

PHILIPPINE INCLUSIVE NGO NETWORK

Organization Charter

Article I: Name, Nature, and Purpose

1. Name

The name of this organization shall be the Philippine Inclusive NGO Network (PINGON), hereinafter referred to as the "Network".

2. Nature

PINGON is a platform for NGO and humanitarian coordination in the Philippines.

3. Purpose

The purposes for which the Network is established are:

- a) To advocate for humanitarian assistance in accordance with humanitarian principles as well as minimum standards, including accountability to affected populations.
- b) To serve as a platform for collaboration, knowledge sharing, and solidarity among NGOs working in the Philippines.
- c) To undertake joint advocacy, policy engagement, and campaigns for inclusive development and humanitarian principles.
- d) To promote localization and capacity sharing through training, research, and technical exchange among Member organizations and their local partners.
- e) To represent and amplify the collective voice of its Members in relevant national, regional, and global policy platforms.
- f) To mobilize resources, encourage partnerships, and promote innovations that benefit the broader humanitarian and development actors in the Philippines.

Article II: Membership

1. Eligibility

Membership shall be open to duly registered international and local NGOs and civil society organizations, whose values, purpose and mandates align with the objectives of the Network. The Executive Committee shall develop guidelines for membership criteria, for approval of the Members.

2. Admission

Membership shall be subject to the approval of the General Membership.

3. Rights and Responsibilities

Members shall have the right to vote, be elected to leadership positions, and participate in network activities, as well as the obligation to uphold the values and principles of the Network and comply with membership requirements, including the payment of membership contributions.

4. Termination

Membership may be suspended or terminated for just cause, including violation of the Charter, by majority of the Members present in a meeting.

Article III: Governance Structure

1. General Membership

The General Membership is the highest policy-making body of the Network, composed of all active members. It shall meet annually in a General Assembly to elect the members of the Executive Committee and the representatives of PINGON to the Humanitarian Country Team (HCT), and to approve the financial report of the Network. The General Membership may meet monthly to discuss issues of common concern, share information, and approve policies.

2. Executive Committee

There shall be an Executive Committee consisting of seven (7) members elected in the annual general assembly. To ensure the continuity of the Executive Committee, the term of the members shall be staggered. Of the members first elected, with the exception of the host of the Secretariat who shall have an automatic seat, the three (3) nominees who have the highest number of votes shall serve for a term of two years, while the three (3) nominees with the most number of votes after the first three shall serve for a term of one year. Thereafter, in subsequent general elections, the members elected shall serve two-year terms. Each member shall serve a term of two years, renewable for a second term. A special election may be held to fill in a vacancy. In case of a special election because of a vacancy, the member elected shall only serve the unexpired portion of the term of the replaced member. The Executive Committee shall have the following functions:

- a) Ensure progress towards achieving the goals and objectives of the Strategic Framework;
- b) Craft the annual Strategic Priorities and Directions;
- c) Ensure meetings of the Members are well planned and carried out in a participatory manner;
- d) Enable the Working Groups, Committees, and Secretariat to carry out their respective responsibilities;
- e) Approve information products and ensure information is shared with the Membership;
- f) Recommend to the body the Membership contribution structure;
- g) Recommend to the Members the vetted applicants;
- h) Review and endorse to the Members proposals for funding and other forms of support for PINGON, including the institutional arrangements;
- i) Ensure PINGON representation in national and international dialogues;
- j) Ensure elections are organized and held on a scheduled basis;
- k) Work with the Secretariat to ensure the smooth functioning and financial sustainability of the Network;
- (l) and such other functions as may be assigned by the Membership.

The members of the Executive Committee shall represent the diversity of the Network's Membership.

The host of the Secretariat shall have an automatic seat in the Executive Committee to ensure continuity of administrative services and financial accountability.

3. Secretariat

a) Designation

Any willing member organization shall host the PINGON Secretariat.

b) Appointment

Willing member organizations shall submit an expression of interest to serve as host of the Secretariat to the General Assembly. The host shall be elected by majority vote of the Members.

The host shall appoint and supervise the secretariat staff.

c) Functions

The Secretariat, guided by the Executive Committee, supports meeting logistics, documentation, communication, knowledge management, and emergency coordination tools (e.g., 5Ws, sitreps). In addition, the Secretariat shall manage membership contributions and submit relevant reports to the Membership.

d) Performance Management

The Executive Committee shall regularly evaluate the performance of the Secretariat based on an agreed criteria or metrics.

Article IV: Resources

1. The Network shall derive its resources from membership contributions in the form of cash, services, and gifts in-kind, as well as other funding mechanisms aligned with the Network's legal status, purpose, values, and principles.
2. Resources shall be used solely for the operations of the Network.

Article V: Amendments

This Charter may be amended by a two-thirds (2/3) vote of the General Membership provided that notice of the proposed amendment has been given at least 30 days in advance.

Article VI: Effectivity

This Charter shall take effect upon its ratification by majority vote of the members present in the General Assembly.