

**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, 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 - STATEMENT OF PRINCIPLES

Section 1. We form this IGO in order to respect and preserve our identity and actively promote our socio-economic and political interests in our chosen community.

Section 2. Our membership is open to all who consider themselves Igorots.

Section 3. We empower ourselves in all facets of life's challenges on this earth. To fulfill this goal, we cling to the vision that IGO members shall become full participants in the mainstream of their communities as leaders in government, private industry, education, medicine, arts and media, social services and other such activities. We firmly believe that we can be productive citizens of our chosen community while maintaining and strengthening our roots.

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Section 3. We fully recognize the strengths and talents of our youth and the challenges they face everyday. We will support our youth always as they aspire to be the best in what they do.

ARTICLE 11 - ORGANIZATION AND OFFICE

Section 1. The name of this corporate organization is the Igorot Global Organization, which shall be referred to as IGO.

Section 2. The Headquarters of the IGO shall be located in *Washington DC* or as designated by the Council of Elders and the officers of IGO as specified in the by-laws. There shall be branch offices called Regional Chapters such as a Philippine IGO Regional Chapter, a Canada Regional IGO Chapter, or a European Regional Chapter.

Section 3. IGO shall approve the formation of regional chapters. Regional chapters shall abide by the preamble, the mission and vision, the purposes, and the Statement of Principles of IGO. They shall be answerable to the IGO Council of Elders according to policies established from time to time by the Council. Additionally, regional chapters shall abide by the laws of their state/country. Regional chapters may in turn establish local chapters of their own subject to their own policies but still governed by the IGO Head Office.

Section 3. The IGO shall be a non-profit, civic, educational and charitable organization.

ARTICLE III - PURPOSES

Section 1. The main purpose of the IGO is to actively promote the members in their socio-economic and political interests wherever they may be.

Section 2. The IGO shall promote unity and cooperation among members and other people who share their indigenous values.

Section 3. The IGO shall encourage and mentor members to adapt and influence their physical, social and political environment.

Section 4. The IGO shall encourage members to contribute to the well being of society and publicize those contributions.

Section 5. The IGO shall support responsible and sustainable economic development in the Cordillera region of the Philippines while advocating and vigilantly monitoring protection of the environment.

Section 6. The IGO shall assist in developing programs, which will make IGO members more useful, productive, law-abiding and worthy citizens and residents of their chosen community and country.

ARTICLE IV - MEMBERSHIP AND VOTING

Section 1. Membership Category. Any individual who subscribes to the objectives and purpose of IGO and has a relationship to the Cordillera provinces of the Philippines is qualified to become a member. Such relationship may be by birth, affinity, residence, heritage, or choice.

Section 2. Membership to IGO shall be by individual membership only, but without prejudice to organizational membership where such membership would not pose problems for IGO. Regional IGO organizations may allow organizational membership subject to IGO Head Office approval.

Section 2. Voting. Each paid IGO member, 18 years or older, is entitled to one vote.

ARTICLE V - INCORPORATION AND SEAL

Section 1. The IGO is incorporated under the Non-Profit Corporation Act, Washington, DC.

Section 2. The period of the IGO duration is perpetual.

Section 3. The IGO shall adopt an official seal, which may be affixed to instruments and documents issued by or under its authority.

**ARTICLE VI - REGULATION OF INTERNAL AFFAIRS AND DISTRIBUTION
OF ASSETS**

Section 1. The provisions for the regulation of the internal affairs of the IGO shall be set forth in the IGO by-laws.

Section 2. The provisions for the distribution of assets upon dissolution and/or final liquidation shall, likewise be specified in the IGO's by-laws, state, and federal laws.

ARTICLE VII - AMENDMENTS

Amendments to this Constitution shall be provided for in the by-laws.

By-Laws of the Igorot Global Organization**ARTICLE I - OFFICES**

Section 1. Headquarters Office. The headquarters and principal office of the IGO for the transaction of business of the corporation is located in Washington DC. Its Mailing address shall be West Covina, California. The location may be changed by approval of the Council of Elders.

Section 2. Additional Offices. Additional office or offices may be established as determined by the Council of Elders.

ARTICLE II – Council of Elders

Section 1. General Powers. Council of Elders shall manage the business and affairs of the IGO.

Section 2. Number, Tenure and Qualifications. The number of the Council of Elders shall be not more than 30. Each elder shall hold office for three years. The elders shall elect their own Chief of Council who shall also act as the president. Qualification to run for office must be at least 21 years of age, of good moral standing, and subscribe to the goals and objectives of the IGO.

Section 3. General Meeting of Members. General membership meetings shall take place at least once every two years, in conjunction with the bi-annual general assembly of the Igorot International Conference (IIC). The Council of Elders shall designate date and place.

Section 4. Special/Emergency Meetings. The Council of Elders may hold special meetings if 30% of the Council desires to have one.

Section 5. Council of Elders/Officers Meeting. Council of Elders and officers shall meet at least once a year. Such meetings may be conducted at a designated place or may be

conducted via teleconference, electronic mail, regular mail, or through facsimile.

Section 6. Notice. Notice of any special meeting and its purpose shall be given at least thirty days in advance.

Section 7. Quorum. For the general annual membership meeting and Council of Elders meeting, 30% of the members shall constitute a quorum for the transaction of business at any meeting. However, a meeting with less than 30% representation can still be held to transact business on a non-binding basis.

Section 8. Vacancies. Any vacancy occurring in the Council of Elders shall be filled by the Council by majority vote. The replacement shall serve the unexpired term of his or her predecessor in office.

Section 9. Compensation. By resolution of the Council of Elders, each elder may be reimbursed for his or her expenses for attending each meeting. The Treasurer shall be responsible for ensuring that the elders are reimbursed accordingly. No such payment shall preclude any elder from serving the IGO in any other capacity.

ARTICLE III – REPRESENTATION AND ASSESSMENTS

Section 1. Membership Fee. The Council of Elders shall set the individual membership fee.

Section 2. Payment. Membership fee shall be due at the beginning of each year made payable to Igorot Global Organization. Members joining IGO from January through September shall pay the full amount. After September, membership fee shall be waived until the next calendar year.

ARTICLE IV**OFFICERS**

Section 1. Council of Elders. Members shall elect by ballot 30 members of the Council of Elders. The 30 elected members shall elect the other officers of the IGO.

Section 2. Term of Office. Term of office shall be three years. Each officer shall hold office until his or her successor shall have been duly elected.

Section 3. Removal. Any elected officer may be removed by the Council of Elders if endorsed by the officers and whenever, in the judgment the Chief of Council and officers, it is in the best interest of the IGO. Election of an officer shall not of itself create contract rights, and such appointment shall be terminable at will.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Council of Elders, or, in the instance where it is not possible to convene an appropriate Council meeting, then by the Executive Committee for the unexpired portion of the term.

Section 5. President/Chief of Council. The President shall be the principal executive officer of the IGO and, subject to the control of the Council of Elders, shall in general supervise and control all of the business and affairs of the IGO. The President shall preside at all meetings of the IGO. The President shall break tie votes.

Section 6. Vice President. In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by the Council of Elders. If there is more than one Vice President, each Vice President shall succeed to the duties of the President in order of rank as determined by the Council of Elders.

Section 7. Executive Officer. The Executive Officer shall oversee the day to day operations of the IGO and shall ensure that the policies and directions of the IGO are executed.

Section 8. Secretary. The Secretary shall take minutes in all meetings, maintain an up to date membership list including all officers and volunteer resources, arrange meetings, et al, according to the direction of the President, maintain all documents relating to the IGO, distribute materials to the membership as required and shall be the single point of call for the IGO inquiries.

Section 8. Chief Financial Officer (CFO). The CFO shall take responsibility for the financial matters of the IGO and shall maintain the financial books of the IGO. The CFO shall be assisted by a Treasurer. They shall work with appropriate committees in developing funding strategies to attract needed funds.

Section 9. Press Relations Officer. The Press Relations Officer shall be responsible for the dissemination of information related to IGO activities and shall be the point of contact for all press releases.

Section 10. Legal Counsel. The Council of Elders shall appoint the legal counsel

Section 11. Salaries. The salaries of the elected and appointed officers shall be addressed in the Rules and Regulations of the IGO.

ARTICLE V – COMMITTEES

Section 1. Policy-Making Powers of Committees. Committees are formed to assist the Council of Elders and the officers of IGO in identifying and implementing strategies that promote the well being of the IGO and its members.

Section 2. Standing (Official) Board/Committees

a. Executive Board. The Executive Board shall consist of (a) the duly elected officers of IGO, (b) the chairpersons of the following standing committees, namely, the Finance Committee, the Committee on Education and Culture, the Communications Committee, the Youth Committee, and the Membership Committee, and (c) the presidents/chairpersons of duly recognized IGO national chapters. Where the chairperson of the foregoing standing committees or the president of a national chapter is a duly elected officer of IGO, such chairperson or president shall represent also the Committee to which he or she belongs, but shall be entitled to only one vote.

b. The Executive Board shall act for and in behalf of the Council of Elders when the Council is not in session and/or cannot be convened in time to address pressing issues.

c. Executive Committee Resolutions will be presented to Council at its next scheduled session for ratification by Council. Where ratification is not granted, the decision in question will have been considered in force until the time ratification was denied at which point it is no longer valid. The defeated decision will have been accepted as being made in good faith and no repercussions will result from the time period in which it was in force.

d. For the purpose of making decisions, a quorum of the Executive Board consists of the President or Vice President, the CFO, fifty percent of the remaining officers and at least twenty-five percent of the committee chairs.

c. Finance Committee. The Finance Committee shall oversee all financial activities of the IGO including maintaining the books and the bank accounts and proposing any financial policies. The committee shall develop proposals for funding sources from private and public foundations and regular revenues (grants, donations, and membership fees). The Chair of this committee shall be the Chief Financial Officer. Further, the committee will review and ratify the annual budget of the IGO prior to it being brought forward to Council.

d. Constitution & By-Laws Committee. The Constitution & by-laws committee shall ensure that IGO activities and transactions are in compliance with its constitution and by-laws and state laws. Further, it shall examine requests for constitutional and bylaw changes that may be raised from time to time by the membership and/or the officers of the IGO, it will develop recommendations with regard to these requests and it will bring them forward with appropriate motions to the membership and the Council of Elders at their next meeting.

e. Membership Committee. The Membership Committee shall maintain the membership list of affiliated associations, validate members, and develop membership policies. The committee is responsible for developing strategies in recruiting new members to the IGO. The Chair of this committee shall be the Secretary.

f. Nomination & Election Committee. The Nomination & Election Committee shall be responsible for screening the credentials of the candidates to ensure that they are qualified to run for office. They will undertake their duties at least six months prior to General Membership Meeting to ensure that the needed number of new candidates are obtained in time for election. They will conduct the election and be the final arbiter of the results. The chair of the committee shall be appointed by the President.

g. Youth Committee. The Youth Committee shall be responsible for ensuring the active involvement of our youth in IGO activities especially in social, political, and cultural, and

athletic events. The chair of the committee shall be elected by the youth members of the IGO from a list of recommended appointees made by the President (drawn from nominees brought forward) and shall be an officer of the IGO as well as a member of the Council of Elders and an ex-officio member of the Executive Board.

h. Culture and Education Committee. The Culture and Education Committee shall be responsible for developing programs and projects in promoting the Igorot cultural events and educational programs targeted towards teaching the Igorot culture to individuals or institutions interested. The President shall appoint the Chair.

i. Audit Committee. The Audit Committee shall perform an independent audit of the financials books, statements, and accounts of the IGO and shall submit its report to the officers of IGO and its Council of Elders. Audited financial statements shall be made part of the IGO's annual report. The President shall appoint the chair of this committee with the approval of the Executive Board and the ratification of the Council of Elders.

j. Communications Committee. The Communications Committee shall ensure that public communication is coordinated to present a single unified voice on all communications with the membership and the media. The committee shall establish communications policies as may be needed and maintain media contacts throughout the world. The Chair of this committee shall be the Press Relations Officer.

k. Resolutions Committee. The Resolutions Committee shall be responsible for reviewing all resolutions as to content and relevance before they are submitted to the body.

Section 3. Special ("Ad Hoc") Committees

a. Registration Committee. The Registration committee shall immediately work on the registration of the IGO as a non-profit organization as stipulated in Constitution. This committee shall cease to exist after the IGO is incorporated.

b. Special Committee/Task Forces. The President may designate special committees or task forces, as it deems necessary. The President shall appoint the chair for such committee or task force. The chair in turn shall appoint his/her Co-chair and members.

c. Ethics Committee. The committee shall be formed by the Council of Elders to look into matters concerning violations of the Constitution and By-Laws and Rules and Regulations of the IGO. The committee's report shall be submitted to the Council of Elders.

d. Committee on Appointment. This committee shall be responsible for screening candidates for appointed positions in the IGO.

Section 4. Committee Meetings. The official committees shall hold meetings as often as necessary but at least once every six months. Meeting may be given by formal written notice, by telephone contact or facsimile, or via electronic mail. The participation of twenty five percent (25%) of the committee members shall be sufficient to constitute a quorum in any meeting. A majority vote of the participating committee members shall be sufficient to pass any motion or resolution. Each member of good standing shall exercise one (1) vote.

ARTICLE VI - MEMBERSHIP TERMINATION

Section I. Voluntary Termination. Any voting member may terminate status as member, upon delivery of a written Notice transmitted to the President of IGO. The effective date of the termination shall be indicated in the Letter of Resignation.

Section 2. - Involuntary Termination. The Council of Elders shall refer any member who flagrantly violates the Articles of Incorporation, the Constitution and By-Laws of IGO to

the Ethics Committee. Should the committee recommend expulsion, the Council of Elders shall formulate the appropriate procedures to be followed so that the person or association subjected to the disciplinary action shall have sufficient opportunity to explain its side of the case.

ARTICLE VII - AMENDMENTS

Section 1. Constitution and By-Laws. The Constitution and By-Laws of the IGO may be amended by a two-thirds (2/3) vote of the members present in a meeting convened for this purpose, or in a regularly scheduled general membership meeting provided that such members are given a copy of the proposed amendment/s at least sixty (60) days prior to the date of the Vote. A face-to-face conference or meeting of the members is recommended to amend. However, such meetings or deliberations may also be conducted via regular mail, teleconference, facsimile, or electronic mail.

ARTICLE VIII - MISCELLANEOUS PROVISIONS

Section 1. Enforcement of Policies. Members shall comply with and enforce all resolutions and policies adopted by the IGO.

Section 2. Liability and Responsibility of Members. No member shall be liable for any debts, liabilities or obligations of IGO.

Section 3. Exercise of Citizenship Rights. All voting members shall be encouraged to actively participate in the political processes of their chosen community and country as good citizens. However, no voting Member shall make any political contributions, or endorse political candidates in the name of IGO.

Section 4. The Fiscal Year. The Fiscal Year of IGO shall be January one through December 31.

Section 7. Checks, Draft, etc. All IGO checks or drafts over \$300.00 shall be signed by any two of the following officers – the President/Chief of Council, the Treasurer, the secretary or such other officers as determined by the Council. Checks \$300 or under may be signed by the Treasurer only.

Section 8. Contributions and Donations. Except as restricted by laws governing non-profit tax-exempt organizations, gifts, bequests or devices of real or personal property of every nature and description and location may be accepted by the IGO. The IGO may use, hold, manage, deal with and dispose of the same in such manner and to such extent as may be advisable for fulfilling the purposes of IGO.

Section 9. Endowment Fund. The IGO may establish such endowment funds as the Council of Elders and officers deem necessary or advisable. Each endowment fund established by the IGO shall be administered and managed pursuant to specific provisions of any Rules and Regulations set forth by the IGO management.

Section 10. Proxies Not Allowed. No voting by proxy shall be allowed at IGO meetings or committee meetings.

Section 11. - Robert's Rules of Order (Newly Revised). The latest edition of the Robert's Rules of Order is adopted for the conduct of IGO meetings. Additionally, the Council may use indigenous practices of the Philippine Cordilleras, when practicable.