

MEMORANDUM REPORT

F O R : **Council of Elders**
IGO

F R O M : **Committee Tasked To Amend The Existing IGO CBL**

Members:

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R E : **AMENDATORY SUGGESTIONS TO THE**
EXISTING IGO CONSTITUTION AND BY-LAWS

D A T E : 13 February 2006

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Greetings!

Sometime during the last quarter of last year (2005), the above-named undertook the task to draft certain amendments to the existing IGO CBL. It was earlier decided by the Council that some portions needed to be amended to conform to certain necessities. Hence the formation of the committee.

The procedure we followed was a liberal one. Initially, we floated flyers to the general membership of IGO – via IGONets and bibaknets, to be specific – soliciting for any issues they want to be addressed and for suggestions or pointers. In the main, most suggestions were entertained and noted. We also took note of, and incorporated, certain discussions in both of the above-named e-mail groups which we deemed relevant to the task at hand. Then it was all about fitting the pieces together in their right perspectives.

For the most part, the bulk of the existing CBL has been retained. The task boiled down mostly on structural re-arranging (or chapters, provisions, topics, functions, etc.) and re-wording/re-stating provisions. It was also necessary to introduce new concept/s to either compliment/supplement and/or bolster existing provisions. The whole process, however, was geared towards strengthening the existing one – and not necessarily to create a new one.

The draft should be self-explanatory. For the earlier part, we marked certain areas for emphasis and for explanations (not all though were stressed that well for lack of time). Some latter provisions were not highlighted – not for lack of importance, but for

lack of material time. We understand that the IIC is just a few months away and the submission of this report is but apt this early. Owing to the unorthodox setting we had in the process (which we did via e-mail, how else), we are fully aware that some errors or inconsistencies may have slipped past our observations. Regardless thereof, we would be available to shed light on any issue arising from the attached draft.

PREMISES CONSIDERED, we most respectfully submit this report.

CONSTITUTION
OF THE
IGOROT GLOBAL ORGANIZATION (IGO)
P R E A M B L E

We, the members of the Igorot Global Organization, firm in our resolve to respect and preserve our heritage, aware of our personal, civic and social responsibilities as residents of our chosen community, **fully cognizant of the strengths and talents of our youth and the challenges they face everyday¹**, and inspired to be more active in advancing our well-being, hereby form a non-profit corporation and promulgate this constitution and by-laws.

ARTICLE I

NAME, HEADQUARTERS AND ORGANIZATION²

Section 1. The name of this organization³ shall be the Igorot Global Organization, which may likewise be referred to as IGO.

Section 2. The headquarters of the IGO shall be located in Washington DC, United States of America, or as may be designated by the Council of Elders⁴.

Section 3. IGO shall allow and recognize⁵ the formation of chapters⁶. A chapter to be organized shall be governed by the following provisions:

- a.** A chapter shall be limited to only one for each participating country or political jurisdiction;

- b.** As an initial and continuing requisite for acceptance and recognition by IGO, a chapter shall abide by and manifest adherence to the principles and objectives set forth herein;
- c.** Chapters shall maintain autonomy within their own spheres of jurisdiction in terms of organizational setup, administration, grievance procedures, new ventures and such analogous endeavors, except for membership requisites and on matters which the Council of Elders (COE) shall deem to be within the ambit of IGO wherein these provisions shall primarily govern.
- d.** Chapters shall cooperate with each other and with IGO in the implementation and monitoring of IGO projects and towards the full attainment of the visions and objectives stated herein.^{7,8}

ARTICLE II

STATEMENT OF PRINCIPLES AND OBJECTIVES⁹

Section 1. This organization shall be guided by the following principles:

- a.** IGO perceives itself as an advocate of Igorot interests, linking Igorots to other peoples of the world.¹⁰
- b.** Towards empowering its members in facing life's challenges while at the same time maintaining and strengthening cultural roots, IGO upholds the view that its members assume active roles in their respective communities in the fields of government, private industry, education, medicine, arts and media, social services, and such other analogous activities.¹¹
- c.** IGO acknowledges the strengths and talents of the Igorot youth and, while

inculcating in them desirable Igorot doctrines, fully supports them in their advancement in life.¹²

- d. IGO is being established as, and shall remain, a non-profit, civic, educational and charitable organization.¹³

Section 2. The objectives of IGO shall be:

- a. To preserve for future generations, through educational and research programs, the diverse cultural and historical heritage of the Igorots, and proactively promote their upliftment, advancement, and interests globally;¹⁴
- b. To aid, through legitimate means, in the promotion, protection, and upliftment of legitimate interests of the Igorot people;¹⁵
- c. To promote unity and cooperation among members and other people who share their indigenous values;¹⁶
- d. To encourage and mentor members to adapt to and positively influence their environment, wherever they are;¹⁷
- e. To seek global awareness for the Igorot people by encouraging members to contribute to the well being of society and publicizing those contributions whenever appropriate;¹⁸
- f. To support responsible and sustainable economic development in the Cordillera region of the Philippines, while advocating and vigilantly monitoring protection of the environment;¹⁹
- g. To formulate and develop programs geared towards making members more useful, productive, law-abiding and worthy citizens and residents of their chosen communities.²⁰

ARTICLE III

MEMBERSHIP²¹

Section 1. Any Igorot by birth, by affinity, or by permanent residence in the Cordilleras, who is of good moral character, can become a member non-residence in, or temporary absence from, the Philippines in general or in the Cordilleras in particular notwithstanding.²²

Section 2. Honorary membership may be bestowed by the Council of Elders on any individual who, in its discretion, has exemplified or displayed the desire to embrace the Igorot way of life and is willing to give life to the goals of this organization.²³

Section 3. Membership in the organization shall be on an individual basis. Each individual member, with the exception of those conferred honorary membership, shall be assessed membership dues as may be deemed appropriate by the organization.²⁴

ARTICLE IV

COUNCIL OF ELDERS²⁵

Section 1. There shall be a Council of Elders (COE), to be composed of not more than fifteen (15) who shall be duly elected at large by the general membership in a meeting called for that purpose, which shall in the main be responsible for setting the strategic direction of the organization through management and control of its affairs.

Section 2. Duly constituted and recognized IGO chapters shall be entitled to at least two (2) representatives each to the COE.

Section 3. From among themselves, the members of the COE shall elect a

President, who shall also be the Chief of Council, a Vice President, an Executive Officer, a Secretary, a Chief Financial Officer, and a Press Relations Officer (PRO).

Section 4. No offices other than those of the Secretary and Chief Financial Officer may be combined in one person.

ARTICLE V

EXECUTIVE BOARD AND COMMITTEES²⁶

Section 1. The Executive Board, to be headed by the Executive Officer, shall be composed of the chairpersons of the standing committees of this organization.

Section 2. The following shall comprise the organization's standing committees: Finance Committee, Constitution and By-Laws Committee, Membership Committee, Nomination and Election Committee, Youth Committee, Culture & Education Committee, Audit Committee, Communications Committee, and Resolutions Committee.

Section 3. Ad hoc committees may be created as needed, upon approval of the Council of Elders.²⁷

ARTICLE VI

AMENDMENTS OR REVISIONS²⁸

Any amendment to, or revision of, these rules may be proposed and ratified in accordance with the procedures set forth in the by-laws.

BY-LAWS²⁹

MEMBERSHIP AND VOTING³⁰

Section 1. The following rules shall apply to all members:

- a. All members, to be considered in good standing and thus retain membership in the organization, are required to adhere to these provisions and to pay their annual dues in the amount and date as may be suggested by the Finance Committee and approved by the Council of Elders.
- b. Membership in this organization will not preclude membership with any other duly constituted and recognized IGO chapter, provided his membership with one will not unduly interfere with his membership in the other.

Section 2. Membership with this organization may be terminated voluntary or for cause. Voluntary termination may be done by informing any officer of such intent, the same of which will then be transmitted to the President. The effective date of termination shall be as indicated by the terminating member.

Reasons for involuntary termination, the final decision of which rests on the Council of Elders, shall include, but not limited to, non-payment of membership dues for at least two (2) years, and flagrant disregard or non-adherence to the principles which IGO represent. In any such event, any candidate for involuntary termination shall be afforded by the organization all appropriate measures to ensure the peaceful resolution of the matter.³¹

Section 3. All members in good standing, at least eighteen (18) years of age and except for honorary members but including chapter representatives and the chairman of the Youth Committee, shall be allowed to, and entitled to one, vote in any appropriate activity undertaken by the organization.

Section 4. In any activity where members are allowed to cast their votes, except where specifically provided for in these rules, a plurality of votes is enough to pass a

measure or for a candidate to be considered elected.

COUNCIL OF ELDERS

Section 5. Any member in good standing, at least **eighteen (18) years**³² of age except for the chairman of the Youth Committee, **and preferably with access to a computer**, may become a member of the council.

Section 6. **Functions of the council shall include, but not limited to, monitoring strict charter compliance, policy making, performance evaluation of itself and other bodies of IGO, fund raising, interaction with the global community, and such other similar functions that it deems paramount to the interests of the organization.**³³

Section 7. From among themselves, members of the council shall elect the following officers:

- a. ***President*** – The president shall, subject to the control of the council, be the principal executive officer of IGO and shall assume the lead task of supervising and managing the affairs of the organization. **He shall appoint committee heads, except for those elected in the council and for the chair of the Youth Committee, and preside in all council and general assembly meetings.** As the presiding officer, he shall **only** cast his vote when necessary to break a tie.

Likewise, he shall also be the Chief of Council. **As such, he is expected to, among others, provide leadership for the council and the organization, inspire membership, and represent IGO globally.**

In case of a vacancy in the office of the President or Chief of Council, the

Vice President shall succeed him. If the Vice President fails to qualify, and within sixty (60) days from the date of vacancy, the council shall declare the existence of a vacancy and hold a special election for the purpose of electing a President.

- b. ***Vice President*** – The Vice President shall assume the duties and obligations of the President in the latter’s absence. He shall perform such other functions as may be required of him by the council.³⁴
- c. ***Executive Officer*** – The Chief Executive Officer, who shall head the Executive Board, shall manage and supervise the day to day operations of IGO and the board. As such, he is accountable to the council.
- d. ***Secretary*** – The Secretary shall be in charge, among others, of the documentation of organization meetings, maintaining and updating the organization’s membership list, being the keeper of the organization’s scrolls, among other similar functions that may be assigned to him. He shall also head the Membership Committee.
- e. ***Chief Financial Officer (CFO) and Treasurer*** – The Chief Financial Officer, who shall head the Finance Committee, shall be responsible for the financial affairs of IGO. He may, at his discretion, recommend to the council the appointment of a treasurer or treasurers to assist him.
- f. ***Press Relations Officer (PRO)*** – The Press Relations Officer shall be responsible for the dissemination of information relating to the organization and shall be the point of contact for all press releases. The PRO shall head the Communications Committee.

Section 8. The term of office for members of the Council of Elders and all elected officers shall be four (4) years, with eligibility for re-election. Elected officers shall continue to serve as such only during their incumbency as council members. In any event, outgoing officers shall continue to hold office until such time that their successors shall have been duly elected.

Section 9. Except where specified, any vacancy occurring in the Council of Elders or of the offices therein shall be filled by the council within a reasonable period of time in a general assembly or special meeting called for that purpose and upon prior notice. Any subsequently elected council member, or officer where appropriate, shall only serve the remainder of the term of the member or officer being replaced.

Section 10. Any elected officer may be removed for cause from office by the council if in its discretion such a move is in the best interest of the organization.

Section 11. All internal matters arising from the conduct of business within the council, as well as all issues involving membership termination for cause, shall be referred, upon motion duly seconded, to an ethics committee which shall be specially created to resolve the same. In any such event, the council shall formulate guidelines to govern the proceedings. Resolutions of this committee shall be considered final and executory.³⁵

THE EXECUTIVE BOARD

Section 12. The principal function of this body is to oversee the day-to-day operations of the organization, making all operational decisions related thereto, and ensure the execution of and due compliance to IGO policies.

Section 13. The board shall act for and in behalf of the Council of Elders when the council is not in session. Any act passed or procedure undertaken by the board during such stage may be subject to review by the council upon its resumption of session. In any event where the council negates an act of the board, in whole or in part, any incident performed as a result of the implementation thereof prior to its negation, if carried in good faith, shall be considered valid and binding to the organization.³⁶

ORGANIZATIONAL COMMITTEES

Section 14. Standing committees, and ad hoc teams when imperative to organizational functions, indispensable in assisting the Council of Elders in identifying and implementing strategies that promote the well being of the organization shall be created on the bases of these rules. Except for members of the council subsequently elected to head certain standing committees, and with the exception of the chair of the Youth Committee, all committee heads shall be appointed by the President.³⁷

Section 15. The standing committees of the organization shall be:

- a. ***Finance Committee*** – This committee shall oversee all financial activities of the IGO, including but not limited to maintaining the books and bank accounts of the organization and proposing any financial policies to the council. Further, the committee shall develop proposals for funding sources from private and public foundations and regular revenues. Finally, the committee shall be in charge of reviewing the organization’s annual budget and submitting it to the Council of Elders for approval.
- b. ***Constitution & By-Laws Committee*** – This committee shall ensure that IGO

activities and transactions are in compliance with these and existing government rules. Further, it shall evaluate all issues raised concerning constitutional amendments and shall make its recommendations regarding such to the Council of Elders.

- c. ***Membership Committee*** – This committee shall maintain a roster of organization members and shall be responsible for validating membership and developing membership policies. It shall also be responsible for developing strategies for the recruitment of new members.
- d. ***Nomination and Election Committee*** – This committee shall be responsible for ensuring that any member aspiring for, or being nominated for appointment to, any of the offices of the organization is duly qualified. It shall conduct elections and shall be the final arbiter of election results or of any issue arising therefrom.
- e. ***Youth Committee*** – The Youth Committee shall be responsible for ensuring the active involvement of the youth membership in any IGO activity whenever feasible, especially in social, political, cultural and athletic events. The chair of the committee shall be elected by, and from among, its members and shall become a member of the council with a voice and vote.³⁸
- f. ***Culture and Education Committee*** – This committee shall be responsible for, among others, developing programs and projects promoting Igorot cultural events and educational programs directed towards information dissemination of the Igorot way of life.
- g. ***Audit Committee*** – This committee shall be responsible for performing an

audit of the financial books, statements, and accounts of IGO, the regularity or necessity of which shall be determined by the council.³⁹

- h. *Communications Committee* – This committee shall ensure that public communication is coordinated to present a single unified voice on all communications with the membership, with media, and with the global community. It shall also establish sound communications policies and media contacts.
- i. *Resolutions Committee* – This committee shall be responsible for reviewing all resolutions submitted for consideration, as to form and substance, before submission to the appropriate body.

Section 16. Ad hoc committees may be commissioned by the council based on need, and upon a motion duly seconded or the submission of a formal resolution. Any such committee shall automatically dissolve upon submission within a given time of a final report on the undertaking for which it was especially created for.⁴⁰

Section 17. Except for those committee heads appointed by the president and the chair of the Youth Committee, the tenure of office of all elected committee heads shall be co-terminus with their terms as members of the Council of Elders.⁴¹

MEETINGS AND QUORUM

Section 18. General Assembly – A general membership meeting shall take place at least once in every two years, to coincide with the biennial assembly of the Igorot International Conference (IIC). The date and place of the IIC shall be designated by the Council of Elders. A quorum of at least twenty five percent of the total membership will

be needed to conduct business.

Section 19. *Council Meetings* – The Council of Elders shall have a general meeting at least once a year, to be conducted at a designated place and time. It may also be conducted via teleconference, electronic mail, regular mail, facsimile, or through any other known electronic means. At least ten (10) members shall suffice to form a quorum.

Section 20. *Executive Board and Committee Meetings* – In all meetings in the Executive board and any committee, a quorum representing at least a simple majority of the total membership for each shall be required for the conduct of business.

Section 21. *Special Meetings* – Any special meeting may be held upon prior notice at least thirty (30) days before the scheduled date.

AMENDMENTS

Section 22. Any proposed amendment to these provisions shall be submitted to the Constitution and By-Laws Committee which shall, after evaluating the substance of the proposal, submit its recommendation to the council.

Any amendment shall be valid when ratified by at least two thirds (2/3) vote of the members present in a general assembly, or in a special meeting called for that purpose, where a quorum has been determined.

GENERAL PROVISIONS

Section 23. *Enforcement of Policies* – Members shall comply with and enforce all resolutions and policies adopted by the organization.

Section 24. *Liability and Responsibility of Members* – No member shall be

personally liable for any debts, liabilities, or obligations of IGO.

Section 25. *Exercise of Membership Rights* – All members shall be encouraged to actively participate, whenever appropriate, in the political processes of their chosen communities and maintain themselves as good citizens thereof. There would be no political contributions, or endorsement of political candidates, however, in the name of the organization.

Section 26. *IGO Fiscal Year* – IGO Fiscal Year shall commence on the first day of January and end on the 31st day of December of the same year.

Section 27. *Assets of the Organization/Dissolution* – No asset donated to or acquired by the organization in the course of its legal existence shall be utilized except for the purposes for which it was organized. In the event that IGO is to be dissolved, its assets upon final liquidation would be dedicated to any or all existing program/s initiated by the organization in fulfillment of such goals.

Section 28. *Endowment Fund* – IGO may establish such endowment fund programs as may be deemed necessary. Any such undertaking shall be administered and managed pursuant to special rules to be set up the Council of Elders.

Section 29. *Proxy Voting* – No voting by proxy shall be allowed in any IGO meeting.

Section 30. *Adoption of Organization Seal* – IGO shall adopt an official seal which shall be reflective of the culture and identity of the Igorot people.

Section 31. *Conduct of Meetings/Parliamentary Authority* – The following rules shall govern these situations:

1. In the conduct of any meeting sanctioned by the organization, professionalism

on the floor shall at all times be exercised and promoted.

2. "Robert's Rules of Order", preferably the latest edition, shall be the primary parliamentary authority for all matters of substance or procedure not specified under these rules. The Council of Elders, however, if it shall so desire, may formulate its rules as regards the conduct of any meeting within the organization. In this regard, the use of known Igorot indigenous practices, which shall be identified and agreed upon by the council, may, upon a motion duly seconded, be also utilized for purposes of conducting meetings.

TRANSITORY PROVISIONS

Section 32. This constitution and by-laws shall immediately take effect upon ratification by a majority of the votes cast in a general meeting where a quorum was determined.

Section 33. The first set of officers under this constitution and by-laws shall be elected on or after April 2006.

Of the fifteen (15) members to be elected for the Council of Elders, the first eight (8) obtaining the highest number of votes shall serve for four (4) years, while the remaining seven (7), including the chairman of the Youth Committee, shall serve for only two (years). Election to fill those whose terms will be expiring shall be held every two years thereafter. The terms of office for chapter representatives shall be determined by their respective organizations.

All other elected or appointed officers shall act in a hold-over capacity until their successors shall have been elected or appointed.

Section 34. All existing provisions not consistent with these rules shall be deemed repealed.

Section 35. By-laws of IGO chapters shall be amended if necessary to conform with these rules.

¹ This was Section 4, Article I (Statement of Principles - Old Draft [OD])

² Formerly title of Article II (Organization And Office)

³ The word ‘corporate’ was omitted for seemingly being redundant.

⁴ The words . . . “and the officers of IGO as specified in the by-laws” were omitted because the COE is the policy-making body. The second sentence of Section 2 was likewise deleted and placed elsewhere. Per se, it appears too restrictive. This also amends Section 1 (Headquarters Office) of Article I (Offices) of the Old Draft.

⁵ . . . “approve” was changed to ‘allow’ – the former seems too authoritarian and compromises somehow the idea that chapters should be basically independent/autonomous.

⁶ On “regional” chapters –we believe this is not the right terminology. We are still starting and we believe there are no *regional* Igorot organizations yet. We are referring of course to the understanding that regions refer to regional geographic areas (Southeast asia, Africa, Great Britain, Middle East, etc.), to distinguish it from individual countries.

⁷ Some of these provisions are in the original draft – just re-arranged some of them. The COE can make its definition/s from time to time as regards such parameters, if ever, but not to the point of compromising the autonomy of chapters.

⁸ Section 4 in the original draft was transferred it to Article II.

⁹ Statement Of Principles used to be Article I, while Purposes (which was changed here to Objectives) was formerly Article III. The provisions were merely re-stated, the substance basically the same.

¹⁰ From discussions in the formulation of a Vision.

¹¹ Formerly Section 3, Article I (Statement of Principles)

¹² Formerly Section 4, Article I (Statement of Principles)

¹³ Originally Section 4 Article II (Organization and Office)

¹⁴ As lifted from the Mission of IGO (Rev. 2).

¹⁵ A re-wording of Section, Article III (Purposes)

¹⁶ Formerly Section 2, Article III (Purposes)

¹⁷ Formerly Section 3, Article III (Purposes)

¹⁸ A rewording of Section 4, Article III (Purposes)

¹⁹ Formerly Section 5, Article III (Purposes)

²⁰ Formerly Section 6, Article III (Purposes)

²¹ Formerly Article IV (Membership and Voting)

²² From discussions in IGONet and a re-wording of the former Section 1, Article IV (Old Draft)

²³ From discussions in IGONet.

²⁴ Amending Section 2, Article IV (Membership and Voting)

²⁵ Formerly Article II (Council of Elders) in the By-laws section of the Old Draft

²⁶ Formerly Paragraph (a) (Executive Board), Section 2, Article V (Committees) of the By-laws section.

For obvious reasons, we felt the need to stress this body both in the constitution and by-laws sections. There seemed to be a misunderstanding on the composition and functions of this office, hence the following provisions for purposes of synchronization. The phrase “. . . duly elected officers of IGO. . .” being members shall refer only to those who are heads of standing committees by virtue of their positions in the COE.

²⁷ There used to be a Section 3 (Special “Ad Hoc” Committees) under Article V (Committees) of the by-laws section which enumerated certain ad hoc committees. We believe these should not be specifically included so as to give the COE a greater scope of discretion as to which ad hoc committees to be set-up. To specify ad hoc committees, and mandate their mandatory creation as seems to be the implication in the old

draft, would in fact negate the very nature of ad hoc committees.

²⁸ Formerly Article VII (Amendments)

²⁹ The committee has adopted a continuous numbering of sections in the by-laws section, for easier reference.

³⁰ These provisions synchronize those covered by Article IV (Membership and Voting) of the constitution, Article III (Representation and Assessments) of the by-laws, Article VI (Membership Termination) also of the by-laws, and other provisions scattered in the Old Draft which touched on membership and voting. Specifically, we deemed that the provisions covered under Article III cited herein should be omitted and instead be specified as office/organization policies.

³¹ The provision touching on the procedure for involuntary termination of membership is synchronized under Section 11 of the by-laws.

³² Eighteen (18) years of age is generally considered the age of majority, hence for purposes membership in the council the age should be lowered from 21 to 18. Choice is on the voters. The added preference of having a computer access is an attempt to eliminate 'lack of quorums' in COE meetings.

³³ An addition.

³⁴ At this point in time, IGO seems to need only one Veep.

³⁵ The provision on compensation was omitted considering that this organization is still primarily a voluntary endeavor. Any expenses incurred by a member or officer while in the performance of an organization function may be reimbursed, naturally, if such so desire.

³⁶ Both Sections 12 and 13 used to be Section 2, Article IV (Committees) of the by-laws. They were re-worded for brevity.

³⁷ Formerly Section 1, Article V (Committees) of the by-laws – with some additions.

³⁸ The phrase “. . . a list of recommended appointees made by the President (drawn from nominees brought forward). . .” was omitted. The youth, as part of their training, should be given the chance of making the choices related to this organization for themselves – all under the scrutiny of the COE and officers.

³⁹ The term “independent” before ‘audit’ was omitted. This is still an internal audit, it being performed by a body of IGO; independent referring to an outside auditor.

⁴⁰ Formerly Section 3, Article V of the by-laws. See other comments in endnote #27 above. By their very nature, a provision was added to describe their dissolution process.

⁴¹ This is to eliminate the issue as to what would happen to those whose terms as council members will be expiring vis-à-vis their positions as committee chairs, where applicable.