

The Igorot Global Organization

**The IGO
Scholarship Program
Charter**



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The IGO Scholarship Program Charter

1. Preamble

In July of 2001 a regular IGO Council of Elders meeting was convened for the purpose of addressing a variety of policy issues. At this meeting a motion was proposed, seconded and carried that an IGO Igorot Scholarship Program be established under the auspices of the IGO that would address the following three components of education:

- Scholarships for worthy students who are otherwise unable to pursue post secondary education
- Augmentation of school facilities to further Igorot education
- Research

This document outlines the specifics of this program and will form the basis for its operations. It should be noted however that since this program operates under the IGO mandate and is accountable to the IGO, all provisions described herein are also subject to the IGO Constitution and By-Laws. To that end, if there is a conflict between the IGO Constitution and By-Laws as written or at some later date amended and this charter, the IGO Constitution and By-Laws shall prevail and the charter will be amended accordingly.

2. Overview

A. The Program Name:

The program will be called the Igorot Scholarship & Research Fund (ISRF) and hereafter may also be referred to as the IGO Scholarship Program

B. The Program Sponsor:

The Igorot Global Organization (IGO) will be sponsor and custodian of the program and as such the program is accountable to the IGO Council of Elders.

C. The Program Mission:

The program is intended to address current inequities in education particularly among the Igorot youth in the Cordillera of the Philippines. Further, it is intended to encourage Igorot youth to take leadership roles upon graduation such that the

program can be grown and perpetuated in the longer term. To that end, the mission of the program is:

Enable Igorot youth in the Cordillera of the Philippines to obtain equal opportunity in terms of a quality education and achieve this mission through three general areas of endeavour, namely:

- 1) Offering scholarship programs to economically challenged Igorot youth to enable them to obtain a post secondary education.***
- 2) Augmenting facilities (educational materials et al) of Cordilleran colleges, universities & other post secondary institutions to enable the children attending these institutions to achieve higher levels of academic achievement***
- 3) Fostering and supporting research into Igorot history, culture, education, economics and government***

And that this mission will include not only direct funding where deemed applicable but through other means such as forging educational links world-wide with other educational institutions to garner their support and resources for the greater benefit of the program.

D. The Program Objectives:

In the short term the program will have the following objectives:

- 1) Develop the policies and organizational structures that will enable the program to become effective and self sustaining.
- 2) Provide financial assistance to five students in each of the six Cordilleran provinces, for a total of thirty students annually, to finish undergraduate courses in areas of economic, social, cultural, scientific, technical, educational and/or political science relevance. The will be implemented as funding becomes available.

In the longer term, the program objectives are:

- 1) Expanding the scholarship base with a view towards assisting more students as funding and resources become available, supporting talented graduates to pursue further studies and/or special training in fields critical to the development of the Cordillera provinces.
- 2) Addressing the individual needs of post secondary academic institutions in acquiring educational materials, instructional materials and other such things to better ensure that all students attending these institutions will benefit. It should be noted however that the Scholarship Board may, at its discretion,

expand the program to other schools as well as more resources become available.

- 3) Identify and fund specific research programs that will result in the publication of information with respect to Igorot culture, history, economics, science, education and government.

3. Program Structure

The program consists of three governing bodies namely:

- ***The IGO Council of Elders*** (hereafter referred to as the IGO Council) – which has the final authority and accountability for the program.
- ***The Scholarship Board of Trustees*** (hereafter referred to as the Scholarship Board) – which has the responsibility for administering the program.
- ***The Scholarship Fund Raising Council*** (hereafter referred to as the Fund Raising Council) – which has the responsibility to solicit funding on an ongoing basis to support the Scholarship Program.

Both the Scholarship Board of Trustees and the Scholarship Fund Raising Council will be accountable to, and report to, the IGO Council of Elders as proscribed by the IGO Council from time to time. The specific roles of these three bodies shall be:

The IGO Council of Elders Role & Mandate

The IGO Council of Elders is effectively the Board of Directors of the Igorot Global Organization (IGO) and is duly appointed consistent with the Constitution and By-Laws of the IGO. The Chair of the IGO Council of Elders will appoint the Chair of both the Scholarship Board and the Fund Raising Council subject to these individuals having been duly nominated and elected by the rules set forth herein. The IGO Council as a whole has the responsibility of overseeing the program.

To oversee the program, the respective chairs will make representation to the IGO Council from time to time as directed by the IGO Council, presenting the state of their respective portfolios, presenting the policies that have been put in place, and accounting for all financial matters over which they have control. The IGO Council in turn will ensure that all financial transactions are in accordance with generally accepted accounting principles, that all policies are consistent with the directions and policies of the IGO and that the program is being well managed.

In the event of less than ideal performance, the IGO Council may, at its option, investigate any perceived or real allegations concerning the chair and upon due deliberation remove the chair of either body by proposing and ratifying a motion making a recommendation to the IGO Council Chair that a specific chair be removed. In the

event of such removal, the current co-chair of that body will undertake the responsibility of chair until such time as a new chair has been elected or the acting position has been confirmed.

The Scholarship Board of Trustees

Role & Mandate

The Scholarship Program Board of Trustees is the governing body of this program. Within that role it is responsible for the following:

- Developing and administering all formulas and terms and conditions under which monies may be given under the auspices of the program.
- Establishing the priorities and allocation formulas for how the program's revenues are to be distributed in each given year. This responsibility will entail not only establishing the amount of funding that is to be made available to a specific program such as scholarships, but also how much will be allocated to the other two components of its mission, research and augmenting educational facilities.
- Determining, as needed, the extent to which the program is able to carry out its mission. It will determine when the program can be expanded and to what degree, and in the event of shrinking resources it will also decide what areas are to be cut.
- Developing an annual budget for the purpose of administering the program effectively and in scheduling any payments that are to be made.
- Ensuring that it is apprised of the demographic needs of students and colleges within the Cordillera such that it is able to make wise, effective decisions.
- Reporting at least annually, or more frequently according to the call of the Chair, of the IGO Council of Elders, the state of the program's resources, the funds that have been disbursed and for what purpose, and any policies and directions that have been approved.
- Ensuring that all management structures, policies and procedures are above board such that they will hold up successfully to public scrutiny and/or to an independent audit.
- Developing and distributing all appropriate marketing or promotional material as it deems fit to ensure that the program becomes well known throughout the Cordillera and the world.

The Chair of this Board is appointed by the Chair of the Council of Elders on the basis of the following procedure:

- The Chair of the IGO Council of Elders will place a call for nominees to the IGO membership at large at least six months before the expiry of the term of the present Board Chair or within three months of the resignation of the Board Chair.
- The IGO Chair will compile the subsequent list of nominees and present this list to the IGO Council of Elders.

- The IGO Council of Elders will deliberate and elect from the list of nominees who they feel is the ideal chair for the Board. This election is determined by a simple majority of the members present.

The elected Chair of the Board of Trustees is accountable to the IGO Council of Elders through its Chair. The Board Chair is responsible for all reporting to the IGO Council of Elders and directs the day to day activities of the Scholarship Board, taking direction from the positions of the majority of its members.

The Chair of the Scholarship Board appoints the co-chair and, together with the co-chair appoints the members of the Board according to the following procedure:

- The Board Chair will place a call for nominees to the IGO membership at large at least six months before the expiry of the term of the members needing replacement.
- The Board Chair will compile the subsequent list of nominees and discuss the list with the Scholarship Board membership to ensure that the nominees are consistent with the requirements for membership.
- The Board Chair will then present this list to the IGO Chair of the IGO Council of Elders for ratification.
- The IGO Council Chair will present the list to the IGO Council of Elders soliciting their agreement. The IGO Council may, at its discretion recommend any specific members it is uncomfortable with to be dropped from the list prior to appointment and it may, at its discretion, also add any it deems would benefit the program providing that the total does not exceed fifteen members.
- Once ratified, the Board Chair will appoint the new members of the Board.
- In the event of the loss of a Board member either through resignation or death, the Board Chair in collaboration with the Board Co-Chair, will appoint a replacement for the balance of that member's term, advising the Chair of the IGO Council of Elders of the appointment.

Board Membership is restricted to individuals who:

- Have agreed to stand for this position
- Do not have any connections, direct or indirect, with any Philippine educational institutions or with any other bodies that might leave them with a real or perceived conflict of interest.
- Are willing and able to undertake the work and responsibilities required of the members.
- Have a current email account such that they are able to communicate through the public Internet for the duration of their term.

The Board Chair will work closely with the Fund Raising Council ensuring that this body is well apprised of Program directions and needs. The chair will participate in the Fund Raising Council deliberations however he or she does not have a vote. The Board Chair

or a duly appointed delegate will ensure that the Fund Raising Council be kept apprised of the program statistics and performance for the purpose of soliciting new funding.

The Board of Trustees through its Chair may appoint volunteer or professional assistance, as well as appoint subcommittees, as it deems necessary and desirable to further the cause of the program and to ensure that the administration of the program is undertaken effectively at all times. The Board will also likely engage the assistance of educational professionals to further assist it in determining the needs to be addressed.

The Board itself shall constitute the committee to formulate guidelines in the selection of scholars eligible for post secondary education assistance and, determine the amount of scholarship funding for each scholar. The decisions of the Board are final, there is no appeal process.

The Board shall provide written authorization for the withdrawal of the Scholarship funds, specifying the purpose and amount to be withdrawn or redeemed for each withdrawal or redemption transaction. Such written authorization shall be copy furnished to the IGO president, the IGO CEO, the Chairman of the Scholarship Fund Campaign, the IGO Secretary, the IGO Chief Financial Officer, and the IGO Treasurer.

The Board shall, from time to time, seek counsel and advice from the IGO Committee on Education and Culture and will work closely with the committee Chair to assist in the achievement of that committee's goals.

Membership in The Scholarship Board of Trustees

The Board will consist of fifteen members including the Chair and the co-Chair. Board membership will be according to the following representation:

Philippines: 4 members
USA: 4 members
UK: 1 member
Europe: 1 member
Australia: 1 member
Asia 1 member
Canada: 1 member
Igorot Youth: 2 members (1 in the)Philippines

The European member will represent all of Europe but not the UK. The Australian representative will represent all of Asia and New Zealand. The Asia representative will represent all of Asia except the Philippines, Australia and New Zealand. One Igorot Youth may be appointed from any location in the world, the other should be resident in the Philippines. This mix of membership is ideal, however it is recognized that it will not always be possible to obtain sufficient members to represent each geographical area. Consequently, the Board Chair may, at its discretion, deviate from this mix. However, in

doing so, there must remain at least one youth member and the Philippine representation may not exceed one third of the total membership.

The Scholarship Board, at any time, may also appoint nonvoting (ex officio) members in the event that it deems this desirable.

In addition, the Scholarship Board will appoint volunteer consultants to augment the skills base as needed. These would include Educators, an Accountant, and a Lawyer.

The term of membership on the Board, including the Chair and the Co-Chair, will be four years or until retirement, whichever is less. Board members may be reappointed for any number of terms. At its inception seven of the newly elected members will be elected for only two years. After that, if they are re-elected, their terms will be four years as well. The purpose of this initial restriction is to ensure that not more than one half of the Board is replaced every two years.

Consultants to the Board are appointed for the duration of their interest in the program and/or for the time over which their skills are needed.

The Chair must clearly declare to the IGO Council of Elders any personal situations that might be construed as a conflict of interest whether real or perceived. The CoChair and the Board Members must in turn clearly declare to the Board Chair any potential situations that could be construed as a conflict of interest whether real or perceived. In the instance of an inadvertent specific potential conflict of interest, that individual will not be permitted to vote on the item in question but is free to vote on all other matters. Failure to disclose a potential conflict of interest in a timely manner may result in the immediate dismissal of that member.

Board members are individually and collectively responsible for the successful operation of the Scholarship Program. Each member is expected to remain current with Board deliberations, to carefully and responsibly give due consideration to recommendations and issues, offering his or her advice as appropriate. At decision points Board members are expected to propose appropriate motions duly seconded, that articulate the decision point clearly, and subsequently vote on them. Board members may vote yes or no or abstain from a vote. Board Members have the right to have their vote recorded upon request. Board Members must declare any conflict of interest with respect to any motion and if such exists, must abstain from voting for that specific item. That abstention and the apparent conflict of interest must be recorded.

The Scholarship Fund Raising Council

Role & Mandate

This body is responsible for all fund raising activities with respect to the Scholarship Program. Within that role it has the following responsibilities:

- Promotion of the program from a fund raising perspective.
- Undertaking fund raising activities
- Working closely with the Scholarship Board taking direction from this Board in terms of the resources that are needed.
- Expending a minimal percentage of monies collected on expenditures for the purpose towards fund raising activities, fees and administration.
- Annually accounting for all monies raised and monies expended in the process of fund raising activities to the IGO Council of Elders
- Depositing the net of all monies raised into an account for the program such that the Scholarship Board is able to invest the funds.
- Responding to the donors, thanking them for their support as well as ensuring they remain informed on what is happening with the program. Much of the content with respect to what has been accomplished will be provided by the Scholarship Board.
- Maintaining mailing lists of donors as well as ensuring that any donors who contribute significant monies are publicly acknowledged.

The Chair of this body is appointed by the Chair of the IGO Council of Elders according to the following procedure:

- The Chair of the IGO Council of Elders will place a call for nominees to the IGO membership at large at least six months before the expiry of the term of the present Fundraising Council Chair or within three months of the resignation of that Chair.
- The IGO Chair will compile the subsequent list of nominees and present this list to the IGO Council of Elders.
- The IGO Council of Elders will deliberate and elect from the list of nominees who they feel is the ideal chair for the Fundraising Council. This election is determined by a simple majority.

The elected Chair of the Fund Raising Council is accountable to the IGO Council of Elders through its Chair. The Chair is responsible for all reporting to the IGO Council of Elders and directs the day to day activities of the Fundraising Council, taking direction from the positions of the majority or its members.

The Chair of the Fundraising Council appoints the co-chair and, together with the co-chair appoints the members of the Council according to the following procedure:

- The Council Chair will place a call for nominees to the IGO membership at large at least six months before the expiry of the term of the members needing replacement.
- The Council Chair will compile the subsequent list of nominees and discuss the list with his/her membership to ensure that the nominees are consistent with the requirements for membership.

- The Council Chair will then present this list to the IGO Chair of the IGO Council of Elders for ratification.
- The IGO Council Chair will present the list to the IGO Council of Elders soliciting their agreement. The IGO Council may, at its discretion, recommend any specific members it is uncomfortable with to be dropped from the list prior to appointment.
- Once ratified, the Council Chair will appoint the new members of the Board.
- In the event of the loss of a Council member either through resignation or death, the Council Chair, in collaboration with the Council Co-Chair, will appoint a replacement for the balance of that member's term.

Council Membership is restricted to individuals who:

- Have agreed to stand for this position
- Do not obtain any personal gain from the fund raising activities they are undertaking.
- Are not members of the Scholarship Board of Trustees, though they may be consultants to the Board.
- Are willing and able to undertake the work and responsibilities required of the members.
- Have a current email account such that they are able to communicate through the public Internet for the duration of their term.

The Scholarship Board Chair is accountable to the IGO Council of Elders through its Chair. The Chair also has a seat on the Scholarship Board of Trustees but does not carry a vote. The term of members on the Fund Raising Council is not fixed. Members may also be reappointed any number of times.

Membership in The Scholarship Fund Raising Council

The Fund Raising Council may consist of as many members as the Chair deems necessary and/or desirable. Members are initially recruited with a minimum geographic distribution of:

Philippines: 1 member
 USA: 2 members
 UK: 1 member
 Europe: 1 member
 Australia: 1 member
 Asia 1 member
 Canada: 1 member
 Igorot Youth: 2 members

The European member will represent all or part of Europe except the UK. If that individual represents only a part of Europe another will be appointed to represent the balance. The Australian representative will represent Australia and New Zealand. The

Asia representative will represent all of Asia except the Philippines, Australia and New Zealand. The Igorot Youth can be appointed from any location in the world.

Where a given region or continent represents a growing amount of work, the Chair may, at his or her discretion, appoint additional members to that region and/or change the geographical boundaries as necessary.

The Council may sometimes find it desirable to appoint members who have been, or are, substantial contributors.

In addition the Council may appoint volunteers in whatever capacity it deems necessary or desirable.

4. Program Restrictions & Operating Policies

At present the following restrictions apply to this program:

Scholarship Board of Trustees:

- The Board will provide assistance only to what it deems to be economically challenged Igorot Students who have top academic credentials and are interested in attending a local Cordilleran post secondary institution pursuing an undergraduate degree or equivalent diploma consistent with the areas of education of interest to the Program. As resources increase, the Board may, at its discretion, expand the program to include other students, colleges and educational institutions as it deems desirable and affordable.
- Local colleges are presently defined as being:
 - the Benguet State University, Benguet;
 - the Mountain Province State Polytechnic College, Mt. Province;
 - the Ifugao State College of Agriculture and Forestry, Ifugao;
 - the Kalinga State College, Kalinga;
 - the Apayao State College, Apayao;
 - the Abra State Institute of Science & Technology, Abra..

And any other colleges and universities that may be opened in the Cordillera in the future.

- For the purposes of this charter, the Cordillera is defined as comprising the present provinces of:
 - Benguet (Including Baguio);
 - Mountain Province;
 - Ifugao;

- Kalinga;
 - Apayao;
 - Abra..
- Acceptable academic programs which will be considered for funding by the Scholarship Board will be any and/or all of the following in no particular order of importance or preference:
 - 1) Sciences: Agriculture, Forestry, Environmental Science, Biology etc.
 - 2) Social Sciences: Igorot cultural studies, Cordillera Mythology, Arts, Music, Religious Beliefs & Practices etc.
 - 3) Technology: Engineering Disciplines (Civil, Mountain, Mining, etc), Information Technology, etc.
 - 4) Economics: Business Administration, Entrepreneurship, Cooperatives, World Trade etc
 - 5) Linguistics and Languages
 - 6) Political Science
 - 7) Medicine
 - 8) Other programs as the Board may deem desirable, at its discretion.
- Not all subjects will necessarily be funded or supported in any given year.
- While the Scholarship Board will initially assist a number of students according to available resources, the target for assistance is at least thirty students attending the local Cordilleran post secondary institutions, five from each of the six provinces comprising the Cordillera. At a later date the Board may, at its discretion, expand this number providing that new resources are available and providing that all provinces are treated equally. Once the target of thirty students is reached, the Board may not support less than that number in any given year. If there is a short fall in revenues in a given year, that shortfall must be applied to the other two objectives of the program before being applied to the student scholarships.
- Assistance and support to students is defined in the short term as tuition, and a minimal allowance for basic books, materials, and personal needs. As more funding becomes available this may be expanded to include such things as dormitory lodging and travel and any other expenses the Board may deem legitimate and applicable.
- For the purpose of this program, Baguio will be considered to be a part of the Cordillera within Benguet province.
- Assistance to State colleges will be limited to materials such as books, computers, instructional materials and so forth. It is not intended that this program will fund physical plant (buildings etc) expansions or construction. State colleges are defined as those listed above and any other colleges that may be opened in the future in the Cordillera provinces. The Board may, at its discretion, designate

additional kinds of materials to be eligible for assistance. The Board may also designate additional Cordilleran post secondary institutions to be eligible for assistance at its discretion.

- Research Activities eligible for consideration in this program will be restricted to the areas of Igorot history, culture, education, economics, and government. The products of such research activities must be consistent with the mission of the IGO and must be made available all to schools, colleges, and libraries in the Philippines. The Board may, at its discretion, also fund research into demographic information for the purpose of determining and assessing need for its program to better ensure that Board resources are deployed in areas where there will be significant impact. In awarding Research Grants, it is preferred that these be awarded to Igorot researchers however this is not an absolute requirement.
- All financial management of the program must be structured using generally accepted standard accounting principles and will be subject to audit.
- The Scholarship Board may expend funds only from the revenues of the investments made with the donated funds, and in any given year expenditures for any administrative activities and/or fees must be minimized and justified.
- If it becomes desirable and/or necessary to expend actual capital for the program, the Board Chair may propose this to the IGO Council of Elders. The IGO Council in turn may approve a limited one time expenditure of capital upon a majority vote in one of its regular meetings. In making a motion to the IGO Council for approval to expend capital, the Chair will articulate clearly the mitigating circumstances that are requiring this step, and the options that had been considered prior to resolving to spend capital.
- The Fund Raising Council will make progress reports every quarter in terms of funds received and deposited and any expenses charged against the monies raised. The Scholarship Board will report semi annually on any funds expended, any expenses incurred, and any and all investments made on behalf of the fund. This report would include supporting documentation for all funds received, deposited, expended and invested. The report will be made to the IGO Finance committee and to the IGO Council of Elders. The Scholarship Board will issue an annual report to the IGO Council of Elders and to the public at large, presenting the financial state of the program, what has been expended and the assistance that was provided in the course of the year.
- Disbursement of Funds. Disbursement of Scholarship funds shall only be for expenses in connection with the Scholarship Program, as authorized by the Board. To that end, the Board Chair, upon the advice of his or her Board will compile payment schedules. These payment schedules will be duly signed by the Board Chair and at least one other Board Member and will be submitted to the IGO for

payment. Upon receipt by the IGO two signatures are required for any withdrawal or redemption of scholarship funds from financial institutions or brokerage firms that have been previously approved by the IGO Council of Elders where Scholarship Funds are to be deposited or invested. As approved by the IGO Council of Elders, the authorized signatories to the withdrawal or redemption of scholarship funds are:

- The IGO Treasurer, or in his/her absence, the IGO Secretary, to be countersigned by the IGO President or the IGO Vice President.
- The transfer of funds from a depository bank or brokerage firm to an investment firm as recommended by the Investment Committee, or the withdrawal or redemption of scholarship funds as authorized by the Scholarship Board of Trustees, shall be effected by the Chief Financial Officer and the Treasurer through the Chief Executive Officer.

Scholarship Fund Raising Council:

- The Council may solicit funding from any individuals and bodies it feels may be urged to contribute. The Council does not have the authority to offer any specific favours or advantages in return for funding however large. Any monies donated are strictly on the basis of a voluntary contribution towards the program and the proceeds of such funds will be dispersed according to the policies of the Scholarship Board only.
- The Council may incur expenses according to its operating policies and needs but these expenses must be minimized and justified and be expended within any given calendar year.
- All monies received by the end of each calendar quarter less any allowable expenses incurred by that date, will be deposited into the Scholarship Program accounts.
- Where monies are collected outside of the United States of America, the Council may, at its discretion, require the transfer of such funds on a monthly or quarterly basis instead of as received. The Council may also, at its discretion, select appropriate international banking institutions or other bodies to streamline the flow of funds.
- All financial transactions of the Council must be documented using generally accepted accounting principles and will be subject to audit. Financial transactions must also balance with the Scholarship Board accounts, the Fund Raising Committee accounts and the investment accounts.
- The Council may expend funds only from donations received in any given quarter. If additional monies are needed a proposal may be made jointly between

the Chair of the Council and the Scholarship Board to the IGO Council of Elders at its next regular meeting or through a special meeting called for this purpose. If approval is granted, additional monies will be provided by the IGO.

- The Council will make progress reports every quarter in terms of funds received and deposited as well as any funds expended. This report will be made to the IGO Council of Elders and the Scholarship Board.

5. Charter Amending Formula

Once ratified by the IGO Council of Elders, this Charter will remain in force and all parties herein will be bound by its rules and regulations. However, either Chair may propose a motion to the IGO Council at its next regular meeting, or at a meeting specially called for this purpose, upon the majority advice of his or her group, which will amend portions of this charter. Such motion, if seconded and carried by a majority vote of the IGO Council of Elders present will amend the Charter according to the content of the motion.

Further, since this program operates under the IGO mandate and is accountable to the IGO, all provisions described herein are also subject to the IGO Constitution and By-Laws. To that end, if there is a conflict between the IGO Constitution and By-Laws, as written or at some later date amended and this charter, the IGO Constitution and By-Laws shall prevail and the charter will automatically be considered as amended accordingly.

For information regarding the content of this Charter or the program in general, please contact ...

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