The template requires applicants to state the total amount requested from TLA and provide an itemized explanation of how the funds will be used.

Step 2: Submit the Proposal

Send the completed proposal to:

lannangarchives@gmail.com

Use the subject line:

TLA Project Proposal – [Project Title]

Funding requests should be submitted before any purchase, commitment, public announcement, or project implementation. Expenses incurred before approval may not be reimbursed.

Step 3: Approval and Vetting

The proposal will be reviewed based on:

- Alignment with TLA's mission;
- Feasibility;
- Budget and resource requirements;
- Expected impact;
- Accountability arrangements; and

- TLA's available funds and current priorities.

Only formally approved projects may proceed or use TLA funds.

Approval may include conditions, a revised budget, partial funding, or requests for clarification. Submission of a proposal does not guarantee funding.

Changes after approval

Once a project has been approved, Project Coordinators may begin implementation.

Any major change involving the project's scope, timeline, budget, funding source, or external partners must be communicated and approved before the change is implemented.

Funds may only be used for the approved purposes and budget items. Project Coordinators must retain receipts, invoices, payment records, and other proof of expenditure.

Fundraising and project proceeds

When a project:

- Receives its funding entirely from TLA; and
- Includes a fundraising or revenue-generating component,

all proceeds must be fully remitted to TLA (regardless of whether there is a contract)

Partnership-Based Projects

For projects involving external partners, cost-sharing or revenue-sharing arrangements may be negotiated. These arrangements must be documented through a written agreement or contract and approved before implementation.

Project Coordinators may not independently promise revenue shares, financial commitments, or ownership arrangements on behalf of TLA without prior approval.

Post-project documentation

Within two weeks after the project ends, the Project Coordinators must submit the official post-project documentation.

This must include:

- A project summary;
- A description of outcomes and whether the objectives were achieved;
- Key outputs and participation figures;
- Photos or other supporting documentation, where applicable;
- A financial report;
- Receipts and proof of expenditure;
- The remaining balance, if any;

- viii. A fundraising report, where applicable; and
- ix. A brief reflection on what worked and what could be improved.

Any unused funds must be returned to TLA.

A project is not considered formally closed until the required documentation has been submitted. Failure to complete the reporting and financial requirements may affect the Project Coordinators' eligibility to lead or receive funding for future L.E.A.D. projects.

Important reminders

The L.E.A.D. Program is the standard route for requesting TLA money.

Before spending funds or committing TLA to any expense, Core Members must:

- i. Prepare a proposal using the official template;
- ii. Submit it to lannangarchives@gmail.com;
- iii. Receive formal approval; and
- iv. Follow the approved budget and reporting requirements.

The complete L.E.A.D. Program overview, project proposal template, and post-project documentation templates should be included in the appendix of the Core Member Kit.

Lannang Orthography

Spelling Lánnang-uè the Lannang Way

The Lannang Orthography (LO) is the writing system used by The Lannang Archives for Lánnang-uè. It was created from Lannangs, by Lannangs, for Lannangs. LO was first developed in June 2020 by Dr. Wilkinson Daniel Wong Gonzales and was later expanded with Rauha Huigiok Lim. TLA currently uses the Third Edition, published on 12 September 2024.

The system is based on almost a decade of research with the Lannang community. It takes inspiration from how Lannangs already spell Lánnang-uè in text messages and on social media. Its development included interviews with more than 150 Lannangs in Metropolitan Manila, as well as community polls on features included in the Third Edition.

Why Do We Need It?

Lánnang-uè has traditionally been passed down mainly through speaking. Because it has not had a widely used writing system, people often spell the same word in very different ways—or may not know how to write it at all.

This makes it harder to:

- Produce textbooks and learning materials;
- Record stories and oral histories;
- Create dictionaries, archives, and translations;
- Teach Lánnang-uè to new learners;
- Use the language consistently online and in public materials; and
- Pass the language on to future generations.

A shared writing system helps make Lánnang-uè literacy possible. It allows people not only to speak the language, but also to read it, write it, teach it, document it, and create new things with it.

Writing Lánnang-uè also helps legitimize it as a full language worthy of being used in books, classrooms, research, media, public events, and everyday communication.

Why Not Use an Existing Hokkien Writing System?

Lánnang-uè is not made up only of Hokkien-derived words. It also includes words and patterns from Tagalog, English, and other Philippine languages.

Existing Hokkien systems such as Pêh-ōe-jī and Tâi-lô were not designed for this kind of mixed language. They may work well for Hokkien, but they can be difficult to apply to English- or Philippine-language-derived words. Earlier testing also found that many beginners considered these systems difficult to read and learn.

LO was therefore designed specifically for Lánnang-uè as it is actually spoken by Lannangs in the Philippines.

What About Chinese Characters?

Chinese characters are an important part of Chinese cultural and linguistic history, but they are not currently the most practical main writing system for Lánnang-uè. Many Lánnang-uè words come from Tagalog, English, and other Philippine languages and may not have clear or widely accepted Chinese-character forms. Also, in the Philippines, most community members also do not regularly read or write Hokkien using Chinese characters.

This does not mean that Chinese characters can never have a role in Lánnang-uè writing. Future research and community work may explore how they can be used alongside LO. For now, however, LO provides a more accessible and practical system for everyday reading, writing, teaching, and documentation.

Why Core Members Should Learn LO

All TLA projects that include written Lánnang-uè use the Lannang Orthography, Third Edition.

Core Members are therefore strongly encouraged to learn it. Members of a language and heritage organization should be able to use the system themselves and eventually help teach it to others.

Learning LO will help you:

- Read and write Lánnang-uè more confidently;
- Contribute to TLA captions, translations, publications, archives, and learning materials;
- Review language-related content;
- Support *Lannang Stories* and *Lannang Learns*;
- Explain the system to learners and community members; and
- Help build a wider culture of Lánnang-uè literacy.

You are not expected to master everything immediately. Start with the basic spelling rules, use the pronunciation guide, and ask questions when needed.

What Is New in the Third Edition?

The Third Edition gives clearer and more complete guidance for writing Lánnang-uè.

It includes:

- Expanded charts showing Lánnang-uè sounds and their possible spellings;
- More guidance for words derived from English;
- New sections on different *o* sounds, diminutive endings, syllabic nasals, and hyphenation;
- Updated spelling rules;
- More sample words and examples; and
- Community-selected features based on polls conducted in Lannang group chats.

Learn LO

Visit the official Lannang Orthography page:

<https://www.lannangarchives.org/orthography>

Use the interactive pronunciation guide:

<https://www.lannangarchives.org/pronounce>

See examples of LO used in longer passages:

<https://www.lannangarchives.org/translations>

Recommended Citation

Gonzales, Wilkinson Daniel Wong, and Rauha Huigiok Lim. 2024. *Lannang Orthography (LO), Third Edition*. The Lannang Archives. www.lannangarchives.org.

Lannang Manifesto

July 19th, 2024

Preamble

We, the undersigned, representatives and members of the Lannang community, in recognition of our unique heritage, language, and cultural identity, hereby declare and affirm our commitment to the preservation, promotion, celebration, and empowerment of the Lannang people and our rich linguistic and cultural legacy. This manifesto serves as a legal document, binding us to the principles and actions necessary to achieve these goals.

Article I: Definitions

The definitions herein are derived from a diverse array of sources encompassing both qualitative and quantitative data. The terminologies have been extensively gathered and vetted through methods including, but not limited to, community engagement forums such as The Lannang Archives (TLA) community chats conducted in the year 2024, and empirical evidence collected through structured survey methodologies, notably the pre-survey (n = 223 participants) and post-survey (n = 29 participants) administered in conjunction with the 2024 Lannang Symposium. Further depth and richness of data have been obtained through semi-structured interviews executed during the said symposium. Additionally, a longitudinal ethnographic investigation undertaken by Prof. Dr. Wilkinson Daniel Wong Gonzales, spanning from the year 2017 through to the year 2024, contributes significantly to the foundational understanding herein presented. Complementing these primary sources are peer-reviewed academic resources, specifically those articulated in scholarly contributions by Tan (2021) and Chu (2021), which provide a critical, analytical framework and theoretical underpinning to the definitions employed in this document.

Section I: “Lannang”

- a. It is agreed that the term “Lannang” has origins from the Hokkien phrase *lân-láng* “our people.”
- b. This term primarily denotes individuals in the Philippines who are descendants of immigrants from Southern China—specifically, those of Hokkien, Cantonese, or Taishanese origin. It applies to those who trace their lineage to the major immigration waves of the early to mid-20th century, and possibly even to those who arrived in the late 19th and late 20th centuries.
- c. A term that has historically been mostly, if not uniquely, used by this group – and not other ‘Chinese-heritage’ groups (e.g., Southeast Asian Hokkien-heritage diaspora communities) – to refer to themselves *vis-à-vis* an “other” people who do not share the same heritage or experiences as them (e.g.,

notably, the *huan-nâ* or the natives, and more recently, ethnic Chinese migrants beginning the 1990s that identify as “Chinese” and not “Lannang”). At present, the term still has vestiges of its original function: it can be used to mark the social group’s identity as distinct from what the group has historically referred to as the *huan-nâ* or the “natives” (i.e., non-Lannang Filipinos), but now it can also be used as a term to distinguish themselves from Chinese migrant groups that they perceive to be “out-group” such as the POGOs (i.e., Chinese gambling operators in the Philippines), recent Hokkien-speaking migrants, and other ethnic Chinese in the Philippines that do not share the same heritage as them.

- d. Refers to someone who self-identifies or positions themselves as “Lannang” and engages in at least some Lannang heritage (e.g., going to Lannang schools, engages with other Lannang speakers, speaks Lánnang-uè, believes in or had been socialized into “Lannang values” like *bìn* ‘face,’ *hiyâ* ‘shame’)
- e. A multifaceted Philippine heritage and a mixed or hybrid sociocultural and ethnolinguistic identity that primarily reflects the diasporic heritage mentioned earlier yet is capable of dynamically shifting depending on the context. This (seemingly paradoxical) identity encompasses four main facets: being Filipino, being a specific type of Southern Chinese, being neither, and being both, all contingent on the sociocultural circumstances.
- f. A sociocultural, ethnolinguistic identity that is necessarily entangled with the Philippine social fabric, and – by definition – a Filipino identity, as the notion of “Lannang” emerged in a Filipino/Philippine context.
- g. A hybrid socio-cultural identity comparable to the Peranakans in Malaysia and Singapore, the Macanese in Macau, and the Kristang in Singapore.

Section II: Distinctions of “Lannang” from other related terms

- a. The term “Lannang” differs from common related terms such as Chinese Filipino, Chinoy, or Tsinoy, as these terms are more inclusive and broadly refer to all Chinese Filipinos, regardless of their specific Chinese dialect(s)/language(s) or heritage. These terms encompass a broader range of Chinese-Filipino experiences and include individuals of various Chinese dialect groups such as Cantonese, Mandarin, or other Chinese languages.
- b. Although “Fil-Chi” or “Filipino-Chinese” are used by majority Lannangs to refer to themselves as well, the notion of “Lannang” can transcend the nation-bound indices that are prevalent in the terms “Filipino” and “Chinese” in “Filipino-Chinese,” and instead places more emphasis on the shared common experiences, practices, and aspirations of “our people.”
- c. An argument for the distinction of “Tsinoy/Chinoy/Chinese Filipino/Filipino-Chinese/Fil-Chi” and “Lannang” is that these terms are not always correlated

or mutually exclusive. It should be noted that not all Lannangs identify as “Tsinoy/Chinoy/Chinese Filipino/Filipino-Chinese/Fil-Chi” and not all “Tsinoy/Chinoy/Chinese Filipino/Filipino-Chinese/Fil-Chi” identify as Lannang either. As such, “Lannang” as a term exists as a distinct sociocultural and political construct.

Section III: “Lánnang-uè”

1. It is agreed that the term “Lánnang-uè” has origins from the Hokkien phrase *lân-láng-(e)-uè* “our people’s language/tongue.”
2. A systematic and dynamic language that combines influences of Philippine languages (including Philippine English) and Hokkien (Southern Min), typically with the latter serving as a linguistic “base” or “frame.”
3. “Lánnang-uè” can be conceptualized as a range of styles, ranging from a conservative or “pure” style (i.e., a style that is perceived by the community to be rid of non-Hokkien influence, but may actually not really be rid of such influence), where Lánnang-uè is realized as local-accented Hokkien with little to no perceived lexical or structural influences, to a more mixed and locally-oriented Lánnang-uè (i.e., mixed-style Lánnang-uè) that can manifest as a “mixed language” or translanguing practice that creatively primarily draws influence from Hokkien and Philippine languages including Philippine English.
4. A language that does not have to follow the norms of “Hokkien” elsewhere, as it has already been documented to develop innovative features that are distinctively Lannang and Filipino, that is, cannot be exclusively traced to a single source language.

Article II: Amendments and Flexibility of the Manifesto

1. This manifesto acknowledges the fluid and evolving nature of sociocultural identities and conditions. Accordingly, it is designed to be a dynamic instrument, capable of adapting to the shifting needs and aspirations of the Lannang community.
2. An annual evaluation of this manifesto is mandated to ensure that its provisions, especially the definitions herein, continue to accurately represent the prevailing desires and interests of the community. This evaluation shall facilitate the continual relevance and effectiveness of this document.

Final provisions

In approving this manifesto, we affirm our commitment to the preservation, promotion, and empowerment of the Lannang community and the celebration of Lánnang-uè in all its forms. We pledge to work together in unity and solidarity to

achieve the goals set forth herein, ensuring the continued vitality and flourishing of our language, culture, and identity.

Read and unanimously voted upon by 54 members of The Lannang Archives community who are interested in the future of the Lannang identity and Lánnang-uè language.

July 19, 2024, at 4:00 PM

Dân-e Creêd

Gûn kay-empowèr hî-ge Lánáng káp ĩ só' taî-piaû e: tsi-ge hybrið-e sociocultural identity na ti Tng-suāⁿ Lam-hông e bun-huà roôt-le káp ho' Huī-di-pīn-e experiencê íng-hiông--tiòh. ĩ m-si tsuān e "Chinesê", pero si sīn--e, groundêd-e, kôh bu-ò-e sīn-hùn. Gûn affirm na Lánáng si tsi-ge proudly Huī-di-pīn-e sīn-hùn.

Tsi-ge gí-gién, yá-tsue mga stylè
Tsi-ge tsok-kún, yá-tsue experiencê
Tsi-ge heritagê, yá-tsue ugât

Gûn tsiâp-siu pagka-bo-sáng. Galing pa-de pa-de mga accênt kaû-â pa-de pa-de sentence structurê, galing khâ phiên Hokkien-uè e mga utterancê kaû-â khâ halô-e blênd na kasamà Hui-di-pīn e mga gien-gî káp leng-bún, across Philippinês, gûn-e gien-gî reflect gûn-e mga journèy.

Gûn kay-rejêct hî-ge ideà ng tsi-ge singlè-e standârd. Insteàd, gûn honòr Lánang-uè káp lóng-tsòng ĩ-e mga fòm: khâ pó-siû--è, halô--è, sīn--e, káp ti-ti evolwê--e.

Gûn siông-sīn na pagka-bo-sáng si dân-e strêngth, m-si tsi-ge flàw na dapât tiòh kay-erasê.

Gûn valuè muí-tsi-ge siāⁿ-ĩm, muí tsi-ge kô'-sì, muí tsi-khuán gí-gién suán-tiák, muí tsi-ge sng-uah-e experiencê.

Gûn sang-khuân uplîft hî-ge everyday speakèr, hesitânt-e learnèr, diu-di-e tiông-puè, káp hî-ge disconnected reclaimèr.

Gûn commît na gûn e: Revitalizê káp sustàin gûn e gí-gián habang bo-lê erasê ĩ-e mga pagka-bo-sáng. Tshông-tso ho' lang pó-tshí, shàre-e, kôh kê-tsaî imaginè-e Lánang sīn-hùn e mga space. Kiên-dip archivês, mga uah-tāng, tsī-guán, kiaū gién-kiù na roôt-le community káp hiông futurè-e. Affirm hî-ge dignity ng mga hun-hap sīⁿ-mià kiaū collective memory-e lat-diông

Dân m-si tsap-tshuì--e, kôh m-si ipît ti tiông-thau-e lág. Dân si Lánáng, uan-tsīng, hôk-tsáp, kôh kaû-giáh.

Dân sãⁿ-káp build tsi-ge futurè na dân-e gí-gién, kahit na yá messy, suí káp dân-e e kê-siok uáh--lòh-khi.

Lân-e Sin-tiaú

Lân bêh tsng-kiong Lánáng e nng-diák, kôh khng-tng ī só' taî-piaû e: tsiu-si kunguán ti Tng-suāⁿ lám--puìⁿ e bun-huà i-sân, tsâh-kôh ho' Huī-di-pīn e kīng-diák tshīm-khiāk íng-hiōng--tiōh e tsih-khuán sia-hue-bun-huà e hun-hap sīn-hùn. Ī m-si tsuān e "Tiōng-huá", Ī huán-trî g si sīn--e, ún-tìng--e, kôh uan-tsīng e tsih-khuán sīn-hùn. Lân khâk-din Lánáng si tat-dít ui Ī kiaū-ngô' e tsih-ge Huī-di-pīn sīnhùn.

Tsih-ge gí-gién, yá-tsue hōng-keh
Tsih-ge tsok-kún, yá-tsue kīng-diák
Tsih-ge i-sân, yá-tsue kūn-guán

Lân tsiâp-siu tshā-ì. Tsng bo-sang khiūⁿ kaû yá-tsue khuân e kû-huât kiét-kiò, tsng í Hók-kiên-uè ui-tsû e kóng-huât kaû u tshām Huī-di-pīn e kók-tsiōng gí-gién kâp Īng-bún e hun-hap piaú-tát, lân e gí-gién huán-īng lân kīng-diák e kê-thíng. Lân kitsuat kô' tsih-ge piaū-tsûn e kuân-diām. Lân huán-tng tsūn-tiong Lánang-uè e kôk-tsióng hing-siāk: pó-siū--è, hun-háp--è, sīn-hīng--e, kâp ít-tit ién-pièn--e.

Lân siōng-sīn, tō'-guan-huà si lân e lat-diòng, m-si khiâm-ing siaū-tí e khiâmkuât.

Lân tīn-siōh muí tsih-ge siāⁿ-īm, muí tsih-ge kô'-sì, muí tsih-khuán gí-gién suán-tiák, muí tsih-ge sng-uah kīng-diák.

Lân sang-khuân khng-tng dít-sióng e sí-iong-tsiâ, lê tiuⁿ-tî e hak-sip-tsiâ, diu-dì e tióng-puè, kâp tsīn-sīm lê tshe gí-gién dien-tsiâp e lág.

LÂN SUÂN-SÊ: Tsīn-hīng kôh ui-tshi lân e gí-gián, bo siaū-ti Ī e tshā-ì. Tshōng-tso ho' lang pó-tshí, hūn-hiōng, kôh kê-tsaī sī-khóⁿ ĩn e Lánang sīn-hùn e khōng-kān. Kiên-dip í sia-khū ui kūn-kī kôh hiōng bi-laí e tōng-àn, uah-tāng, tsī-guán, kiaū gién-kiù. Khng-tng hun-hap sīⁿ-mià e tsūn-gién, kiaū tsip-thê kī-iâk e lat-diòng

Lân m-si tsap-tshui--e, kôh m-si guêh ti tiōng-eūng e lág.

Lân si Lánáng, uan-tsīng, hôk-tsáp, kôh kaû-giáh.

Lân sãⁿ-kâp kiên-dip tsih-ge bī-laí, ân hiá lân e tsíh-gê hun-duàn--e, suí--è, siok-ī lân--e gí-gién e kê-siok uáh--lòh-khi.

Our Creed

We empower the Lannang and what it stands for: a hybrid sociocultural identity rooted in Southern Chinese heritage and deeply shaped by the Philippine experience. Not wholly “Chinese,” but something new, grounded, and whole. We affirm *Lannang* as a proudly Filipino identity.

One language, many styles.
One people, many experiences.
One heritage, many roots.

We embrace variation. From different accents to diverse sentence structures, from Hokkien-dominant utterances to hybrid blends involving Philippine languages and English, across the Philippines... our language reflects our journeys. We reject the idea of a single standard. Instead, we honor Lánnang-uè in all its forms: conservative, hybrid, emergent, and evolving.

We believe that diversity is our strength, not a flaw to be erased.
We value every voice, every story, every language choice, every lived experience.
We uplift the everyday speaker, the hesitant learner, the fluent elder, and the disconnected reclaimer alike.

We commit to: Revitalizing and sustaining our language, without erasing its variation. Creating spaces where Lannang identity can be lived, shared, and reimagined. Building archives, events, resources, and research that are community-rooted and forward-facing. Affirming the dignity of hybrid lives and the power of collective memory.

We are not fragments. We are not in-between. We are Lannang: full, complex, and enough.

Together, we build a future where our language lives... messy, beautiful, and ours.

Committee Descriptions

Executive

Provides overall leadership and strategic direction for The Lannang Archives. Sets organizational priorities, makes executive decisions, coordinates across committees and regional teams, and ensures that all initiatives align with TLA's mission and values.

MEP: Marketing, Events, and Partnerships

Integrates marketing, events, and partnerships to expand TLA's reach, strengthen public engagement, and support long-term sustainability. The committee conceptualizes, plans, and implements events (excluding Lannang Symposium), coordinating programs, participants, schedules, venues, promotion, and logistical requirements. It uses events as platforms for public visibility, community engagement, and relationship-building; develops marketing and outreach campaigns that attract audiences and communicate TLA's mission; and cultivates donors, sponsors, institutional partners, and collaborators who can support and extend TLA's programs. Through coordinated planning, messaging, outreach, proposals, and negotiations, the committee ensures that each event strengthens TLA's brand and partnerships, while each partnership and campaign enhances the impact of future events.

Creatives and Communication

Develops TLA's visual identity, multimedia materials, and public and internal communications. Produces culturally grounded content on language, heritage, humor, history, and community life, including graphics, posters, videos, captions, announcements, and short-form content. Manages TLA's presence across Facebook, Instagram, TikTok, Discord, and other platforms, including content scheduling, community engagement, moderation, analytics, and communication strategy.

Membership

Oversees member recruitment, screening, orientation, onboarding, and engagement. Maintains membership records and encourages active and meaningful participation in TLA's committees, projects, and activities.

Finance

Manages TLA's financial records, accounting, budgeting, reimbursements, and financial reporting. Ensures transparency, proper documentation, and responsible use of organizational funds. Provides financial guidance for events, projects, merchandise, and other activities.

FLIP: Fundraising, Logistics, Inventory, and Procurement

Develops and coordinates fundraising activities and revenue-generating initiatives. Oversees the sourcing and purchasing of materials, supplies, merchandise, and equipment; manages inventories and stock movements; coordinates storage, distribution, venue bookings, transportation, and other logistical requirements; and ensures that resources are available for the smooth implementation of TLA activities.

Special independent committees**Lannang Stories**

Collects, documents, curates, and shares Lannang narratives, oral histories, memories, and personal accounts. Coordinates interviews, submissions, publications, events, and other initiatives connected to *Lannang Stories*, supporting cultural preservation and community-based storytelling.

Lannang Symposium

Plans and oversees the annual Lannang Symposium as TLA's flagship event. Coordinates the symposium program, speakers, workshops, participants, venue, partnerships, publicity, finances, logistics, documentation, and post-event activities. Works closely with the relevant TLA committees while maintaining a dedicated organizing structure for each symposium cycle.

Lannang Learns (upcoming)

Helps develop and coordinates TLA's textbook and educational-materials projects. Oversees the planning, writing, reviewing, editing, design, testing, and publication of materials for learning and teaching Lánnang-uè, including textbooks, workbooks, lesson plans, exercises, digital resources, and supplementary content. Ensures that materials are culturally grounded, linguistically accurate, accessible to learners, and aligned with TLA's language-preservation and education goals.

Committee Assignments 2026-2027

Committee	Coordinator and members
Executive	Director: Wilkinson Daniel Wong Gonzales Local Coordinators (Proxy Directors): Nea Cipriano (Luzon and Visayas)/Laurence (Mindanao) TLA (Davao Coordinator): Laurence Lu <i>(TLA Davao Chapter status to be voted upon soon, see Statutory Provisions)</i>
MEP: Marketing, Events, and Partnerships	Coordinator candidates: Norlene Chua, Jadz Jevz Lee, Mai Liao <u>M: Marketing / Publicity</u> Catarina Isabella Gonzales Ervin Chua Jaira Honeymae Go Norlene Chua <u>E: Events / Logistics / Community Activities</u> Althea Naomi Chuang Annagreth Joy Chiong Cydney Chua Jadz Jevz Lee Jonas Raphael Chan Joshua Uyboco Nea Cipriano Philipp Jed Lauron Rachel Mae Ong Stephen John Pamorada <u>P: Partnerships / Outreach</u> Joffrey Stephen Chung Mai Doloseile Liao
Creatives and communication	Coordinator candidates: Creative Design: Althea Naomi Chuang, Jaira Go Communication: Ervin Chua, Ralph Lim <u>Creative Design: Visual Production and Illustration</u> Althea Naomi Chuang

	Chloe Yu Felichie Bianca Laroya Jaira Honeymae Go Jamie Figueroa Marie Sabine Antonina Chua Nea Cipriano <u>Communications, Social Media, Publicity</u> Catarina Isabella Gonzales Ervin Chua Ivy Maegan Tan Jaira Honeymae Go Norlene Chua Ralph Lim <u>Writing / Documentation / Language Support</u> Ashley Cua Rauha Huigiok Lim
Membership	Ad-hoc Coordinator: Jonas Raphael Chan Jadz Jevz Lee Jonas Chan Lizbeth Marie Lim Nea Cipriano Norlene Chua
Finance	Coordinator: Dave Ryan Mikhail Go Cydney Chua Dave Ryan Mikhail Go Laurence Lu Suzhane Faith Alberto
FLIP: Fundraising, Logistics, Inventory, and Procurement	Coordinators: Fundraising and Procurement: Laurence Lu Inventory: Edric Dy (Manila), Laurence Lu (Davao) Logistics: Philipp Jed Lauron <u>Fundraising / Procurement</u> Laurence Lu Suzhane Faith Alberto <u>Inventory</u> Edric Dy - Manila Laurence Lu - Davao

	<u>Logistics / Operations</u> Annagreth Joy Chiong Jonas Raphael Chan Philipp Jed Lauron Ralph Lim Stephen John Pamorada
Lannang Stories	Coordinator candidates: Lizbeth Marie Lim, Ashley Cua*, Edric Dy* (ad-hoc) <u>Ad-hoc leads / support</u> Ashley Cua - copyediting and storybook support Edric Dy - research and language documentation support Rauha Huigiok Lim - language, writing, and story development support <u>Story Development / Language / Copyediting</u> Ashley Cua Dave Ryan Mikhail Go Edric Dy Rauha Huigiok Lim Rachel Mae Ong <u>Research / Archives / Oral History</u> Ivy Maegan Tan Joffrey Stephen Chung Joshua Uyboco Mai Doloseile Liao Timothy Tyler Uy <u>Creative / Illustration / Publication Support</u> Felichie Bianca Laroya Marie Sabine Antonina Chua <u>Community / Education Linkages</u> Lizbeth Marie J Lim
Lannang Symposium (upcoming)	Lannang Symposium 2027 to be held in Manila? Jonas Chan (understudy for Lannang Symposium 2028 Iloilo) Philipp Jed Lauron (understudy for Lannang Symposium 2028 Iloilo) Mai Doloseile Liao (understudy for Lannang Symposium 2028 Iloilo) Nea Cipriano (understudy for Lannang Symposium 2028 Iloilo)
Lannang Learns (upcoming)	

Committee Targets 2026-2027

Executive

- ☐ Set and review TLA's annual priorities and work plan.
- ☐ Hold at least 3 organization-wide coordination meetings.
- ☐ Conduct at least one formal progress review of committees and regional teams.
- ☐ Ensure every major initiative is aligned with TLA's mission and approved priorities.
- ☐ Check in with committee coordinators periodically (once every three months)

MEP: Marketing, Events, and Partnerships

- ☐ Create, maintain, and distribute the TLA Calendar (Google Calendar)
- ☐ Organize at least 2 external public-facing events, including partnership-based activities.
- ☐ Organize at least 1 internal event, such as a TLA retreat, outing, or team-building activity.
- ☐ Develop at least 1 coordinated marketing or outreach campaigns.
- ☐ Secure at least 1 new active partner, sponsor, donor, or institutional collaborator.
- ☐ Prepare at least 1 partnership, sponsorship, or funding proposals.

Creatives and Communication

- ☐ Maintain a regular content calendar (content tracker) across TLA's active platforms (check with Nea Cipriano for handover and template).
- ☐ Publish at least one substantial public post or content piece every month.
- ☐ Produce promotional materials for all TLA events and campaigns.
- ☐ Develop at least one recurring content series on Lannang language, culture, history, humor, or community life.
- ☐ Review platform engagement and analytics at least quarterly.

Membership

- ☐ Conduct at least one recruitment drive or membership call outside Lannang Symposium.
- ☐ Conduct at least one recruitment drive or membership call during Lannang Symposium.
- ☐ Hold at least one formal onboarding or orientation session.
- ☐ Conduct at least one member engagement check-in or participation review (mid-term).
- ☐ Ensure every CORE member is assigned to at least 1 committee, project, or activity.

Finance

- ☐ Maintain complete and updated financial records throughout the year.
- ☐ Prepare at least two financial reports (December, April).

- ☐ Develop and monitor an annual organizational budget (produce one plan)
- ☐ Ensure that all expenses and reimbursements have proper documentation.
- ☐ Approve budgets requested by coordinators, directors, or LEAD applicants

FLIP: Fundraising, Logistics, Inventory, and Procurement

- ☐ Conduct at least 2 fundraising or revenue-generating initiatives.
- ☐ Support the logistics and procurement needs of all major TLA activities.
- ☐ Maintain an updated inventory and stock-movement record of TLA inventory where TLA has at least 50% stock (e.g., Lannang Stories, Our People's Language, Stickers), excluding Tiam Wars.
- ☐ Conduct at least two formal inventory audits (December, April).
- ☐ Develop a basic procurement, storage, and distribution system for TLA materials and merchandise.

Special independent committees

Lannang Stories

- ☐ Collect and document at least three Lannang stories, interviews, or oral histories.
- ☐ Publish or publicly share at least one curated stories or features.
- ☐ Create at least one storybook plot (Books 3 and 4)
- ☐ Organize at least 1 storytelling-related event, campaign, or community activity.
- ☐ Develop and maintain an organized archive of interviews, recordings, transcripts, and submissions.

Lannang Symposium (upcoming)

- ☐ Successfully organize 1 annual Lannang Symposium.
- ☐ Finalize the program, speakers, venue, partnerships, publicity, budget, and logistics according to an agreed timeline.
- ☐ Meet agreed registration, participation, or audience targets.
- ☐ Complete post-event documentation, evaluation, financial reporting, and publication of materials.
- ☐ Hold at least 1 post-symposium review meeting and produce recommendations for the following cycle.

Lannang Learns (upcoming)

- ☐ Develop at least 1 educational-materials project or prototype, such as a lesson unit, workbook section, or digital learning resource.
- ☐ Conduct at least 2 writing, reviewing, or materials-development sessions.
- ☐ Pilot or obtain structured feedback on at least 1 set of learning materials.
- ☐ Establish basic guidelines for language accuracy, cultural grounding, accessibility, and editorial review.
- ☐ Produce a clear development and publication plan/prototype for TLA's first major educational resource.

Statutory Provisions on Core Membership

Qualifications, responsibilities, and disciplinary procedures

(updated: 22 July 8:36 PM) July 22, 2025

Preamble

The Lannang Archives (TLA) is a volunteer-led, community-based organization committed to documenting, preserving, and celebrating Lannang language, identity, and heritage. Our success depends on the collective commitment, initiative, and mutual accountability of those who serve as Core Members: individuals entrusted with responsibilities that shape the direction, reputation, and integrity of the organization.

As TLA grows in scope and membership, it is essential to define clear and consistent expectations for all Core Members. This document outlines the baseline obligations, participation standards, and accountability mechanisms applicable to all individuals holding Core membership status. These policies serve several vital purposes:

- **Transparency:** They clarify what is expected of members, eliminating ambiguity around duties and responsibilities.
- **Fairness:** They provide a shared, measurable framework for evaluating participation, recognizing contributions, and addressing issues of disengagement.
- **Sustainability:** They help ensure that key roles are held by active, reliable individuals, and that decision-making processes remain inclusive, responsive, and efficient.
- **Flexibility with Accountability:** While recognizing that members' availability may vary over time, the guidelines balance flexibility with the need for minimum standards of engagement.

This governance protocol also codifies procedures for demotion, removal, and probation to safeguard the integrity of the organization and ensure continuity of leadership and service. It is not intended to be punitive but protective, preserving the trust, energy, and collaborative spirit that sustain TLA's mission.

All current and future Core Members are expected to review and adhere to the provisions outlined herein.

Section I. General Obligations of Core Members

All individuals designated as Core Volunteers or Members (“Core Members”) of The Lannang Archives (TLA) are expected to fulfill the following obligations to retain active CORE membership status.

Monthly Participation Requirements

Responsiveness:

Core Members must remain responsive on designated TLA communication platforms. Members are required to acknowledge messages that call for a reply or action within 72 hours, unless prior notice of unavailability has been provided to the group or relevant coordinators.

Active Participation in Decision-Making Activities:

Core Members must participate in 100% of organization-wide polls and voting processes within the stipulated voting period (minimum 48 hours per poll), barring exceptional cases and pre-approved absences, barring pre-approved absences, prompt notification of inability to vote, or *exceptional cases* rendering member from notification and inability to vote.

Discussion Involvement:

Core Members must contribute at least one (1) substantive message per month in either the general chat or their committee communication channels.

Substantive messages must relate to ongoing planning, organizational reflection, or decision-making (e.g., providing input on proposals, offering feedback, or suggesting initiatives).

A message is considered substantive when it is related to ongoing planning, organizational reflection or decision making (e.g., providing input on proposals, offering feedback or suggesting initiatives)

Annual Service Requirements

Committee Membership:

All Core Members shall be required to actively participate in the activities of at least one (1) official committee of The Lannang Archives (TLA) within each calendar year.

Active participation shall be defined as meeting both of the following conditions:

- i. Attendance at no less than seventy-five percent (75%) of the scheduled meetings of the designated committee, and
- ii. Meaningful contribution to the projects, initiatives, or deliverables assigned to said committee, with the extent of such contribution to be reasonably determined in light of the member's stated availability and capacity.

Failure to satisfy **either** condition without valid justification will constitute grounds for review of Core Member status.

Event Participation:

Each Core Member shall be required to render verified volunteer service constituting meaningful participation in no fewer than one major event organized or co-organized by The Lannang Archives (TLA) per calendar year. Qualifying events include, but are not limited to, the Lannang Symposium, outreach programs, public engagement initiatives, and pre- or post-symposium activities. Meaningful participation shall be defined as fulfilling at least one of the following:

- i. Assuming a lead or supporting role in the planning, implementation, documentation, or collection of evaluations and feedback through official TLA-administered instruments; or
- ii. Rendering a minimum of three (3) hours of volunteer service in any phase of the event's lifecycle, including preparation, execution, or post-event wrap-up.

Verification of service must be recorded in accordance with TLA's volunteer documentation procedures (via Messenger, etc.)

Section II. Flexibility and expectations around availability

TLA acknowledges that members' availability may vary due to academic, professional, or personal obligations. Members are encouraged to communicate anticipated periods of inactivity. Temporary low participation is permissible with prior notice.

However, if a member anticipates sustained disengagement or cannot meet the above commitments for an extended period (e.g., more than two consecutive months), they are expected to:

- i. Inform their Committee Coordinator or the Director, and
- ii. Voluntarily step back from their Core Member role or request a temporary leave of absence.

Members who remain entirely unresponsive or inactive for more than two (2) consecutive months without communication will be subject to removal procedures outlined below.

Section III. Removal and demotion procedures

Core Member Removal

1. A Core Member may be removed from the Core group only under the following conditions:
 - i. The individual has failed to meet the obligations outlined in Section I or II; and
 - ii. **At least three (3) non-probationary Core Members** unanimously agree to the removal; and
 - iii. The decision is documented in writing and submitted to the Director for final confirmation.
2. All efforts should be made to communicate concerns to the member prior to initiating removal.

Committee Coordinator Demotion

1. A Committee Coordinator who fails to fulfill the obligations required of Core Members, as outlined in Section I, for a continuous period of one (1) calendar month without valid justification will be subject to demotion to regular Committee Member status.
2. Demotion shall require the following:
 - i. A formal assessment by the Director, and
 - ii. Agreement from at least two (2) additional non-probationary Core Members who are not members of the same committee as the Coordinator in question, unless their direct involvement in the committee is essential to the assessment (e.g., Co-Coordinators or Director-designates).

All parties involved in the decision must provide *written* documentation of the assessment and rationale for demotion.

3. Where another Committee Coordinator or Core Member (e.g., the Deputy Director or a Co-Coordinator) is closely involved in the committee's operations and has direct knowledge of the Coordinator's (in)activity, their input shall be sought and recorded as part of the evaluation process.

Section IV. Recruitment and application of new CORE members

Annual Recruitment Week

TLA shall conduct an Annual Recruitment Week (ARW) each year as its primary period for accepting applications from prospective Core Members.

ARW shall:

- i. Begin approximately one to two weeks after the annual Lannang Symposium;
- ii. Run for seven consecutive days;
- iii. Be announced through TLA's official communication and social media platforms; and
- iv. Use the application form and recruitment procedures approved for that year.

The Director and Membership Committee may adjust the exact dates when necessary because of scheduling, operational, or organizational considerations.

Required Application Process

All individuals seeking to become TLA Core Members must complete the official Core Membership application process for the relevant recruitment cycle.

Applicants must submit either:

The official online application form available

at www.lannangarchives.org/opportunities; or

An approved physical application form issued by TLA for that recruitment year.

Applications submitted through unofficial forms, private messages, email, verbal requests, or outdated application materials shall not be considered valid unless expressly authorized by the Director or designated Membership Coordinator.

Annual Application Materials

The application form, eligibility requirements, questions, supporting documents, and recruitment procedures may be revised from year to year according to TLA's organizational needs.

Applicants must use the application form approved for the relevant recruitment cycle. Submission of an application form from a previous year does not automatically constitute a valid application.

Screening and Assessment

Submission of an application does not guarantee admission as a Core Member.

Applications may be assessed based on:

- i. Alignment with TLA's mission, Creed, and core values;
- ii. Interest in Lannang language, culture, heritage, or community work;
- iii. Relevant skills, experience, and potential contribution;
- iv. Availability and willingness to satisfy Core Membership obligations;
- v. Responsiveness and communication during the recruitment process;
- vi. Committee preferences and current organizational needs; and
- vii. Any interview, written task, orientation, or other assessment required for that recruitment cycle.

The Membership Committee, relevant Committee Coordinators, and the Director may jointly participate in the screening and assessment process.

Interviews and Additional Requirements

Shortlisted applicants may be invited to an interview, orientation, skills assessment, trial task, or other activity designed to determine their suitability for Core Membership and possible committee placement.

Applicants must provide accurate and complete information throughout the recruitment process. Material misrepresentation, falsification, or concealment of relevant information may result in rejection or later revocation of Core Membership.

Admission and Committee Placement

Successful applicants shall be informed formally of their admission and probationary status.

New Core Members may be assigned to committees based on:

- i. Their stated interests and preferred committees;
- ii. Their skills, experience, and assessed strengths;
- iii. Interview and application results;
- iv. Committee staffing and manpower needs; and
- v. The recommendations of the Membership Committee, relevant Committee Coordinators, and the Director.

An applicant's preferred committee assignment is not guaranteed.

Probationary Status

All newly admitted Core Members remain subject to the probationary process provided under Section IV of these Statutory Provisions.

Completion of the application, interview, orientation, or initial committee assignment does not by itself constitute permanent confirmation as a Core Member.

Confirmation depends on satisfactory participation, responsiveness, reliability, and contribution during the probationary period.

Recruitment Outside Annual Recruitment Week

TLA may conduct additional, targeted, or emergency recruitment outside ARW when there is an urgent organizational, regional, project-based, or committee-specific need.

Applicants recruited outside the regular cycle must still complete either:

- i. The official online application form;
- ii. An approved physical application form for that year; or
- iii. Another written application process formally approved by the Director for the specific recruitment initiative.

All such applicants remain subject to the same screening, assessment, committee placement, and probationary requirements.

Regional Chapter Recruitment

Recognized Regional Chapters may conduct their own local recruitment campaigns, interviews, orientations, and applicant outreach.

However, individuals recruited as official TLA Core Members must:

- i. Complete the official TLA application form or an approved physical application form for the relevant year;
- ii. Meet TLA-wide Core Membership qualifications;
- iii. Undergo the required screening and probationary process; and
- iv. Be recorded in TLA's organization-wide membership records.

Regional recruitment policies may supplement, but may not replace or weaken, TLA-wide recruitment requirements.

Section V. Probationary process for new CORE members

1. All newly inducted Core Members shall undergo a **two-month probationary period** to evaluate fit, reliability, and contribution.
2. At the beginning of the probationary period, member will be asked to fill out a form to indicate their interests OR choose their top 3 committees of interest. Their assigned committee will be in consideration of their interests, skillset, post-interview evaluations, and manpower needs.
3. During this period:
 - i. The Committee Coordinator and Director shall jointly assess the member's engagement (e.g., responsiveness, participation in discussions, and committee involvement).
 - ii. The new member shall be informed of their probationary status upon entry.
4. At the conclusion of the two (2)-month probationary period, a probationary member who is found to be underperforming, i.e., consistently failing to meet the basic participation expectations of Core Members (see Section I)—may be denied confirmation of Core Member status.
5. Such a decision shall require the following:
 - i. Assessment by the relevant Committee Coordinator in consultation with the Director, and
 - ii. Unanimous agreement from at least two (2) additional non-probationary Core Members, who are preferably not from the same committee unless they are directly involved in overseeing the probationary member's contributions.
6. All parties involved must provide written documentation of the evaluation, specifying the criteria used, the concerns identified, and any recommendations for future involvement, if applicable.
7. Removal decisions must be documented and communicated directly to the member.

Section VI. Principles of membership

TLA is sustained by the passion, commitment, and accountability of its members. Core membership is both an opportunity and a responsibility. These requirements are not intended to be punitive but serve as safeguards to ensure that all members contribute meaningfully to the organization's goals. Members who are unable to meet these expectations are encouraged to step back, take a leave, or rejoin when ready to participate fully.

Section VII. Standards of conduct and core values

Affirmation of Core Values

All members of The Lannang Archives (TLA), including but not limited to Core Members, Committee Members, volunteers, and affiliates, shall be bound by *The Creed* and are expected to uphold the following core organizational values in the execution of their roles and responsibilities:

- i. Integrity. Members shall conduct themselves with honesty, transparency, and ethical responsibility in all organizational matters, including those involving communications, decision-making, and the handling of financial or material resources.
- ii. Respect. Members shall treat all persons with dignity, civility, and professionalism, and shall refrain from engaging in conduct that constitutes harassment, discrimination, or personal attacks, whether verbal, physical, or digital in nature.
- iii. Accountability. Members shall perform their duties in good faith and in accordance with the obligations they have agreed to, and shall accept responsibility for the outcomes of their actions or omissions.
- iv. Cooperation. Members shall work constructively with others and shall not engage in obstructionism, sabotage, or forms of malicious compliance intended to delay, derail, or undermine organizational processes.
- v. Safety and Inclusion. Members shall contribute to the creation and maintenance of a safe, inclusive, and respectful environment in all TLA-related spaces and events, whether physical or virtual.

Prohibited Conduct

The following acts, committed within or outside the scope of formal duties, are strictly prohibited, shall constitute violations and be subject to disciplinary review on a case-by-case basis:

- i. Acts of Violence or Harassment. This includes, but is not limited to, physical aggression, verbal abuse, intimidation, threats, or any conduct that creates a hostile or unsafe environment for others.
- ii. Financial Misconduct. This includes misappropriation of funds, unauthorized expenditures, falsification of financial records, or any other act of dishonesty involving the management of TLA assets or donations.
- iii. Malicious Non-Compliance. The willful execution of duties in bad faith, including deliberate obstruction of organizational directives, sabotage of ongoing projects, or compliance with instructions solely to cause harm or delay.

- iv. Distribution of Inappropriate Materials. The transmission, display, or dissemination of sexually explicit, obscene, violent, or otherwise inappropriate content in any TLA-affiliated platform, communication channel, or event space is strictly forbidden.
- v. Breach of Confidentiality. Unauthorized disclosure, sharing, or misuse of sensitive or protected information obtained through one's role or involvement in the organization.

Complaints and Disciplinary Procedures

- i. Filing of Complaints. Any member who reasonably believes that a violation of this Section has occurred may submit a confidential complaint in writing to the Director or a designated Core Member.
- ii. Review Panel. Upon receipt of a complaint, the matter shall be reviewed by a panel consisting of no fewer than three (3) non-probationary Core Members, at least one (1) of whom shall not be affiliated with the same committee or directly involved in the incident.
- iii. Deliberation and Documentation. The panel shall assess the merits of the complaint based on available evidence, and its findings and any proposed sanctions shall be documented in writing. Sanctions may include, but are not limited to:
 - a. Issuance of a formal written warning;
 - b. Temporary suspension from committee duties, Core Member privileges, or event participation;
 - c. Revocation of Core Member status or removal from the organization.

Right to Respond and Appeal

- i. Right to Notice and Response. The member subject to review shall be informed in writing of the nature of the complaint and shall be afforded an opportunity to provide a written or oral response before a final determination is made.
- ii. Appeal Mechanism. Any disciplinary action may be appealed in writing to the full Core Membership within seven (7) calendar days of receipt of the decision. The appeal shall be reviewed by an impartial group of Core Members not previously involved in the original decision-making process.

Section VIII. Establishing a regional chapter

Active TLA Core Members may initiate the establishment of an official Regional Chapter of The Lannang Archives in a particular region of the Philippines or abroad. This privilege is reserved for Core Members in good standing and is intended to support sustained, locally responsive community work under TLA's broader mission.

Initiation of a Regional Chapter

The establishment of a Regional Chapter may be initiated through either of the following:

1. **Director Nomination**

The TLA Director may nominate a qualified Core Member or group of Core Members to establish and lead a Regional Chapter.

2. **Self-Nomination**

An active Core Member may formally propose the establishment of a Regional Chapter and nominate themselves to serve as its initial Regional Chapter Director or Coordinator.

A nomination must identify:

- The proposed region covered by the chapter;
- The proposed Regional Chapter Director or Coordinator;
- The active Core Members who will form the chapter;
- The chapter's initial objectives, proposed activities, and organizational structure; and
- Evidence that the minimum requirements for recognition have been met.

Minimum Requirements

A proposed Regional Chapter must meet all of the following requirements:

1. It must have at least **five active TLA Core Members** who are based in, regularly reside in, or maintain a substantial connection to the region.
2. The regional group must have successfully organized and conducted at least **one Lannang Symposium** in that region.
3. The group must demonstrate the capacity to sustain communication, programming, and community engagement beyond a single event.
4. It must identify a proposed Regional Chapter Director or Coordinator who will serve as the chapter's principal representative and liaison with the TLA Director and Executive Committee.
5. Its members must be willing to uphold TLA's Creed, mission, organization-wide policies, visual identity, standards of conduct, and membership obligations.
6. The proposed Regional Chapter Director or Coordinator must submit a formal/text message application to the TLA Core group through any of its communication channels. Upon receipt of the application, the TLA Director or proxy shall call a vote/poll for the Core group to decide on the proposed Regional Chapter (see approval requirements below).

Approval and Official Recognition

The establishment of a Regional Chapter must be submitted to a vote of the active TLA Core Membership.

The chapter becomes official only when the proposal receives a majority (51%) of the valid votes cast by active Core Members within the designated voting period.

The majority shall be calculated based on the votes actually cast, instead of the total number of active Core Members. Non-responses and abstentions shall not be counted as votes against the proposal and shall not be included in calculating the majority.

Once the proposal passes, the Director shall formally confirm the establishment of the Regional Chapter and recognize its initial Regional Chapter Director or Coordinator.

Status of a Regional Chapter

A Regional Chapter remains an integral part of The Lannang Archives and is not an independent organization.

It operates under the TLA name, mission, and organizational framework while retaining reasonable autonomy to respond to the needs, conditions, and opportunities of its region.

Regional Chapters may develop their own programs, structures, and internal practices, provided that these do not conflict with TLA-wide policies or decisions.

Privileges of a regional chapter

Once formally recognized, a Regional Chapter may exercise the following privileges.

1. Independent Organization of Regional Events and Activities

The chapter may independently conceptualize, plan, and conduct events, workshops, seminars, outreach programs, cultural activities, educational initiatives, research-related activities, fundraising projects, and other programs within its region.

The chapter may determine the form, schedule, participants, venue, and internal organization of its activities, subject to its approved policies and available resources.

The TLA Executive Committee should be informed of major public activities. Coordination with relevant organization-wide committees may be required when an activity involves:

- Organization-wide participation;
- Significant financial commitments;
- Formal external partnerships;
- Sensitive public statements;
- Use of organization-wide databases or confidential information; or

- Significant legal, financial, or reputational implications.

2. Access to TLA Financial Assistance

A Regional Chapter may request financial assistance from TLA for approved events, projects, materials, and operational needs.

Financial assistance is subject to:

- Availability of TLA funds;
- Submission of a clear proposal and itemized budget;
- Justification of the requested amount;
- Review by the Finance Committee and relevant officers;
- Approval by the Director or other authorized decision-making body;
- Compliance with TLA procurement and reimbursement procedures; and
- Submission of receipts, liquidation documents, and post-activity financial reports.

Recognition as a Regional Chapter does not guarantee automatic funding. TLA may fully fund, partially fund, defer, modify, or decline a request depending on available resources and organizational priorities.

A chapter may also use its own approved regional funds or conduct fundraising activities to support its programs.

3. Independent Regional Recruitment

The chapter may independently recruit members, volunteers, project participants, and community partners within its region.

It may conduct:

- Regional recruitment campaigns;
- Applicant screening and interviews;
- Orientations and onboarding activities;
- Volunteer calls;
- Committee assignments; and
- Member-engagement initiatives.

Individuals recruited as official TLA Core Members must continue to satisfy TLA-wide qualifications, probationary requirements, participation standards, and confirmation procedures.

The chapter must maintain accurate and updated membership records and submit relevant membership information to the TLA Executive Committee or Membership Committee when requested.

The chapter may also maintain a category of regional volunteers or project-based participants who are not Core Members, subject to its approved internal policies.

4. Creation of Regional Policies and By-Laws

The chapter may create its own regional constitution, by-laws, policies, operating procedures, committee structure, election rules, meeting procedures, and internal accountability mechanisms.

Regional policies and by-laws must:

- Be consistent with TLA's Creed and mission;
- Be consistent with TLA-wide statutory provisions and standards of conduct;
- Clearly define the chapter's leadership, membership, decision-making, and financial procedures;
- Be approved through the chapter's own adopted voting process;
- Be submitted to the TLA Executive Committee for review and recognition; and
- Be revised when provisions conflict with TLA-wide governance or create serious legal, financial, ethical, or reputational concerns.

Regional by-laws may impose additional reasonable standards suited to the chapter's needs, but they may not remove or weaken obligations that apply to all TLA Core Members.

In the event of a conflict, TLA-wide policies, statutory provisions, and decisions of the active Core Membership shall prevail.

5. Formation of Regional Committees and Leadership Positions

The chapter may establish its own committees, project teams, working groups, and leadership positions.

It may appoint or elect:

- A Regional Chapter Director or Coordinator;
- Deputy or Assistant Coordinators;
- Committee Coordinators;
- Finance or Treasury Officers;
- Membership Officers;
- Events Officers;
- Communication or Creatives Officers; and
- Other positions required by its regional structure.

The selection, term, replacement, and removal of regional officers shall be governed by the chapter's approved by-laws, subject to TLA-wide standards of conduct and accountability.

The Regional Chapter Director or Coordinator shall serve as the chapter's primary representative and liaison with the TLA Director and Executive Committee.

6. Regional Partnerships, Sponsorships, and Fundraising

The chapter may identify and pursue local partnerships, sponsorships, donations, grants, and collaborative opportunities.

It may communicate with schools, universities, cultural organizations, businesses, community groups, government offices, and other potential partners within its region.

However, the following must be reviewed and approved by the TLA Executive Committee before they are finalized:

- Formal contracts or memoranda of agreement;

- Substantial donations or funding commitments;
- Partnerships carrying significant legal or financial obligations;
- Activities involving the transfer or licensing of TLA intellectual property;
- Partnerships that may significantly affect TLA's reputation; and
- Arrangements that claim to bind TLA beyond the Regional Chapter.

All funds and material donations received under the TLA name must be properly recorded, acknowledged, and managed according to approved financial procedures.

7. Use of the TLA Name, Logo, and Identity

The chapter may use the TLA name, logo, branding, and approved visual identity in its official activities, publications, social media materials, correspondence, and partnerships.

The chapter may also use an approved regional version of the official logo, such as TLA <region name> Chapter, provided that it follows organization-wide branding, communication, and documentation guidelines. If a regional logo is used, it must be placed to the right of the main TLA logo and must remain visually subordinate to the main logo unless otherwise approved by the TLA Director or Executive Committee.

Materials should clearly identify the chapter by region, such as:

The Lannang Archives – <Region name> Chapter
TLA <Region name> Chapter

The chapter may develop regionally adapted materials, but it may not alter TLA's official identity in a way that causes confusion or represents the chapter as a separate organization.

8. Regional Communication Platforms

The chapter may create and manage its own regional Messenger groups, social media pages, mailing lists, shared drives, Discord channels, websites, or other communication platforms.

These platforms must:

- Be clearly identified as official chapter platforms;
- Be administered by authorized chapter members;
- Follow TLA's standards of conduct and communication;
- Protect confidential and personal information; and
- Remain accessible to designated chapter or organization-wide officers when needed for continuity and accountability.

Major public announcements concerning organization-wide policies or positions must be coordinated with the TLA Executive Committee.

9. Representation of Regional Interests

The chapter may represent the interests, experiences, concerns, and priorities of Lannang communities in its region.

It may:

- Recommend organization-wide programs or policy changes;
- Raise regional concerns before the Executive Committee or active Core Membership;
- Nominate members for organization-wide roles;
- Propose speakers, partners, projects, or research initiatives;
- Share regional language practices, histories, and cultural concerns; and
- Participate in organization-wide planning and decision-making.

Regional autonomy should support, rather than fragment, TLA's organization-wide mission.

Responsibilities of a regional chapter

The privileges of a Regional Chapter are accompanied by continuing responsibilities.

A recognized chapter must:

1. Maintain at least five active TLA Core Members connected to the region.
2. Maintain regular communication with the TLA Director and Executive Committee.
3. Keep accurate records of:
 - Membership;
 - Events and activities;
 - Meetings and major decisions;
 - Finances and reimbursements;
 - Donations and sponsorships;
 - Inventory and organizational property; and
 - Partnerships and formal correspondence.
4. Submit activity, membership, and financial reports when required.
5. Ensure that funds, donations, merchandise, equipment, and other TLA resources are used responsibly and transparently.
6. Follow TLA's Creed, mission, statutory provisions, standards of conduct, branding guidelines, and organization-wide policies.
7. Protect confidential, personal, financial, research, and organizational information.
8. Coordinate appropriately when regional activities may affect TLA as a whole.
9. Maintain a safe, respectful, inclusive, and community-centered environment in all physical and digital chapter spaces.
10. Ensure proper leadership transition and transfer of records, funds, accounts, passwords, documents, and organizational property when officers change.

Review, inactive status, and withdrawal of recognition

The status of a Regional Chapter may be reviewed when it:

- Falls below five active Core Members;
- Becomes persistently inactive;
- Fails to maintain communication with the TLA Executive Committee;
- Repeatedly fails to submit required reports or financial documentation;
- Misuses TLA funds, property, branding, or confidential information;
- Acts contrary to TLA's Creed, mission, policies, or standards of conduct; or
- Creates significant legal, financial, ethical, or reputational risk for TLA.

Before formal action is taken, reasonable efforts should be made to communicate concerns to the Regional Chapter Director or Coordinator and allow the chapter to respond or correct the issue.

Following review, the TLA Executive Committee may:

- Issue recommendations or a formal warning;
- Require corrective measures or reorganization;
- Temporarily limit particular chapter privileges;
- Place the chapter on inactive status;
- Suspend the chapter's access to TLA funding, branding, or official platforms;
or
- Recommend withdrawal of official recognition.

The withdrawal of official chapter recognition must be approved through a majority of the valid votes cast by active TLA Core Members within the designated voting period.

When recognition is suspended or withdrawn, the chapter must return or transfer all TLA funds, records, accounts, inventories, materials, and other organizational property to the designated TLA officers.

Membership index

Senior members

Senior, advisory, and leadership members providing strategic guidance, continuity, and mentorship across TLA initiatives. (+ indicates length of **consecutive** service)

Annagreth Joy Chiong ++ (promoted from Junior)
Ashley Cua ++ (promoted from Junior)
Catarina Isabella Gonzales +++
Chloe Yu ++++
Cydney Chua ++ (promoted from Junior)
Dave Ryan Mikhail Go +++++
Edric Dy +++
Felichie Bianca Laroya + (promoted from Junior)
Jonas Raphael Chan ++ (promoted from Junior)
Laurence Lu ++
Lizbeth Marie J Lim ++++
Nea Cipriano ++ (promoted from Junior)
Philipp Jed Lauron ++ (promoted from Junior)
Rauha Huigiok Lim +++++
Sabine Chua ++ (promoted from Junior)
Stephen John Pamorada ++ (promoted from Junior)
Wilkinson Gonzales ++++++

Total: 17

Junior members

Newly joined members being oriented and onboarded into TLA's organizational structure.

Althea Naomi Chuang
Ervin Chua
Ivy Maegan Tan
Jadz Jevz Lee
Jaira Honeymae Go
Jamie Figueroa
Joffrey Stephen Chung
Joshua Uyboco
Mai Doloseile Liao
Norlene Chua
Rachel Mae Ong
Ralph Lim

Suzhane Faith Alberto
Timothy Tyler Uy

Total: 14

Revision notes

Promoted from the 2025 Junior members list: Philipp Jed Lauron, Nea Cipriano, Stephen John Pamorada, Annagreth Joy Chiong, and Ashley Cua.

Added from the 2026 volunteer directory: Jaira Honeymae Go, Ivy Maegan Tan, Jadz Jevz Lee, Rachel Mae Ong, Felichie Bianca Laroya, Jonas Raphael Chan, Althea Naomi Chuang, Joffrey Stephen Chung, Mai Doloseile Liao, Suzhane Faith Alberto, Norlene Chua, Jamie Figueroa, Ervin Chua, and Timothy Tyler Uy.

Not carried over because they did not appear in the 2026 volunteer directory used for this revision: Sigmund Ban Siy, Charles D. Tiu, Jasper Yeung, Joshe Calvin Tiu, Kevin Cordoviz, Merwin Chan, Misha Hwang, Stephanie Wong, Joseph Dofitas, Timothy Lima, Chi Sy, Belinda Tan, Jennifer Sun, Steffi Chong, Clifford De Jesus, Abraham Chen, Marc Rommel Yu, Micah Janine Yu, Renibon Galvez, Jan Patrick Magpantay, Watson Benedicto, Wharton Tsoi

Appendix A. TLA project proposal template

Submit to: lannangarchives@gmail.com

Subject Line: TLA Project Proposal – [Project Title]

1. Project Information

Project Title:

Proposed Duration: (Max. 6 months)

Start Date:

End Date:

Project Coordinator(s):

(Max. 2 Core Members)

Project Team Members:

(Include internal and/or external collaborators)

2. Project Overview

Project Type:

- ☐ Advocacy
- ☐ Language Promotion
- ☐ Cultural Activity
- ☐ Educational Program
- ☐ Fundraising
- ☐ Partnership-Based
- ☐ Other: _____

Brief Description (150–250 words):

What is the project and what does it aim to do?

3. Objectives

What specific goals will this project achieve?

(e.g., awareness, language learning, resource development, community engagement)

4. Alignment with TLA Mission

How does this project support:

- Lannang language advocacy?
- Heritage preservation?
- Community empowerment?

5. Key Activities & Timeline

Month	Activity
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	

6. Expected Outputs

(e.g., workshops conducted, materials produced, funds raised, community reach)

7. Budget Request (if applicable)

Total Amount Requested from TLA: PHP _____

Item	Description	Amount

8. Fundraising / Revenue Component

☐ None

☐ Yes

If yes:

- Will proceeds be returned fully to TLA?
 - ☐ Yes (TLA-funded project)
 - ☐ No (Partnership-based; subject to contract)

Explain:

9. External Partnerships (if any)

Name of partner(s):

Nature of collaboration:

10. Risk & Sustainability

Any foreseeable challenges?

How will the project remain accountable and feasible?

11. Declaration

We commit to:

- ✓ Using funds responsibly
- ✓ Submitting post-project documentation
- ✓ Returning remaining balance (if applicable)

Project Coordinator(s):

Name / Signature / Date

Appendix B. Post-project documentation template

Submit within 2 weeks after project completion

1. Project Information

Project Title:

Project Coordinator(s):

Project Duration:

2. Project Summary (150–250 words)

What was implemented?

3. Outcomes

✓ What was achieved?

✓ Were objectives met?

4. Key Outputs

(e.g.,)

- Number of participants:
- Materials produced:
- Events conducted:
- Funds raised (if applicable):

5. Photos

Attach:

- ☐ Activity photos
- ☐ Outputs produced
- ☐ Community engagement evidence

6. Financial Report (if applicable)

Total Budget Received: PHP _____

Total Used: PHP _____

Remaining Balance: PHP _____

Item Amount

Attach:

- ☐ Receipts
- ☐ Proof of expenses

7. Fundraising Report (if applicable)

Total Amount Raised: PHP _____

Distribution:

- ☐ Fully remitted to TLA
- ☐ Partnership split (attach agreement)

8. Reflections (Short)

What worked well?

What can be improved?

9. Final Declaration

We confirm that:

- ✓ All information is accurate
- ✓ Remaining funds (if any) will be returned to TLA

Project Coordinator(s):

Name / Signature / Date