

# AIPP Constitution and By Laws

*(Approved by the delegates of the 6th General Assembly of AIPP on 8th September 2012)*

## PROVISION

### PREAMBLE

We, the Indigenous Peoples' organizations and movements in Asia having come together in mutual trust and respect for one another; having shared, discussed and deeply reflected on the history, present situation concerns and aspirations of our people; having affirmed our commitment to assert our right to our homeland and ancestral domain; and having declared our right to self-determination to protect, utilize and develop our lands territories and resources in ways appropriate to our traditions, values and culture, do ordain and promulgate this Constitution and By Laws.

### Article I. Name

Section 1: The name of the organization shall be Asia Indigenous Peoples Pact hereafter referred to as AIPP.

### Article II. Office

Section 1: The Secretariat of the AIPP shall be located at any place decided upon by the General Assembly.

### Article III. Seal

Section 1: The logo of the organization is:



The weaving pattern in the logo represents the sisterhood and brotherhood of Indigenous Peoples in Asia—the interconnectedness and harmonious relationship, as well as the richness of Indigenous Peoples' cultures. In the weaving pattern, the letters "AIPP" is actually woven together to signify the role and meaning of the existence of AIPP. The color red, being predominant among the Indigenous Peoples in Asia, symbolizes collective power and solidarity of Indigenous Peoples' struggles. The white stars on the left and right wings symbolize the sub-regional formations of AIPP. The colored letters "AIPP" signifies "ecosystem peoples", Indigenous Peoples.

#### **Article IV. Registration and Accreditation**

Section 1: The organization is legally registered as a Foundation (Asia Indigenous Peoples Pact Foundation) in Chiang Mai, Thailand as a non-profit, non-government organization under the Ministry of Culture since 2005.

Section 2: AIPP is accredited as an NGO in Special Consultative Status with the UN Economic and Social Council since July 2012.

Section 3: AIPP is accredited with the UN Framework Convention on Climate Change (UNFCCC) in 2011, and with the UN World Intellectual Property Organization (WIPO) in July 2012.

#### **Article V. Nature of the Organization**

Section 1: The nature of the organization shall be a regional federation of Indigenous Peoples' organizations representing the movements in Asia to facilitate, support and strengthen solidarity and unity among member organizations and movements.

#### **Article VI. Purpose**

Section 1: To serve as an organisation for sharing aspirations, ideas and experiences, consolidating cooperation, solidarity and coordination for developing common agenda and programmes on issues affecting Indigenous Peoples in Asia.

Section 2. To enhance capacities of indigenous communities, organizations and institutions, including women and youth to respond to their concerns and issues at different levels.

Section 3. To develop programmes based on the key and strategic issues and needs of member-organizations.

Section 4. To advocate the cause of Indigenous Peoples at all levels and engage with relevant national, regional and international processes as well as with relevant institutions and agencies.

Section 5: To strengthen linkages, networking and co-ordination with advocate and support-organizations, and support other organizations and movements for the realization of the aspirations of Indigenous Peoples in Asia as well as to contribute in achieving equality, peace, democracy and justice.

#### **Article VII. Vision, Mission and Goal**

Section 1. Vision: Indigenous Peoples in Asia are fully exercising their rights, distinct cultures and identities, and are living with dignity and enhancing their sustainable management systems of land territories and resources for their own future and development in an environment of peace, justice and equality.

Section 2. Mission: AIPP strengthens the solidarity, cooperation and capacities of Indigenous Peoples in Asia to promote and protect their rights, cultures and identities, and their sustainable resource management systems for their development and self-determination.

Section 3. Goals:

- a. To empower Indigenous Peoples in Asia to promote and defend their human rights and fundamental freedoms and claim legal recognition to their identities, collective rights under UNDRIP and other international human rights instruments.
- b. To build the broadest solidarity and cooperation of Indigenous Peoples in Asia to strengthen indigenous movements.
- c. To promote and protect the integrity of nature and the environment and enhance the sustainable resource management systems of Indigenous Peoples including their traditional knowledge, food sovereignty and biodiversity by having full control over their land, territories and resources.
- d. To attain full and effective participation and representation of Indigenous Peoples, particularly indigenous women and youth at all levels of decision-making.
- e. To strengthen solidarity and cooperation with other social movements towards achieving equity, equality, peace, democracy and justice.

#### **Article VIII. Membership**

Section 1. Membership to the AIPP is open to all Indigenous Peoples' organizations and movements including organization of indigenous women and youth and ethnic based organizations located in Asia who subscribe to the aims and objectives of the AIPP.

Section 2. Organizations and movements wishing to become members of the AIPP are required to fill the application form and provide information about the organisation to the Executive Council shall be decide as a candidate member and the final approval shall be done by the General Assembly.

Section 3. Membership are based on three Categories depending on the level of the organization or movement:

- a. Local Category (local or community organizations/movements).
- b. Sub-National Category (state or provincial level organizations/movements).
- c. National Category (national level organizations/movements).

Section 4. There shall be over-all consideration to manageability and needs for consolidation of the organisation, geographical balance and membership of women and youth organizations.

#### **Article IX. Network of Organisations**

Section 1. AIPP also functions as a network and shall establish relationship with other Indigenous Peoples' organizations who may wish to be part of AIPP's network but not join as members. Such network of contacts may also be invited to participate in the programmes and activities including as project partners of AIPP and receive regular news updates and publications.

Section 2. AIPP shall convene sub-regional meetings of members, partners and network affiliates in between the General Assembly for consultations on updates of key developments, priority issues and concerns of the respective sub-region, review of programmes and planning, coordination mechanisms and other concerns in line with the general programmes, aims and objectives of AIPP.

#### **Article X. The General Assembly**

Section 1. The General Assembly shall consist of all the members of the AIPP through their duly designated representatives.

Section 2. The General Assembly is the supreme body for decision-making of the organization.

Section 3. All decisions in the General Assembly shall be made by consensus among the delegates from member-organizations.

Section 4. The General Assembly shall be convened every four years by the Executive Council.

Section 5. The General Assembly shall constitute the Executive Council.

#### **Article XI. The Foundation Board**

Section 1. The Board Members of the AIPP Foundation shall be composed of citizens of the host country as required by law and who have demonstrated support to Indigenous Peoples and for the aims and objectives of the AIPP as well as from amongst the past Chairpersons and Secretary Generals of AIPP.

Section 2. The members of the board shall be composed of the following: the President, Vice President, Secretary and Treasurer who are citizens of the host country, and other Board Members.

#### **Article XII. The Executive Council**

Section 1. The Executive Council shall be the decision-making body in between the period of the General Assembly.

Section 2. The Executive Council shall be composed of:

- a. duly selected leaders from each of the agreed sub-regional cluster of AIPP to be selected by the members in the respective sub-regions;
- b. the Chairperson and the Secretary General shall be elected directly by the General Assembly;
- c. representatives of youth and women shall nominate one representative each to be endorsed by the GA; and
- d. Gender balance in the composition in the EC shall be taken into account by the General Assembly.

Section 3. The Executive Council members have a term of four (4) years coinciding with the period in between the General Assembly. The maximum number of terms for the EC shall be for two consecutive terms.

### **Article XIII. The Secretariat**

Section 1. The Secretariat, under the supervision of the Secretary General in close cooperation and coordination with the EC, AIPP members, partners and networks shall be responsible for the implementation of the Programmes and activities of AIPP as approved by the General Assembly.

Section 2. The secretariat shall be composed of indigenous persons in Asia and shall possess the qualifications as per the tasks to be performed.

Section 3. A Deputy Secretary General shall be appointed by the Secretary General in consultation with the Executive Council to assist in the supervision and management of the secretariat and in the implementation of specific activities and targets.

Section 4. The members of the secretariat are directly accountable to the SG and the Executive Council.

### **Article XIV. Amendments**

Section 1. The Constitution and By Laws may be amended, repealed or altered in whole or in part by a 2/3 vote of the members present in the General Assembly.

## **By Laws of the Asia Indigenous Peoples Pact**

### **Article I. Membership Dues, Rights and Privileges**

Section 1. Organizations and movements wishing to become members of the AIPP shall be required to fill the application form and provide information about the organization to the Executive Council who will decide on the application as a candidate member. In certain countries where peoples' organisations/movements are non-existent due to the prevailing political situation, consideration for membership will be extended to NGOs led or managed by Indigenous Peoples. Final approval of the membership shall be done by the General Assembly.

Section 2. Members shall be required to pay an annual membership due in cash or in kind, the quantum of which is dependent on the category of membership as follows:

- a. USD 20: Local Category (local or community organization/movement).
- b. USD 35: Sub-National Category (state or provincial level organization/movement)
- c. USD 50: USD National Category (national level organization/movement).

Section 3. Members of good standing shall have the following rights and privileges:

- a. Each member has the right to be represented in the decision-making process of the AIPP General Assembly, including the selection of members of the Executive Council, the Chairperson and the Secretary General.

- b. Members have the right to voice opinions on the functioning of the AIPP as well as to bring to the attention of the Executive Council and the General Assembly any matter concerning the organization (AIPP) and Indigenous Peoples cause and struggles in general.
- c. Members have the right to be part of the Programme Committees and other coordinating mechanisms established by AIPP for advice and supervision of the planning, implementation and evaluation of programmes and activities of AIPP.
- d. Members shall be given priority to participate in all activities and programmes of the AIPP at the national, regional and global levels subject to certain considerations and availability of funds or budget allocated for the specific activity/programme.
- e. Members shall be given priority for direct partnership with funding support for the implementation of programmes and projects where appropriate.
- f. Members are entitled to receive various forms of direct and or indirect support and assistance i.e. technical, logistical and financial support to priority/urgent issues of member-organizations, subject to the capacity of the Executive Council, the regional secretariat and availability of funds and resources.
- g. Members are entitled to participate in AIPP Sub-regional Meetings as mechanism for exchange, identification of key issue, concerns of IPs; provide feedbacks and comments on AIPP activities implemented by the regional secretariat; and provide inputs for AIPP programmes, identification of key activities and other activities for organizational strengthening i.e. mechanisms for coordination and communication, etc..
- h. Members are entitled to receive and send relevant information in the AIPP members' listserv as a channel for exchange of developments on their organizations, expression of views, comments, feedbacks and inputs to AIPP activities, programmes and functions.
- i. Members are entitled to receive all AIPP publications and other materials.
- j. Members are entitled to receive the minutes of Executive Council Meetings and organizational documents, including financial reports of AIPP, proposals and other relevant documents of the Secretariat as requested.
- k. Members are entitled to communicate directly with the Regional Secretariat, Executive Council members, Secretary General on any matters relating to AIPP activities and programmes, organizational concerns among others.
- l. Members are entitled to endorse new members of AIPP based on the Guidelines.
- m. Members are entitled to nominate and or endorse candidate for any staff position in the Secretariat.

**Section 4. Members shall have the following duties and responsibilities:**

- a. Members shall bear the responsibility to maintain communication with the AIPP Secretariat and the Executive Council, and to submit updates on organisational development and share relevant information and their activities to enhance the information sharing and knowledge building of AIPP.
- b. Members shall promote the aims and objectives of the AIPP, to fully participate in the programs and activities of the AIPP, and of paying all prescribed membership dues.
- c. Members that are partners of AIPP in programme or project implementation shall implement project(s) in accordance with the MoU or TOR signed between members and AIPP.

- d. Members shall abide by the policies and guidelines of AIPP agreed upon in the General Assembly i.e. finance policy and gender policy.
- e. Members shall perform their tasks as part of coordinating mechanisms established by AIPP such as the programme committees and coordinating committees for regional and international processes, bodies and mechanisms.

Section 5. Membership of an organization or movement shall be suspended or ceased on the following grounds:

- a. A member may be suspended from the membership for deliberately conducting itself against the Constitution and Bylaws, as well as policies and guidelines of AIPP. The temporary suspension shall be issued by the Executive Council in consultation with respective members in the sub-region. The final suspension shall be decided by the General Assembly.

The Executive Council can classify certain members as inactive if they have not been in communication with the Regional Secretariat and have not participated in any AIPP activity for at least two years. The Secretariat shall notify them with a show-cause letter. The inactive status of any member shall be reviewed by the GA and will be the body to take the final decision regarding the suspension of any member. Any suspended member may re-apply for renewal of membership through the Executive Council.

- b. A member shall cease to be a member if the organization or movement withdraws from the AIPP.

## **Article II. The General Assembly: Meetings and Duties**

**Section 1.** The meeting of the General Assembly shall be convened with at least 60 days notice to all members.

**Section 2.** The quorum for the General Assembly shall be at least two-thirds of the invited delegates to the General Assembly. In the event of an adjournment due to a lack of quorum, no quorum will be required for an adjourned meeting.

**Section 3.** The following shall be the duties of the members of the General Assembly:

- a. To review the situation of the Indigenous Peoples in Asia, and shall discuss and approve the general programme, strategies, policies and resolutions as well as action plans AIPP.
- b. To constitute the Executive Council and to appoint the Secretary General and the Chairperson.
- c. To receive the report of the Executive Council and the statement of accounts for the period under review.
- d. To approve the regular membership of candidate members endorsed by the Executive Council.
- e. To review and decide on organizational structures, mechanisms, processes, for the smooth functioning of the organization.
- f. To delegate tasks to the Executive Council and to the Secretary General as appropriate.
- g. To discuss and decide on any matters brought to the notice of the General Assembly by the members.
- h. To endorse the Board Members of the AIPP Foundation.

- i. To amend and ratify the Constitution and Bylaws of AIPP.

### **Article III. The Foundation Board: Meeting and Duties**

Section 1. The Board shall meet at least once a year.

Section 2. The following shall be the duties of the Board Members:

- a. The Board Members shall supervise and oversee financial management and shall review the financial audited reports of the secretariat.
- b. The Board members shall advise the Executive Council and the Secretariat on matters relating to requirements in relation to the AIPP legal registration and as requested by the Executive Council.

### **Article IV: The Executive Council: Meetings, Composition and Duties**

Section 1. The Executive Council shall meet every year or least twice between meetings of the General Assembly.

Section 2. A meeting of the Executive Council shall have a quorum of at least two-thirds of its members. In the event of an adjournment due to a lack of quorum no quorum shall be required for an adjourned meeting.

Section 3. The Secretary General, in consultation with the Chairperson with a notice of not less than 30 days shall call the meeting of the Executive Council.

Section 4. The nomination and selection of the Executive Council members shall be guided by the following criteria or qualifications:

- a. Shall be an active leader or member of any member-organization of AIPP.
- b. Shall possess a basic knowledge on AIPP as an organization and its programmes.
- c. Shall have the support or endorsement of his/her organization to become a member of the Executive Council.
- d. Shall have a good track record of integrity and performance in his/her organization or in the IP movement.
- e. Shall possess strong commitment to promote and work for the rights, issues and welfare of Indigenous Peoples.
- f. Shall have the time and commitment to perform his/her duties and responsibilities as member of the Executive Council, including to work as part time or full time with App.

Section 5. The selection of the members of the Executive Council shall give due consideration to gender balance and age levels to include youth and elders.

Section 6. The members of the Executive Council shall be through the selection of sub-regional Representatives by members in each of the sub-region defined below and with the number of EC Representative/s per sub-region:

SL. No	Four Sub-regional groups	No. of EC
	East Asia: Japan, Ryukyus and Taiwan/China	1
	South East Asia: Philippines, Timor Leste, Indonesia and Malaysia	2
	Mekong: Vietnam, Laos, Cambodia, Thailand and Burma/Myanmar	2
	South Asia: Nepal, Mainland India, Bangladesh and NE India	3
	<b>SUBTOTAL</b>	<b>8</b>
	Chairperson and Secretary General through direct election by the GA	2
	Women and Youth	2
	<b>TOTAL</b>	<b>12</b>

Section 7. The Women and Youth representatives shall be nominated by their respective women and youth delegates and to be endorsed by the General Assembly.

Section 8. The Secretary General and the Chairperson shall be elected by the General Assembly.

Section 9. The nomination and selection of the Chairperson of AIPP shall be guided by the following criteria and qualifications:

- a. Active leader in any of the member-organization and demonstrable commitment to Indigenous Peoples.
- b. Actively involved in AIPP activities for at least 3 years.
- c. Good track record of integrity in working for and with Indigenous Peoples.
- d. Skills in articulating the issues and concerns of Indigenous Peoples and have at least 3 years of experience in advocacy work at national, regional and or international levels.
- e. In-depth knowledge of Indigenous Peoples rights issues and concerns at least at the local, national and regional or international levels.
- f. Have the time and skills to perform the tasks as the Chairperson in particular to work as part time (at least 10 days /month) or as full time for AIPP.

Section 10. The nomination and selection of the Secretary General of AIPP shall be guided by the following criteria and qualifications:

- a. Active leader of any of the member-organization and demonstrable commitment to Indigenous Peoples.
- b. Actively involved in AIPP activities for at least 3 years.
- c. Good record of integrity in working for and with Indigenous Peoples.
- d. Skills in writing and articulating the issues and concerns of Indigenous Peoples and at least 3 years of experience in advocacy and networking at different levels including international.
- e. In-depth knowledge of Indigenous Peoples at the grassroots level and experience or familiarity with regional and or international of work on indigenous issues.
- f. Leadership skills and skills on coordination, networking and advocacy.
- g. Strong commitment and willingness to work as full time with the secretariat.

Section 11. The Secretariat shall nominate one member from among the AIPP staff to be a member of the Executive Council as ex-officio member (non-voting member).

Section 12. In the event of a member leaving the Executive Council, the members from the subregion shall be asked by the EC to nominate to the Executive Council, through the Chairperson a new Executive Council member for the sub-region at the earliest possible time. In the case of extra-ordinary situation where there is no consensus from the members, the Executive Council shall designate an EC member in Charge from the sub-region for consultation, coordination and communication with the region till the circumstances become conducive to achieve a consensus choice for EC member replacement.

Section 13. The Executive Council shall have the prerogative to classify the status of any Executive Council member if he/she fails to maintain communication or participate in two consecutive Executive Council meetings without justifiable grounds. Under such circumstances, the Executive Council shall communicate to the concerned members in the sub-region on the status of the inactive EC member to seek their views and recommendations. In the event of a requirement for replacement, the concerned members in the sub-region shall nominate a new EC member within 6 months or prior to an EC meeting if time allows, or for the replacement to be selected during its subregional meeting. If the members in the sub-region are unable to nominate or reach a consensus on the as specified above, the EC shall designate an EC Member In-charge for the concerned sub-region to serve the remaining term.

Section 14. If any member of the Executive Council is proven to have violated any of the policies and guidelines of AIPP, or deemed to have a conflict of interest, any member-organization can recommend to the EC to take remedial action through the Chairperson. Due process shall be observed by the EC in taking action that may range from temporary suspension to dis-membership from the EC. For the replacement, the steps enumerated in section 5 apply to this case.

Section 15. The Executive Council shall take all possible steps and convene an Extra-ordinary General Assembly (EGA) for the appointment of a new Secretary General in the event of the Secretary General leaving the Executive Council before the completion of the term. The Executive Council may, appoint a member of the Executive Council as the 'Acting Secretary General' for the interim period.

Section 16. The following shall be the general functions of the Executive Council:

- a. The Executive Council shall be the decision-making body of the organization in between the General Assembly.
- b. The primary function of the Executive Council shall be to supervise and guide the functioning of the AIPP, including the implementation of its periodic strategic plan as per the tasks, guidelines and mandates provided by the General Assembly.
- c. The Executive Council shall formulate appropriate policies and guidelines as needed or required in the smooth functioning of AIPP as well as in operationalizing the organizational principles, aims and objectives.
- d. The Executive Council shall receive and act on suggestions, comments, recommendations and other matters regarding the functioning of the AIPP from the members, including conducting periodic assessment of the functioning of AIPP.
- e. The Executive Council shall authorize the Secretary General to address recommendations relating to programme strategies and implementation including resource-mobilization to support AIPP programmes and activities.
- f. The Executive Council shall receive and review reports of the actions taken by the Secretary General in relation to the tasks and mandate of the SG.

- g. The Executive Council shall be responsible for the preparations and organizing the General Assembly, including the preparation of the Executive Council Report with support from the secretariat.
- h. The Executive Council shall receive the annual audited financial reports, and approve annual budgets to support the programmes and activities of the AIPP.
- i. The Executive Council shall approve annual plans of AIPP programmes.
- j. The Executive Council shall review the Guidelines and Policies for AIPP staff and act on recommendations from the SG, DSG and the Secretariat.
- k. The Executive Council shall review the evaluation of the performance of the staff members.
- l. The Executive Council members shall be the conveners of the AIPP Program Committee.
- m. The Executive Council shall do all that is necessary to uphold and implement the aims and objectives of the AIPP and shall report on the same to the General Assembly.

Section 17: Each member of the Executive Council shall have the following task and duties:

- a. To maintain regular communication and respond to communications relating to the functions of the EC.
- b. To participate in teleconference of the EC.
- c. To participate in the meetings of the EC.
- d. To prepare and coordinate the conduct of sub-regional meetings in their respective sub-region in consultation with the SG and with the assistance of the DSG and the secretariat.
- e. To participate in AIPP activities where appropriate and requested.
- f. To represent AIPP where appropriate.
- g. To conduct networking and assist in organizational strengthening in their respective sub-region.
- h. To assist in the validation process of applicant organizations from their respective sub-region including consultations with AIPP members in their respective subregion.
- i. To be a convenor or co-convenor of at least one of the AIPP programmes and maintain close coordination with the secretariat.
- j. To provide advice or guidance to programme planning and implementation.
- k. To assist in the interviews of staff applicants from their sub-region as needed or appropriate.
- l. To perform other task/s assigned by the EC.

#### **Article V. Programme Committees: Composition and Functions**

Section 1. The composition and criteria of the Programme Committees shall be based on the following:

- a. Designated representatives by member organisations who possess the required skills, knowledge and has the time to be an active member of the concerned committee.
- b. Indigenous leader from network with expertise on the specific programmes/issues and or directly involved in the issues relating to the specific programme in their own organisation, intuitions or community.
- c. An overall criterion on gender balance, representation from the sub-regions, gender and participation of youth shall be applied in the formation of programme committees.

Section 2. Member organisation can replace their representative to the Programme Committees through notification with justifiable grounds/basis for replacement to the Executive Council In-Charge, the Secretary General and the Programme Coordinator.

Section 3. Any member who is not in communication for one (1) year or have not participated in the Programme Committee meetings or activities shall be classified as inactive and replaced after notification by the Programme Committee in consultation with member organisations in the respective sub-regions.

Section 4. An indigenous expert who is not in communication for 1 year or have not participated in the Programme Committee meetings shall be classified as inactive and replaced after notification by the Programme Committee in consultation with the Executive Council in charge and the Secretary General.

Section 5. The primary function of the AIPP Programme Committees shall be to provide advice and guidance to the staff in charge for implementing the programme and activities under its purview.

Section 6. The Committees shall conduct meetings at least once in two years to assess the progress of the implementation of its work in the previous year and to plan for the one to come.

Section 7. The Committees shall receive and deal with suggestions, comments, recommendations and other matters from AIPP members and contacts regarding the implementation of programme and activities under its purview in consultation with the SG/DSG and the Chairperson.

Section 8. The Executive Council's representative in the respective Programme Committees with the support of the SG/DSG assistance from the respective Programme Coordinators, shall be active in providing guidance to programme planning and implementation.

Section 9. The Executive Council representative in the Programme Committee may delegate his/her tasks to other members of the EC on a case to case basis depending on the circumstances.

Section 10. The Programme Committees shall do all that is necessary to uphold and implement the aims and objectives of the AIPP and shall report on the progress of its work to the Executive Council through the Council's representative in the respective Programme Committees.

Section 11. In any eventuality that programme committees fail to function properly due to inactive members, the secretariat through the SG/DSG in consultation with the assigned EC member shall recommend steps to reconstitute the members of the programme committees

## **Article VI. Rule of Order**

Section 1. AIPP shall uphold consensus decision-making processes. If consensus among its members is not possible, decision-making shall be based on one vote per country/geographic division (of AIPP) and shall be decided through the following processes:

- a. Voting shall be conducted among its members in each country/geographic division to decide on its vote. Each country/geographic division (of AIPP) then shall vote in the General Assembly to exercise its voting rights.

## **Article VII: The AIPP Secretariat**

Section 1: The composition of the secretariat shall be based on the needs for programme implementation and the financial capacity of AIPP.

Section 2: The SG and the Executive Council shall define the tasks and responsibilities as well as the TOR for the Deputy Secretary General; and the SG and the Executive Council shall conduct a regular assessment of the performance of the Deputy SG.

Section 3: The secretariat operations shall be based on the Staff Policies and Guidelines of AIPP as approved by the EC and to be reviewed based on request or recommendations from the secretariat or any of the EC members.

Section 4: The secretariat may hire or include volunteers based on the needs and requirements for supervision and other considerations.

Section 5. The following shall be the duties of the AIPP Secretariat:

- a. The Secretariat shall report on the progress of its work to the Executive Council through the Secretary General.
- b. The Secretariat shall be responsible for preparing project proposals, narrative and financial reports to donors as well as the annual report of AIPP.
- c. The secretariat shall abide by and implement the AIPP Policies and Guidelines, as well as to adhere to the Constitution and Bylaws of AIPP.

## **Article VIII. Effectivity and amendment**

Section 1. This Constitution and By Laws shall take effect immediately upon its ratification by the members.