



Republic of the Philippines
Supreme Court
Manila

EN BANC

NOTICE

Sirs/Mesdames:

*Please take notice that the Court en banc issued a Resolution dated **MARCH 8, 2023**, which reads as follows:*

“B.M. No. 4261 (In Re: The Proposed Integrated Bar of the Philippines Revised By-Laws). — Acting on the Letter dated September 14, 2022 of the Integrated Bar of the Philippines (IBP) Board of Governors through Atty. Burt M. Estrada, current National President and Chairperson of the IBP Board of Governors, the Court resolved to:

- (a) **NOTE** the Letter dated September 14, 2022, along with the attached draft Revised IBP By-Laws; and
 - (b) **ADOPT** the Revised IBP By-Laws attached to this Resolution.
- Dimaampao, J., on leave.” (19)

By authority of the Court:

MARIFE M. LOMIBAO-CUEVAS
Clerk of Court *jr*

By:

LIBRADA C. BUENA
Division Clerk of Court, First Division
(Per Office Order No. 02-2023)

Notice of Resolution

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B.M. No. 4261
March 8, 2023

ATTY. AMOR P. ENTILA (x)
Officer-in-Charge
Office of the Bar Confidant
Supreme Court

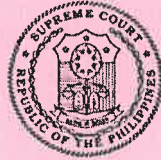
PUBLIC INFORMATION OFFICE (x)
Supreme Court

ATTY. BURT M. ESTRADA (x)
National President and Chairperson
IBP Board of Governors
Integrated Bar of the Philippines
4th Floor, IBP Bldg., 15 Doña Julia Vargas Avenue
Ortigas Center, Pasig City 1600



B.M. No. 4261
Sarah 030823 (URes19) 060823





Republic of the Philippines
Supreme Court
Manila

EN BANC

THE INTEGRATED BAR OF THE PHILIPPINES
REVISED BY-LAWS

ARTICLE I

[Sections 1 to 17]

GENERAL PROVISIONS

Section 1. Name. – The national organization of lawyers created on January 6, 1973 under Rule 139-A of the Rules of Court (hereinafter designated as the Integration Rule) and constituted on May 4, 1973 into a body corporate by Presidential Decree No. 181, shall be known as the Integrated Bar of the Philippines (“Integrated Bar” for brevity).

Section 2. Objectives and purposes. – The following are the general objectives and purposes of the Integrated Bar, to wit:

- (a) to elevate the standards of the legal profession; foster and maintain, on the part of its members, high ideals of integrity, learning, professional competence, and public service and conduct; safeguard the professional interests of its members; and cultivate among its members a spirit of cordiality and camaraderie;
- (b) to assist and improve the administration of justice; encourage and foster a continuing legal education program; promote a continuing program of legal research in substantive and adjective law; and make reports and recommendations thereon; and
- (c) to enable the Bar to discharge its public responsibilities more effectively; provide a forum for the discussion of law, jurisprudence, law reform, pleading, practice, and procedure,

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and the relations of the Bar with the Bench and to the public, and publish information relating thereto.

Section 3. Powers, prerogatives, functions, duties, and responsibilities. – The powers, prerogatives, functions, duties, and responsibilities of the Integrated Bar, its Regions, its Chapters, and other agencies, its officers and committees, national and local, its commissions, and its members, are as provided by law, the Integration Rule, Presidential Decree No. 181, this Revised By-Laws and pertinent rules and regulations.

Inter alia, the Integrated Bar shall have perpetual succession and shall have all legal powers appertaining to a juridical person, particularly the power to sue and be sued; to contract and to be contracted with; to hold real and personal property as may be necessary for corporate purposes; to mortgage, lease, sell, transfer, convey and otherwise dispose of the same; to solicit and receive public and private donations and contributions; to accept and receive real and personal property by gift, devise, or bequest; to levy and collect membership dues and special assessments from its members; to adopt a seal and to alter the same at pleasure; to have offices and conduct its affairs at 15 Doña Julia Vargas Avenue, Ortigas Center, San Antonio, Pasig City, Metro Manila, and elsewhere; to make and adopt Revised By-laws, rules, and regulations not inconsistent with the laws of the Philippines or the Rules of Court particularly the Integration Rule; and generally to do all such acts and things as may be necessary or proper to carry into effect and promote the objectives and purposes for which it was organized.

All donations or contributions that may be made by private entities or persons to the Integrated Bar shall be exempt from income and gift taxes, and the same shall further be deductible in full and shall not be included for purposes of computing the maximum amount deductible under Section 34, paragraph (h) of the National Internal Revenue Code, as amended.

All taxes, charges, and fees that may be paid by the Integrated Bar or any of its Chapters to the government or any political subdivision or instrumentality thereof shall be refundable annually to the former for the period extending up to December 31, 1978.

Section 4. Non-political bar. – The Integrated Bar is strictly non-political, and every activity tending to impair this basic feature is strictly prohibited and shall be penalized accordingly. Members of the Integrated Bar shall be eligible for election or appointment as officers in the Integrated Bar or any Chapter thereof, except those who are holding either elective or appointive positions in the government, including the national government, local governments, instrumentalities, agencies, and branches. A Delegate, Governor, officer or employee of the Integrated Bar, or an officer, or employee of any Chapter thereof shall be considered *ipso facto* resigned from his or her position as of the moment such lawyer files his or her certificate of candidacy for any elective public office or accepts appointment to any position in the

government, including the national government, local governments, instrumentalities, agencies, and branches.

Section 5. *Positions honorary.* – Except as may be specifically authorized or allowed by the Supreme Court or the Board of Governors, no national or local officer, or committee or commission member shall receive any compensation, allowance or emolument from the funds of the Integrated Bar for any service rendered therein, or be entitled to reimbursement for any expense incurred in the discharge of his or her functions.

Section 6. *National office.* – The national office of the Integrated Bar shall be at 15 Doña Julia Vargas Avenue, Ortigas Center, San Antonio, Pasig City, Metro Manila.

Section 7. *Seal and emblem.* – The seal and emblem of the Integrated Bar, as adopted by the Board of Governors, shall be kept in its national office.

Section 8. *Notices and processes.* – Services of all notices and processes intended for the Integrated Bar shall be made upon its National Secretary or any other authorized representative at its national office.

Except as otherwise provided in this Revised By-Laws, any notice to be served upon a member of the Integrated Bar shall be deemed given when deposited in the mail, postage fully prepaid, and addressed to such member at his or her last known office or residence address appearing in the records or membership roll of the national office or of the Chapter concerned, or sent electronically to a member's last known email address as listed on the Integrated Bar's website or online app.

Notice to the general membership may be given by mail, by email, or by publication in the Journal of the Integrated Bar, or as otherwise directed by the Board of Governors.

Section 9. *Officer defined.* – The term “officer” as used in this Revised By-Laws shall include, but not necessarily be limited to the following: National President, Executive Vice President, Governors, National Executive Director, National Secretary, National Treasurer, and other national officers of the Integrated Bar, officers and members of the House of Delegates, Chapter officers and directors, commissioners, and chairpersons and members of all national and local committees.

Only members in good standing may become officers of the Integrated Bar.

The following shall be ineligible from becoming an officer of the Integrated Bar or any Chapter thereof:

- i) Those who are not members of the Integrated Bar or prohibited from becoming officers as provided under this Revised By-Laws;
- ii) Those who have been found guilty of a crime or offense involving moral turpitude, have been removed from public office, or have been perpetually prohibited from holding office in the government, its agencies or instrumentalities, or in any government-owned and/or -controlled corporation, by final judgment rendered by a court, a quasi-judicial body, or the Ombudsman; and
- iii) Those who have been suspended from the practice of law or have been prohibited or disqualified to hold office in the Integrated Bar, by final judgment or resolution promulgated or issued by the Supreme Court.

Section 10. *Term of office.* – The term of office of all elective officers, national and local, shall be two (2) years. In no case may any member be elected to the same office for two consecutive terms.

Section 11. *Vacancies.* – Except as otherwise provided in this Revised By-Laws, whenever the term of office or position, whether elective or appointive, is for a fixed period, the person chosen to fill a vacancy therein shall serve only for the unexpired portion of the term.

Section 12. *Non-answerability of the Integrated Bar.* – In the absence of a showing of malice, fraud, bad faith, or negligence, the Integrated Bar, its national officers and Governors, the officers and members of the House of Delegates, all the Chapters and the offices thereof, commissioners, and all committees, national and local, and the members thereof, shall not be answerable for any damage incident to any complaint, charge, investigation, prosecution, proceeding, trial, decision, resolution, recommendation, or action made, done or taken under the authority of this Revised By-Laws.

Section 13. *Malfeasance, misfeasance, and nonfeasance.* – Notwithstanding the provisions of the next preceding section, the Board of Governors may *motu proprio* or upon the petition of any person, inquire into any malfeasance, misfeasance, or nonfeasance committed by any member of the Integrated Bar or any of its Chapters, and, after due notice and hearing, take whatever action it may deem warranted. Such action may include his or her suspension or removal from any office in the Integrated Bar or of its Chapters held by such erring member, as well as a recommendation to the Supreme Court for his or her suspension from the practice of law or disbarment.

Section 14. *Prohibited acts and practices relative to elections.* – The following acts and practices relative to the elections of officers are prohibited, whether committed by a candidate for any elective office in the Integrated Bar

or by any other member, directly or indirectly, in any form or manner, by themselves or through another person:

- (1) Distribution, except within seven (7) days from election day, of election campaign materials in support of a candidate;
- (2) Campaigning for or against any candidate, while holding an elective, judicial, quasi-judicial, or prosecutory position or office in the government or any political subdivision, agency or instrumentality thereof;
- (3) Formation of tickets, single slates, or combinations of candidates as well as the advertising thereof, except within seven (7) days from election day;
- (4) For the purpose of inducing or influencing a member to withhold his or her vote, or to vote for or against a candidate:
 - (a) payment of the dues to the Integrated Bar or other indebtedness of any member to any third party;
 - (b) giving of food, drink, entertainment, transportation, or any article of value, or similar consideration to any person; or
 - (c) making a promise or causing an expenditure to be made, offered, or promised to any person.

In case of a health pandemic where travel of the public is restricted, the Board of Governors may allow electronic voting by members of candidates during an election, in which case, it shall promulgate appropriate guidelines or rules to implement the same.

Section 15. *Supreme Court Observer.* – The Supreme Court may designate an official observer at any election of the Integrated Bar, whether national or local.

Section 16. *Voluntary Bar Associations.* – All voluntary Bar associations now existing or which may hereafter be formed may co-exist with the Integrated Bar but shall not operate at cross purposes therewith nor against any policy, act, resolution, or decision thereof.

Section 17. *Rules of Court suppletory.* – Whenever applicable, the Rules of Court shall be suppletory to this Revised By-Laws.

ARTICLE II

[Sections 18 to 22]

MEMBERSHIP

Section 18. *Membership.* – The following persons are, automatically and without exception, members of the Integrated Bar:

- (a) All lawyers whose names were in the Roll of Attorneys of the Supreme Court as of January 16, 1973; and
- (b) All lawyers whose names were included or are entered therein after the said date.

Section 19. Registration. – Unless he or she has already previously registered, every lawyer admitted to the practice of law shall, not later than sixty (60) days from his or her signing of the Roll of Attorneys with the Supreme Court, register with the Integrated Bar, as hereunder required, at the national office. The said period may be extended by the Board of Governors for justifiable grounds.

Registration shall be accomplished by signing and filing in duplicate the prescribed registration form containing such information as may be required by the Board of Governors, including the following:

- (a) Full name, sex, and civil status;
- (b) Month, date, year, and place of birth;
- (c) Residential or office address;
- (d) Occupation(s) or employment;
- (e) Name of law school and year of graduation;
- (f) Year of admission to the Bar;
- (g) Field(s) of specialization in law, if any; and
- (h) Email address.

It shall be mandatory for a member to register on the official online app of the Integrated Bar.

Every change after registration in respect to any of the matters above specified shall be reported by the member concerned within sixty (60) days to the Chapter Secretary who shall, in turn, promptly report the change to the national office.

Unless a member otherwise registers a preference for a particular Chapter, a lawyer shall be considered a member of the Chapter of the province, city, political subdivision, or area where the member's office or, in the absence thereof, the member's residence is located. In no case shall any lawyer be a member of more than one Chapter.

A member has the right to transfer to any particular Chapter of his or her choice. Any intent to transfer shall be made through a communication or letter

signed, addressed, and sent by such member to the National Secretary; provided that, (i) the Chapter to which the member belongs and (ii) the Chapter to which the member intends to transfer shall both be furnished with a copy of such communication or letter; provided further, that such member should have fully settled or paid any and all annual membership dues and other assessments in arrears payable to the Integrated Bar or the Chapter to which he or she belongs at the time such communication or letter is sent. A certification of non-delinquency issued by the member's Chapter shall accompany such communication or letter. A transfer shall be deemed completed on the date such communication or letter is received by the National Secretary, subject to the fulfillment of the foregoing requirements.

If summons, orders, decisions, resolutions, and other processes issued by the Integrated Bar, its Commission on Bar Discipline, or the Supreme Court cannot be served upon a member who is a respondent in an administrative case pending with the Integrated Bar, or its Commission on Bar Discipline, or the Supreme Court, substituted service may be made at the last known residential or office address and to the email address of such respondent-member that is reflected on the Integrated Bar's website or online app, which when effected shall be deemed as sufficient service upon such respondent-member.

Section 20. *Members in good standing.* – Every member who has paid all membership dues and all authorized special assessments made by the national office of the Integrated Bar and the Chapter to which the member belongs, plus surcharges owing thereon, and who is not under suspension from the practice of law or from membership privileges, is a member in good standing.

Section 21. *Voluntary termination of membership.* – A member may terminate his or her membership by filing a verified petition to that effect with the National Secretary of the Integrated Bar, who shall immediately bring the matter to the attention of the Board of Governors and the Supreme Court. Upon approval by the Supreme Court, the petitioning member shall cease to be a member and his or her name shall be removed from the Roll of Attorneys.

Section 22. *Retirement; reinstatement.* – Any member in good standing who shall have attained the age of seventy-five (75) years, or who shall have been a lawyer for forty (40) years, or who may be unable to engage in the practice of law by reason of physical disability or judicially adjudged mental incapacity, may be retired from the Integrated Bar upon verified petition to the Board of Governors. Retired members shall no longer practice law or be required to pay dues and assessments to the Integrated Bar.

A resigned or retired member may seek reinstatement upon verified petition filed with the Board of Governors, which shall forward its recommendation thereon to the Supreme Court.

The Board shall make periodic reports of retirement and reinstatement of members to the Supreme Court.

ARTICLE III

[Sections 23 to 25]

DUES

Section 23. Membership dues. – On or before the 31st day of December, as may be extended by the Board of Governors, every member of the Integrated Bar shall pay annual dues for the ensuing fiscal year in the amount of FOUR THOUSAND PESOS (₱4,000.00) to take effect on December 31, 2023. The mode of payment for membership dues shall be prescribed by the Board of Governors.

Membership dues shall be apportioned as follows:

Chapter Share - 50%;

General Fund - 30%;

Welfare Fund - 8%;

Legal Aid - 4%;

Bar Discipline - 4%; and

Journal Fund - 4%.

The Lifetime Membership fee shall be FIFTY THOUSAND PESOS (₱50,000.00) effective December 31, 2023.

The Board of Governors may, every two (2) years, increase the annual membership dues or lifetime fee, or modify the apportionment thereof.

A member of the Integrated Bar may apply for lifetime membership therein by filing an application therefor with the National Secretary or through the Chapter where he or she belongs, under the following terms and conditions:

- (1) The member shall be a member in good standing as provided for under Section 20, Article II of this Revised By-Laws, has been a continuous member of the Integrated Bar for at least ten (10) years at the time of the filing of the application for lifetime membership, and his or her application is favorably endorsed by the Chapter to which he or she belongs;
- (2) The member has rendered at least one hundred twenty (120) hours of legal aid service;



- (3) The member has attended at least five (5) conventions of the Integrated Bar, whether national or regional;
- (4) The member pays to the national office the lifetime membership fee in the sum of Fifty Thousand Pesos (₱50,000.00);
- (5) The member has no pending administrative case with the Supreme Court or the Integrated Bar; and
- (6) The member shall abide by the rules and regulations promulgated by the Integrated Bar relative to lifetime membership.

The terms and conditions for lifetime membership shall be prescribed by the Board of Governors; provided, that the application shall be approved by the Board of Governors upon the recommendation of the National President.

Upon approval of the application and the payment of the lifetime membership fee, the member shall be enrolled in the Roll of Lifetime Members to be prepared by and kept in the Office of the National Secretary of the Integrated Bar. Such member shall be issued a certificate of lifetime membership to be signed by the National President and attested by the National Secretary.

All lifetime membership fees collected by the Integrated Bar shall be invested in treasury bills or other government securities or deposited in a reputable banking or trust institution chosen by the Board of Governors, which shall earn interest or yield at the best possible rate *per annum*.

Only the interest or yield earned by the lifetime membership trust fund shall be available for expenditure by the Integrated Bar and shall be applied, as follows:

- (1) To the payment of the lifetime member's annual dues as provided in Section 23, Article III of this Revised By-Laws;
- (2) The balance of the income, if any, shall be automatically appropriated for the operational expenses of the national office.

Any lifetime member, whose membership in the Integrated Bar has been terminated by retirement or by any other cause, shall cease to be a lifetime member of the Integrated Bar.

All lawyers shall indicate in all pleadings, motions, and papers signed and filed by them in any court in the Philippines — and in the case of government lawyers, in all official documents issued by them — the number and date of their official receipt indicating payment of their annual membership dues to the Integrated Bar for the current year, or in the case of lifetime members,

their lifetime membership roll number. In the case of lifetime members, it is sufficient that the member's lifetime roll number is indicated in said pleadings, motions, papers, and official documents. Failure of a member to comply with the provision of this section shall be a ground for disciplinary action against the member concerned.

Section 24. *Effect of non-payment of dues.* – A member who has failed to pay his or her membership dues for more than six (6) months from the due date as provided in Section 23 above shall be considered a delinquent member.

Should the delinquency further continue for another six (6) months, the Board shall promptly inquire into the cause or causes of the continued delinquency and take whatever action it shall deem appropriate, including a recommendation to the Supreme Court for the removal of the delinquent member's name from the Roll of Attorneys. Notice of the action taken shall be sent by registered mail or via email to the member through his or her last known address reflected on the website or online app of the Integrated Bar and to the Secretary of the Chapter concerned.

Every year, the National Treasurer shall submit to the Board of Governors a list of delinquent members. The Board of Governors shall take appropriate actions as may be warranted including submitting to the Supreme Court a recommendation for the member's suspension from the practice of law. In the meantime, the membership privileges of a dues-delinquent member shall be automatically suspended. However, whenever such a member makes full payment of the membership dues owing, plus a penalty equivalent to ten percent (10%) thereof, then the suspension shall be lifted.

A member who is suspended from the practice of law or whose name is removed from the Roll of Attorneys pursuant to this section may apply for the lifting of the suspension or for reinstatement under the provisions of the second paragraph of Section 21 (Voluntary termination of membership) above.

Section 25. *Remission or lifting of sanctions.* – The Board of Governors may, for justifiable reasons, remit or lift sanctions already imposed, and authorize the retroactive reinstatement of the member concerned. However, sanctions imposed or approved by the Supreme Court may be remitted or lifted only by the Court.



ARTICLE IV

[Sections 26 to 29]

CHAPTERS

Section 26. *Chapters.* – The Chapters of the Integrated Bar are those existing at the time of the approval of this Revised By-Laws. A Chapter of the Integrated Bar shall be organized in every province. Except in as far as those already established prior to the approval of this Revised By-Laws, every component city shall be considered part of the province within which it was geographically situated prior to its creation as a city.

The Board of Governors shall create new or reorganize existing Regions, and/or Chapters of cities and provinces, by division or merger, to the end that, as far as practicable, no Chapter shall have more than one thousand (1,000) nor less than five hundred (500) members beginning the fiscal year 2023. The Board may determine every two (2) years, based on a uniform threshold number, the number of Delegates to which a Chapter is entitled to.

The Board may likewise create Chapters based abroad; provided, that membership in such Chapters shall still be limited to those who are allowed to practice law in the Philippines.

Section 27. *Coordination of Chapter activities.* – The Board, by its initiative or through the Committee on Chapter Affairs, shall coordinate and supervise the activities of all the Chapters for purposes of promoting maximum lawyer participation in Integrated Bar affairs, and effective administration and operation of the organization.

Section 28. *Chapter local government.* – Each Chapter shall have its government.

Section 29. *Uniform Chapter By-Laws.* – Every Chapter shall strictly observe the Uniform Chapter By-Laws as approved by the Board of Governors, but the Board of Officers of any Chapter may submit for consideration and action by the Board of Governors proposed amendments thereto as may be demanded by or to address local conditions.

ARTICLE V

[Sections 30 to 36]

HOUSE OF DELEGATES

Section 30. *Composition of the House.* – The Integrated Bar shall have a House of Delegates composed of at least one (1) Delegate from each Chapter. The Board of Governors may, every two (2) years, make a reapportionment of Delegates among all the Chapters as nearly as may be according to the

number of their respective members, but each Chapter shall have at least one (1) Delegate.

Section 31. *Membership.* – The membership of the House of Delegates shall consist of all the Chapter Presidents and in the case of Chapters entitled to more than one Delegate each, the Vice Presidents of the Chapters and such additional Delegates as the Chapters are entitled to. Unless the Vice President is already a Delegate, he or she shall be an alternate Delegate. Additional Delegates and alternates shall in proper cases be elected by the Board of Officers of the Chapter. Members of the Board of Governors who are not Delegates shall be members *ex-officio* of the House.

Section 32. *Term of office.* – The terms of office of additional and alternate Delegates shall be coterminous with those of Chapter Delegates.

Section 33. *Annual convention.* –

- (a) Unless for special reasons, another date is set by the Board of Governors, the House shall hold an annual convention, at the call of the Board and at such date, time, and place as the Board shall determine. Each Region shall be entitled to host one annual or special convention every nine (9) years. The convention program shall be prepared and recommended by the National President and submitted to the Board for approval. No convention of the House of Delegates nor of the general membership shall be held prior to any political election of the country in an election year.
- (b) The National President and Executive Vice President of the Integrated Bar shall be the Chairperson and Vice Chairperson, respectively, of the House of Delegates. The Secretary, Treasurer, Sergeant-at-Arms and other officers of the House shall be appointed by the President with the consent of the House of Delegates.
- (c) At or prior to the annual convention, there shall be published an address/report by the National President on the state of the Integrated Bar, a report of the proceedings, reports of officers and committees, and recommendations submitted in connection with these reports.
- (d) Any matter not included in the published convention program may be considered, debated, or acted upon by the House, upon written petition signed by at least twenty (20) Delegates.

- (e) During the deliberations, no person shall speak for more than five (5) minutes or more than twice on the same matter, unless otherwise authorized by the Chairperson.
- (f) The House shall be a deliberative body of the Integrated Bar, and its resolutions shall bind the Integrated Bar when concurred in by the Board of Governors.
- (g) At all deliberations of the House, whether in annual or special convention, the Robert's Rules of Order shall govern.

Section 34. *Special convention.* – A special convention of the House may be called by the Board of Governors *motu proprio*, or upon written petition therefor filed with the National Secretary of the Integrated Bar signed by not less than one-third (1/3) of the total number of Delegates. The Board of Governors shall set the date, time and place for each special convention. Notice shall be given to all Delegates at least thirty (30) days before the convention, stating the purpose and the urgency thereof as well as the business to be transacted thereat.

Section 35. *Quorum.* – At least fifty percent (50%) plus one of the Delegates who registered at the convention must be present to constitute a quorum to do business, and such declaration of the existence of a quorum shall continue for the duration of the convention.

Section 36. *Duties of Delegates.* – The Delegates shall attend every convention of the House, promote the work of the convention, and make reports of the proceedings thereof to their respective Chapters.

ARTICLE VI

[Sections 37 to 46]

BOARD OF GOVERNORS

Section 37. *Composition of the Board.* – The Integrated Bar shall be governed by a Board of Governors consisting of the National President and nine (9) Governors from the nine (9) Regions as follows:

- (a) Northern Luzon, consisting of the following Chapters: Abra, Apayao, Baguio-Benguet, Batanes, Cagayan, Ifugao, Ilocos Norte, Ilocos Sur, Isabela, Kalinga, La Union, Mountain Province, Nueva Vizcaya, and Quirino;
- (b) Central Luzon, consisting of the following Chapters: Bataan, Bulacan, Nueva Ecija, Pampanga, Pangasinan, Tarlac, and Zambales;

- (c) Greater Manila, consisting of the following Chapters: Manila I, Manila II, Manila III, Manila IV, and Quezon City;
- (d) Southern Luzon, consisting of the following Chapters: Aurora, Batangas, Caloocan-Malabon-Navotas (Cal-Ma-Na), Cavite, Laguna, Makati, Marinduque, Occidental Mindoro, Oriental Mindoro, Pasay-Parañaque-Las Piñas-Muntinlupa (PPLM), Quezon, and Rizal-San Juan-Mandaluyong (RSM);
- (e) Bicolandia, consisting of the following Chapters: Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, and Sorsogon;
- (f) Eastern Visayas, consisting of the following Chapters: Biliran, Bohol, Cebu, Cebu City, Eastern Samar, Leyte, Northern Samar, Samar, and Southern Leyte;
- (g) Western Visayas, consisting of the following Chapters: Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental, Negros Oriental, Palawan, Romblon, and Siquijor;
- (h) Eastern Mindanao, consisting of the following Chapters: Agusan del Norte, Agusan del Sur, Bukidnon, Camiguin, Davao City, Davao del Norte, Davao del Sur, Davao Oriental, Misamis Oriental, Surigao del Norte, and Surigao del Sur;
- (i) Western Mindanao, consisting of the following Chapters: Cotabato, Lanao del Norte, Lanao del Sur, Misamis Occidental, North Cotabato, South Cotabato-General Santos (SocGen), Sarangani, Zambasulta, Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay, and Sultan Kudarat;

on the representation basis of one (1) Governor for each Region to be elected by the members of the House of Delegates from that Region only. The National President shall be the *ex-officio* chairperson of the Board of Governors. The position of Governor should be rotated among the different Chapters in the Region in accordance with the rotation by exclusion rule as adverted to in Sections 39 and 47 below.

Section 38. Term of office. – The Governors shall hold office for a term of two (2) years from July 1 immediately following their election to June 30 of their second year in office and until their successors shall have been duly chosen and qualified.

Section 39. *Nomination and election of the Governors.* – Not later than the end of April before the term of the incumbent Governors expire, the Delegates from each Region shall elect the Governor for their Region based on the rotation by exclusion rule as adverted to in Section 47 of this Revised By-Laws. A nomination of candidate for Governor shall be valid only if made by a Delegate of a Chapter to which the candidate belongs. A candidate for Governor must be a member of the Chapter to which such candidate belongs for a period at least one (1) year prior to the date of the election for the Governor.

Section 40. *Election contests.* – Any nominee desiring to contest an election shall, within two (2) days after the announcement of the results of the elections, file with the President of the Integrated Bar a written protest setting forth the grounds therefor. Upon receipt of such petition, the President shall forthwith call a special meeting of the outgoing Board of Governors to consider and hear the protest, with due notice to the contending parties. The decision of the Board shall be announced not later than the following May 31 and shall be final and conclusive.

Section 41. *Functions of the Board.* – The Board of Governors shall have general charge of the affairs and activities of the Integrated Bar. It shall have authority, *inter alia*, to:

- (a) Fix the date, time, and place of every convention of the House of Delegates, subject to the provisions of Sections 33 (Annual convention) and 34 (Special convention) of this Revised By-Laws;
- (b) Make appropriations and authorize disbursements from the funds of the Integrated Bar, subject to the provisions of Section 14 of the Integration Rule and Section 5 (Positions honorary) of this Revised By-Laws;
- (c) Engage the services of employees, define their duties, and fix their compensation;
- (d) Receive, consider, and act on reports and recommendations submitted by the House of Delegates or its committees;
- (e) Provide for the publication of the Journal of the Integrated Bar;
- (f) Administer the Welfare Fund in accordance with such rules and regulations as it may promulgate;
- (g) Fill vacancies, however arising in the positions of officers of the Integrated Bar, subject to the provisions of Section 8 of the Integration Rule, and Section 11 (Vacancies), Section

44 (Removal of members), Section 47 (Election of National President and Executive Vice President), Section 48 (Other officers), and Section 49 (Terms of office) of this Revised By-Laws;

- (h) Subject to the approval of the Supreme Court, promulgate Canons of Professional Responsibility and Accountability for all members of the Integrated Bar;
- (i) Promulgate rules and regulations for the establishment and maintenance of lawyer referral services throughout the Philippines;
- (j) Subject to the approval of the Supreme Court, impose special assessments for specific national purposes, and impose or recommend in proper cases to the Court the imposition of sanctions for non-payment or delinquency in the payment thereof;
- (k) Prescribe such rules and regulations as may be necessary and proper to carry out the objectives and purposes of the Integrated Bar as well as the provisions of the Integration Rule and Presidential Decree No. 181; and
- (l) Perform such other functions as may be necessary or expedient in the interest of the Integrated Bar.

Section 42. Meetings. – The Board shall meet regularly once a month on such date, and time and place as it shall designate. Special meetings may be called by the President upon the written request of at least five (5) members of the Board.

Section 43. Quorum. – At least five (5) members of the Board shall constitute a quorum to transact business. However, the Board may take action, without a meeting, by resolution signed by at least five (5) Governors, provided, that every member of the Board shall have been previously apprised of the contents of the resolution.

Section 44. Removal of members. – If the Board of Governors should determine after proper inquiry that any of the members of the Board of Governors, elective or otherwise, have for any reason become unable to perform their duties, the Board, by resolution of the majority of the remaining members, may declare their positions vacant, subject to the approval of the Supreme Court. Any member of the Board, elective or otherwise, may be removed for cause, including three (3) consecutive absences from Board meetings without justifiable excuse, by resolution adopted by two-thirds (2/3) of the remaining members of the Board, subject to the approval of the Supreme Court. In case of any vacancy in the office of the Governor for

whatever cause, the Delegates from the Region shall, by majority vote, elect a successor from among the members of the Chapter to which the resigned Governor is a member to serve as Governor for the unexpired portion of the term. (As amended pursuant to Supreme Court Resolution dated March 2, 1993.)

Section 45. *Executive Committee.* – There shall be an Executive Committee of not less than three (3) Governors, the powers, functions, duties, and responsibilities of which shall be as prescribed by the Board. The National President shall be the chairperson thereof.

Section 46. *Urgent matters.* – Should the Executive Committee consider it desirable and imperative that any matter be decided urgently by the Board, and it is not practicable or expedient for the Board to convene, the Executive Committee may, for the purpose, direct a poll of all the members of the Board on that matter, to be taken by correspondence, telegram, radiogram, cablegram, video-conferencing, or any other expeditious means, and the effect of such a poll shall be the same as if the votes therein were cast at a regular meeting of the Board.

ARTICLE VII

[Sections 47 to 51]

NATIONAL OFFICERS

Section 47. *Election of National President and Executive Vice President* – The Integrated Bar shall have a President, an Executive Vice President, and nine (9) Regional Governors. The Governors shall be *ex-officio* Vice Presidents for their respective Regions. There shall also be a National Executive Director, National Secretary, National Treasurer, and other national officers to be appointed by the President but subject to the Board's confirmation. Upon the expiration of the term of the National President, the Executive Vice President shall automatically succeed and become President for the next succeeding term.

Not later than April 30 of the year before the term of the Governors expires, the Delegates of each Region shall simultaneously elect their respective Governor, following the rotation by exclusion rule. This means that a Chapter, whose nominee has just been elected as Governor, can no longer have its nominee elected for the same position in subsequent elections until after all Chapters within the Region have had the opportunity to be elected as such. At the end of the rotational cycle, all Chapters, except the Chapter whose nominee has just served the immediately preceding term, may be elected Governor in the new rotational cycle. The Chapter whose nominee served last in the previous rotational cycle may be elected Governor only after the first term of the new rotational cycle ends, subject once more to the rule on rotation by exclusion. A nomination of a candidate for Governor shall be valid only if

made by a Delegate of a Chapter to which the candidate belongs. A candidate for Governor must be a member of the Chapter to which he or she belongs for a period of at least one (1) year from the date of election for Governor.

Not later than May 30 of the year when the term of the Executive Vice President expires, the nine (9) Governors-elect shall convene to choose from among themselves the Executive Vice President following the rotation by exclusion rule. A Region, whose representative has just been elected as Executive Vice President, can no longer have its representative elected for the same position in subsequent elections until after all Regions have had the opportunity to be elected as such. At the end of the rotational cycle, all Regions, except the Region whose representative has just served the immediately preceding term, may be elected for another term as Executive Vice President in the new rotational cycle. The Region whose representative served last in the previous rotational cycle may be elected Executive Vice President only after the first term of the new rotational cycle ends, subject once more to the rule on rotation by exclusion.

The order of rotation by exclusion shall be without prejudice to the Regions entering into a consensus to adopt any pre-ordained sequence in the new rotation cycle, provided each Region will have its turn in the rotation.

A violation of the rotation rule in any election shall be penalized by the annulment of the election and disqualification of the offender from election or appointment to any office in the Integrated Bar.

Section 48. Other officers. – Other national officers of the Integrated Bar shall be appointed by the National President, subject to confirmation of the Board of Governors. However, the employees or staff of the Integrated Bar, based on the organization chart and *plantilla* that have been approved by the Board of Governors, need not be members of the Integrated Bar, and shall be appointed by the National President without the need of confirmation by the Board of Governors.

Section 49. Terms of office. – The National President and the Executive Vice President shall hold office for a term of two (2) years from July 1 following their election until June 30 of their second year in office and until their successors shall have been duly chosen and qualified.

In the event the National President is absent or unable to act, his or her functions and duties shall be performed by the Executive Vice President, and in the event of the death, resignation, or removal of the National President, the Executive Vice President shall serve as Acting National President for the unexpired portion of the term. His or her tenure as such shall not be considered a new turn in the rotation.

In the event of the death, resignation, removal, or disability of the Executive Vice President, the Board of Governors shall elect an Executive Vice

President from among the Regions qualified to be elected as such to serve the unexpired portion of the term or period of disability.

In the event of the death, resignation, removal, or disability of both the National President and the Executive Vice President, the Board of Governors shall elect an Acting National President to hold office for the unexpired portion of the term or during the period of disability.

Unless otherwise provided in this Revised By-Laws, all other officers appointed by the National President and confirmed by the Board of Governors shall hold office at the pleasure of the National President (see A.M. No. 09-5-2-SC, April 11, 2013).

Section 50. Duties of officers. –

- (a) National President: The National President shall be the Chief Executive Officer of the Integrated Bar and shall reside at all meetings of the Board of Governors. From the assumption of office and for the duration of his or her term, the National President shall dissociate himself or herself from any and all activities that may, in one way or another, restrict or hamper the effective exercise of his or her powers and performance of his or her functions and duties.
- (b) Executive Vice President: The Executive Vice President shall exercise the powers and perform the functions and duties of the National President during the absence or inability of the latter to act, and shall perform such other functions and duties as assigned to him or her by the National President and the Board of Governors.
- (c) Governors: In addition to their duties as members of the Board of Governors, each elective Governor shall act as the representative of his or her Region in the Board. He or she shall promote, coordinate, and correlate activities of the Chapters within his or her Region.
- (d) National Executive Director: The National Executive Director shall act as the Chief Operating Officer and shall oversee the day-to-day affairs of the Integrated Bar in accordance with such duties as shall be assigned to him or her by the National President and the Board of Governors.
- (e) National Secretary: The National Secretary shall attend all meetings of the Board of Governors and keep a record of all the proceedings thereof; prepare and maintain a register of all members of the Integrated Bar; notify national officers as well as members of national committees of their elections or

appointments; cause to be prepared the necessary official ballots for the election of Governors; and perform such other duties as are assigned to him or her by this Revised By-Laws, by the National President, and by the Board of Governors.

- (f) National Treasurer: The National Treasurer shall collect, receive, record, and disburse the funds of the Integrated Bar; however, no disbursement shall be made except over his or her signature, countersigned by the National President or, in the absence or inability of the National President, by the Executive Vice President or, in the absence or inability of both, by a member of the Executive Committee designated by the National President. He or she shall render reports of receipts and disbursements as required by the Board of Governors; promptly remit to the Chapters concerned their proportionate shares in the dues and assessments paid by members directly to the national office under Section 23 (Membership dues); assist in the preparation of the annual budget; and perform such other duties as assigned to him or her by this Revised By-Laws, by the National President, and by the Board of Governors. He or she shall furnish a surety bond at the expense of the Integrated Bar, in such amount as may be required by the Board.

Section 51. *Delegation of duties.* – The functions and duties of the National Executive Director, National Secretary, National Treasurer, and other national officers may, in their absence or inability, be performed by assistants or employees of the Integrated Bar so appointed or designated by the National President.

ARTICLE VIII

[Sections 52 to 70]

NATIONAL COMMITTEES

Section 52. *National Committees.* – The Board of Governors shall establish and maintain standing national committees. Until otherwise changed, modified, or redefined by the Board, the respective names, powers, prerogatives, functions, duties, and responsibilities of the standing committees shall be as set forth in this Article. The Board shall have the authority to create additional standing committees and special committees and to define their respective powers, prerogatives, functions, duties, and responsibilities. Every committee shall submit an annual report to the National President, but the Board may, at any time, require any committee to submit a special report.

Section 53. *Membership of committees.* – Each national committee shall consist of such number of members as may be fixed by the Board of Governors. They shall be appointed by the National President subject to confirmation by the Board, and shall serve for a term of two (2) years and until their respective successors shall have been duly appointed and qualified. The chairperson of each committee shall be designated by the National President. Three (3) consecutive absences of any member from committee meetings without justifiable excuse shall be a ground for the National President to appoint his or her replacement.

Section 54. *Committee on Chapter Affairs.* – This committee shall make studies of, and submit reports and recommendations on the establishment, organization, and operation of all Chapters, the apportionment and reapportionment of the seats in the House of Delegates, and the means and methods of encouraging and coordinating Chapter activities and of promoting maximum involvement and participation of the members of the Integrated Bar in the activities thereof and of their respective Chapters. The National Director for Chapter Affairs shall be an *ex-officio* member of this committee unless designated chairperson by the National President.

Section 55. *Committee on Legal Aid.* – This committee shall promote the establishment and efficient maintenance of Chapter legal aid organizations suited to provide free legal service; direct and supervise all Chapter legal aid organizations; maintain maximum levels of coordination and cooperation with other organizations having similar objectives; receive and solicit aid and assistance from any available and suitable source or sources, provided that the independent character of the legal aid is not impaired; and, in general, do or cause to be done all things necessary and proper for the promotion of legal aid activities, projects and objectives. The National Director of the National Center for Legal Aid shall be *ex-officio* member of this committee unless designated chairperson by the National President.

Section 56. *Committee on Gender and Development.* – This committee shall study and recommend programs to enhance gender equality in the legal profession.

Section 57. *Committee on Administration of Justice.* – This committee shall study the organization and operation of the judicial system and recommend appropriate changes in practice and procedure to improve the efficiency thereof, and, in that connection, shall examine all proposed changes in the system. It shall collate information and submit appropriate recommendations on judicial appointments, judicial tenure and compensation, and retirement pensions.

Section 58. *Committee on Legal Education and Bar Admissions.* – This committee shall make continuing studies of, and submit recommendations on the curriculum and teaching methods in law schools, as well as standards and methods in determining the qualifications of applicants for admission to the

Bar and, whenever requested, shall assist in the investigation of the qualifications of persons seeking admission to the Bar. It shall formulate and promote or co-sponsor with other groups of institutions programs designed to afford members of the Integrated Bar suitable opportunities for acquiring, here and abroad, additional professional knowledge, training, and skill.

Section 59. *Committee on Professional Responsibility, Discipline, and Disbarment.* – This committee shall formulate the Canons of Professional Responsibility and Accountability for adoption by the Board of Governors and approval by the Supreme Court, and submit recommendations on methods for the effective enforcement thereof as well as on appropriate amendments thereto. It shall have the authority to express advisory opinions, upon written request of any member, on any matter affecting his or her professional conduct. In no case shall the opinion of the committee disclose the name of any party. The committee may call upon any Chapter officer or Chapter committee member to exchange information as to problems arising under the Canons of Professional Responsibility and Accountability, and to examine grievance procedures. It shall make recommendations to the Board of Governors for reforms and improvements in the said procedures. The National Director of Bar Discipline shall be an *ex-officio* member of this committee unless designated chairperson by the National President.

Section 60. *Committee on Research Services.* – This committee shall plan the research services of the Integrated Bar in substantive and adjective laws and, together with other institutions, promote legal research and law reform and development. It shall select areas of the law in need of general study, revision, or codification; formulate plans and prepare budgets for specific research projects; assess the availability of qualified personnel to perform research work; and submit recommendations thereon. It shall periodically render progress reports on authorized research projects, and provide necessary supervision for the successful completion of each project.

Section 61. *Committee on Legislation.* – This committee shall study all proposed changes in the Constitution and in statutes and laws of general interests or general application and submit reports thereon and, upon the approval of the Board of Governors, shall represent the Integrated Bar in supporting or opposing such proposals.

Section 62. *Committee on Public Services.* – This committee shall prepare and submit plans for advancing public acceptance of the objectives and purposes of the Integrated Bar, and shall execute such plans as approved by the Board of Governors. These plans shall include arrangements for disseminating information of interest to the public in relation to the functions of the departments of government, the judicial system, and the Bar; and to that end, the committee may operate an information bureau and utilize the facilities of the media of public communication.

Section 63. *Committee on Inter-Professional and Business Relations.* – This committee shall maintain liaison between the legal profession and other professions as well as business groups in order to acquaint the latter with the nature and proper scope of the practice of law.

Section 64. *Committee on Books and Publications.* – This committee shall make studies of, and submit recommendations on matters and materials for publication, and ways and means of assisting in the efficient publication of legal literature at reasonable costs, and of discouraging unnecessary publications or duplications thereof.

Section 65. *Committee on Unauthorized Practice of Law.* – This committee shall keep the Integrated Bar informed with respect to the practice of law by unauthorized persons and entities, as well as the participation therein of members of the Bar, and recommend ways and means for the elimination and prevention of unauthorized practice of law.

Section 66. *Committee on Law Reporting.* – This committee shall examine and appraise methods of reporting and disseminating legislation, presidential decrees, court decisions, the Rules of Court, and decisions of administrative tribunals and agencies, with particular emphasis on the correction of deficiencies; conduct a continuing study and evaluation of corresponding trends and reforms in other jurisdictions; and submit appropriate recommendations thereon.

Section 67. *International Law and International Affairs Committee.* – This committee shall help achieve the Integrated Bar's objectives through — 1) International Law: by developing the capacity of the Integrated Bar members to use international law and foreign law more effectively in their cases pending with Philippine courts, in order to elevate the standards of the legal profession; and 2) International Affairs: by expanding Integrated Bar's network of foreign bar associations and international organizations, in order to enable the Bar to be more effective in discharging its public responsibilities abroad, especially in relation to overseas Filipino workers needing legal assistance.

Section 68. *Committee on Peer Assistance.* – This committee shall promote the general welfare of all its members ensuring that proper benefits and assistance shall be received by members in good standing, including but not limited to death and health care benefits, access to legal programs that may advance and promote the legal profession, assistance to membership concerns, and in general, to do or cause to be done all things necessary and proper for the promotion and protection of all its members. The National Director for Peer Assistance shall be an *ex-officio* member of this committee unless designated chairperson by the National President.

Section 69. *Public statements.* – No committee or member thereof shall publicly express any opinion or conclusion respecting the assigned functions

or work of the committee without previous authorization from the Board of Governors or the Executive Committee.

Section 70. *Finances of committees.* – Every committee shall file with the National Treasurer of the Integrated Bar a detailed statement setting forth necessary data on the funds required in connection with its work for consideration and action by the Board of Governors. No committee shall incur any obligation payable by the Integrated Bar without the Board's prior approval.

ARTICLE IX

[Sections 71 to 78]

FISCAL CONTROL

Section 71. *Fiscal year.* – The Integrated Bar shall operate on a fiscal year beginning on January 1 and ending on December 31 of each year. (As amended pursuant to Bar Matter No. 668.)

Section 72. *Finance and Budget Committee.* – The National President, with the approval of the Board of Governors, shall appoint a Finance and Budget Committee consisting of not less than three (3) or more than five (5) Governors, with the Executive Vice President as chairperson, whose primary responsibility shall be the preparation of the annual budget for the entire calendar year to be submitted to the Board of Governors for approval. The National Executive Director and the National Treasurer shall be *ex-officio* members of this committee.

Section 73. *Preparation and approval of the budget.* – The preparation, consideration, approval, and publication of the budget shall be in accordance with rules and regulations prescribed by the Board.

Section 74. *Automatic re-enactment.* – If by the end of any fiscal year, the Board shall have failed to pass the budget for the ensuing fiscal year, the budget for the preceding fiscal year shall be deemed re-enacted and shall remain in force and effect until a new budget is adopted by the Board.

Section 75. *Amendment to the budget.* – The Board may, from time to time, amend the budget in order to provide funds for necessary expenditures, provided, however, that the total of the increases made in the items of the budget, including new items created by such amendments, shall not exceed ten percent (10%) of the total estimated income of the Integrated Bar for the current fiscal year. If the proposed amendments shall cause the total of the increases and the new items to exceed such limitation, the same procedure required for the adoption of the original budget shall be followed.

Section 76. Disbursements. – No disbursement shall be made except in accordance with the budget or supplements thereof approved by the Board.

Section 77. Unexpended balances. – All unexpended balances of appropriations shall revert at the end of every fiscal year to the funds from which they were appropriated.

Section 78. Accounting and audit. – The Board shall cause books of accounts to be kept and maintained in accordance with sound accounting practices. An annual external audit of all funds, accounts, receipts, and disbursements of the Integrated Bar shall be made without delay after the end of every fiscal year. Each fiscal year, the Board of Governors shall appoint an external auditor, who shall prepare the audited financial statements of the Integrated Bar. The audited financial statements of the Integrated Bar shall be approved by the Board of Governors, and shall forthwith be published or posted on the website or online app of the Integrated Bar.

ARTICLE X

[Section 79]

JOURNAL

Section 79. Journal of the Integrated Bar. – The National President shall cause to be published a quarterly Journal, and to this end shall be assisted by a board of editorial consultants, chaired by an Editor-in-Chief, all of whom shall be appointed by the National President, subject to confirmation by the Board. The editorial consultants shall hold office at the pleasure of the National President.

Every member of the Integrated Bar is entitled to receive a free copy of every issue of the Journal which shall be published, at the option of the Board of Governors, either in hard or electronic copies. In the case of the latter, the same shall be posted on the website or online app of the Integrated Bar as approved by the National President.

ARTICLE XI

[Section 80]

AMENDMENTS

Section 80. Amendments. – This Revised By-Laws may be amended, modified, or repealed by the Supreme Court *motu proprio* or upon the recommendation of the Board of Governors.



ARTICLE XII

[Section 81]

EFFECTIVITY

Section 81. Effectivity. – This Revised By-Laws shall take effect upon approval by the Supreme Court.



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