Organic Statutes, Rules of Procedure and Agreements
2018

Pan American Institute of Geography and History
Specialized Organization of the Organization of American States
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY
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2018-2021

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PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

ORGANIC STATUTES,¹ RULES OF PROCEDURE AND AGREEMENTS 2018²

PUB. 554

¹ Modified by the 21 General Assembly, Panama, Panama, 2017.
² Modified by the 47 Meeting of the Directing Council, Asuncion, Paraguay, 2016.
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PRESENTATION

The General Secretariat of the Pan American Institute of Geography and History (PAIGH) is pleased to present the 2018 edition of the most relevant rules and regulations that govern the work of the PAIGH, constituted by its Organic Statutes, Rules of Procedure and Agreements.

This new edition, which was approved by the 21st General Assembly of the Institute held in Panama, Panama (2017), takes into account the modifications introduced to the original text of the Organic Statutes, previously approved at the Ninth General Assembly held in Washington, D.C. (1969).

This document is a testament to the ongoing modernization process of the Institute, gathering the contributions of the Member States and providing the fundamental texts that are required to continue with the development of the inherent processes of PAIGH.

This compendium is available for the Pan American community, PAIGH National Sections and Officers to be used as a tool of reference to assist them to conduct their activities and achieve the mission of the Institute.

General Secretariat
Mexico City, 2018
ORGANIC STATUTES

APPROVED BY THE IX GENERAL ASSEMBLY
Washington, D.C., 1969

LAST MODIFIED AT THE 21 GENERAL ASSEMBLY
Panama, Panama, 2017
CHAPTER I

PAIGH AND ITS PURPOSES

Article 1. The PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY is a Specialized Organization of the ORGANIZATION OF AMERICAN STATES. Its objectives are:

1) To encourage, coordinate, and publicize cartographical, geophysical, geographical and historical studies, as well as other related scientific studies of interest to the Americas.

2) To promote and carry out studies, work and training in the aforementioned fields of activity.

3) To promote cooperation among organizations interested in these fields of activity in the Americas, and with related international organizations.

The Pan American Institute of Geography and History shall use the acronym PAIGH.

No work of a political or partisan nature shall be undertaken. On issues that are controversial for the Member States, the studies
made by the PAIGH have no value as evidence in any case. The work that the PAIGH sponsors relates only to technical aspects that do not affect the opinions of the Member States.¹

PAIGH activities shall be preferably of multinational interest.

PAIGH shall not engage in any activity affecting a Member State without the express approval or consent of that Member State.

CHAPTER II
ON THE MEMBER STATES AND PERMANENT OBSERVERS

Article 2. Only American States may be members of PAIGH. Applications for membership shall be approved by the General Assembly or Directing Council.

Member States may withdraw from PAIGH by giving one year’s notice. Notice of withdrawal shall not exempt members from payment of quotas due. Member States having withdrawn from PAIGH of their own free will may apply for readmission at any time; such applications may be decided upon by the Directing Council.

Article 3. Any independent Non-Member State may request the category of Permanent Observer of PAIGH. Applications for membership shall be submitted to the General Secretariat of the Institute.

The General Assembly or the Directing Council must decide on the application submitted in accordance with the proceedings established, taking in consideration the contributions that the state applying for Observer Status could offer to the programs of PAIGH.

The General Assembly or the Directing Council has the power to revoke the category of Observer granted to any state whenever it considers that the circumstances that determined its acceptance have varied significantly or have ceased to exist.

CHAPTER III
ORGANIZATION

Article 4. The Institute shall consist of the following Pan American organs:

¹ Thus amended by the 21 General Assembly, Panama, Panama, 2018.
1) General Assembly
2) Directing Council
3) Commissions
4) Meeting of Officers
5) General Secretariat

Article 5. A National Section shall function in each Member State as an organ of the PAIGH.

CHAPTER IV
QUORUM AND VOTING

Article 6. The quorum for the installation of meetings of the representative Pan American organs of the PAIGH shall consist of:

1) General Assembly and Directing Council, two thirds of the active Member States in plain use of their rights.

2) Commissions and other organs, half plus one of the active Member States who comprise them in plain use of their rights.

3) The meeting of Officers, four of its members.

Once the Pan American organ of the PAIGH is installed, a quorum of two thirds of the Member States present at installation shall be required at its sessions.2

Article 7. At any meeting of an organ of the PAIGH that requires a formal vote for adoption of decisions, such decisions shall be taken by a majority of votes of the members present. Exceptions are in the following cases, in which would be required the affirmative vote of two thirds of the active Member States in plain use of their rights:

1) Approval of the budget and establishment of annual quotas.

2) Extension of the terms of office of the Secretary General, and of the Chairmen and Vice Chairmen of the Commissions.

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2 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
3) Cases not specifically covered by these Statutes.

4) Amendment of the Organic Statute.

The affirmative vote of two thirds of the component Member States of the General Assembly shall be required for the inclusion of new items on the agenda, or to create or eliminate Commissions.3

CHAPTER V

THE GENERAL ASSEMBLY

Article 8. The General Assembly is the supreme organ of the PAIGH and shall determine the scientific, administrative and financial policies of the organization.

The General Assembly shall meet in ordinary session every four years.

The General Assembly shall determine the place where its next meeting will be held, as well as an alternate place therefor. The date of the General Assembly meeting shall be determined by the Directing Council in consultation with the host government of the meeting and the appropriate organ of the Organization of American States.

Article 9. The General Assembly shall consist of:

1) The delegations appointed by Member States, each of which shall be entitled to one vote.

2) The Officers of the PAIGH, with voice but without vote, unless (except for the Secretary General) they are members of the official delegations.

3) Observers, with voice but without vote, invited by the General Secretariat with the approval of the Organizing Committee:

   a) American States which are not members of the PAIGH, with the agreement of the Directing Council;

   b) Non-American States which have expressed interest, with the agreement of the Directing Council;

3 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
c) National scientific organizations of Member States and international scientific organizations of the Inter-American System which are proposed by an organ of PAIGH, and

d) Scientific institutions of non-American States or international organizations outside the Inter-American System, proposed by one of the organs of the Institute and approved by the Directing Council.

**Article 10.** Special meetings of the assembly shall take place at the headquarters of PAIGH and shall be held for the exclusive purpose for which they are convoked. The President of the PAIGH shall convene special meetings as decided by the Directing Council or at the request of the majority of the Member States.

**Article 11.** The host government of the General Assembly shall appoint an Organizing Committee to make arrangements for the Assembly in collaboration with the Directing Council and the Secretary General of PAIGH, and to prepare the program of activities to be undertaken.

**Article 12.** The Directing Council shall prepare the draft agenda and rules of procedure of each General Assembly and shall consider the program of activities. Six months prior to the meeting, the Secretary General shall submit them together with the convocation for the consideration of the Member States of the PAIGH, and to the appropriate organ of the Organization of the American States, for its information.

With the observations received, the Secretary General in consultation with the President of PAIGH, shall prepare the provisional agenda and provisional rules of procedure and shall transmit them to the Member States at least two months prior to the General Assembly.

The provisional agenda and rules of procedure shall be submitted for the consideration of the General Assembly and require its approval to be final.

The General Assembly shall consider only those items included in the final agenda. To add to said agenda shall require compliance with the provisions of the last paragraph of Article 7.
Article 13. The Officers of the General Assembly shall be:

1) The President of the Assembly.

2) The Vice Presidents of the Assembly.

3) The Secretary of the Assembly.

Article 14. The functions of the General Assembly, among others, shall be:

1) To elect its own Officers.

2) To elect the PAIGH Officers.

3) To review and resolve any matter referred to it by the Directing Council.

4) To consider the annual reports and other communications submitted by the President, the Secretary General, the Chairmen of the Commissions, and the National Sections.

5) To approve the budget submitted in accordance with Articles 40 and 42, and to fix the limit of the annual quotas that the Member States shall contribute until the next General Assembly.

6) To decide upon the execution of the subsequent annual and quadrennial programs of scientific activities prepared by the Commissions. To decide which projects shall have priority in accordance with their scientific importance.

7) To appoint external auditors to examine the accounts of PAIGH.

8) To take cognizance of and, when necessary, make decisions on proposals of the Commissions or the Secretary General regarding cooperative relations with governments, international organizations, and private institutions in accordance with the terms of the existing agreement between the PAIGH and the Council of the Organization of American States.

9) To create or abolish Commissions as deemed advisable, pursuant to the provisions of Article 7.
10) To create the Special Committees deemed necessary for the successful conduct of the activities of the PAIGH, with respect to matters within the competence of more than one Commission, and to approve the plans and activities undertaken by the Special Committees.

11) To approve the organization and regulations of the General Secretariat.

12) To determine its own rules of procedure and approve the Financial Regulations in accordance with the provisions of these Statutes.

13) To amend the Organic Statutes of PAIGH in accordance with the provisions of Article 48.

14) To determine the place and the alternate place for the next meeting of the General Assembly in accordance with Article 8.

15) To elect the Secretary General in accordance with Article 22.

16) To grant distinctive honors in accordance with Article 47.

CHAPTER VI

PAIGH OFFICERS

Article 15. The Meeting of Officers is the principal organ and coordinator of the activities of the Institute between the Meetings of the Directing Council. The Officers of PAIGH shall be the President, the Vice President, the Chairmen of the Commissions, and the Secretary General. These Officers shall hold their posts until the next regular meeting of the General Assembly. Additionally, the President and the Secretary General, may not hold any new post of Authority within PAIGH until having passed four years after they have terminated their functions.

Those who hold posts of Authority shall have the following requirements and restrictions:

a) To be a national from a Member State.
b) There will not be two Officers of the same nationality.

c) They may not be reelected.

d) They may not hold any other post within the National Section of the Member State to which they belong.

The candidates for posts as Officers of PAIGH should be presented to the General Assembly, together with their curriculum vitae. They should be persons of internationally-recognized technical ability in one or more of the fields of activity of PAIGH and be competent to perform the duties of their office.

The Meeting of Officers shall meet on a semestral basis and shall have the following attributions:

1) To comply with the resolutions and decisions of the General Assembly and the Directing Council, as it may correspond.

2) To consider the periodical reports of the General Secretariat and any other that the Meeting of Officers may request.

3) To consider the semestral reports and other communications of the President of PAIGH and the Chairmen of the Commissions.

4) To evaluate all on-going projects and analyze the requests for projects of the program of Technical Assistance in order to present a proposal to the meeting of the Directing Council or General Assembly.

5) To make an annual proposal for the basic salary of the Secretary General which must be approved by the Directing Council or General Assembly. The Secretary General may not vote on this decision.

6) To study the proposals for Honorary Associate and issue a consensus in this regard at the Directing Council or General Assembly.

7) To express its opinion, if considered opportune, regarding those matters submitted by the General Secretariat.
CHAPTER VII

THE DIRECTING COUNCIL

Article 16. The Directing Council is the permanent pan american organ of PAIGH entrusted with functions of the General Assembly during the intervals between meetings of the latter.

Article 17. The Directing Council shall be composed of the representatives of the governments of the Member States of PAIGH, who shall have voice and vote. Unless the governments designate a different person, the chairmen of their respective National Sections or official alternates shall be the representatives.

The President, Vice President and Secretary General of PAIGH shall be Chairman, Vice Chairman, and Secretary, respectively, of the Directing Council. The Officers of PAIGH shall be ex officio members of the Council thereof and shall have the right to voice, but no vote.

Article 18. The Directing Council shall meet annually upon convocation by the President, except in the year in which the General Assembly meets. At the request of two thirds of the Member States, the President shall call special meetings, which shall be held at the headquarters of the PAIGH. In the case provided for in Article 20 (14), the President shall call a meeting of the Directing Council.

The regular meetings of the Directing Council shall be held at the PAIGH headquarters at such time as the Directing Council may decide. Under special circumstances, and subject to acceptable financial arrangements, they may be held elsewhere.

4 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
5 Thus amended by the XVI General Assembly, Santiago, Chile, November 17-20, 1997.
During the period between meetings of the Directing Council, the President together with the Secretary General may request decisions on urgent matters by an official vote* issued by the Member States.6

Article 19. The draft agenda and programs for the meetings of the Directing Council shall be prepared by the Secretary General of PAIGH in consultation with its members.

Article 20. The functions of the Directing Council are, among others:

1) To implement resolutions and decisions of the General Assembly within its competence, as well as to encourage the implementation of its recommendations by Member States.

2) To consider the periodic reports of the General Secretariat and any others that the Directing Council has requested from said Secretariat.

3) To consider the annual report and other communications from the Chairmen of the Commissions regarding the activities of said Commissions.

4) To decide on the execution of the annual program of scientific activities drawn up by the Commissions and coordinated at the earlier meeting referred to in Article 40. Also, it shall be its responsibility to decide on project priorities.

5) To approve the annual budget submitted by the Secretary General to cover the expenses of the work programs of the General Secretariat and the Commissions, in accordance with the quadrennial program approved by the General Assembly.

6) To appoint external auditors, when necessary during the period between meetings of the General Assembly, to examine the accounts of PAIGH.

* Resolution 13 approved by the 41st Meeting of the Directing Council, San Salvador, El Salvador, November 19-21, 2008 defines “official vote” as the vote issued by the Minister of Foreign Affairs or whomever acts as such in representation of the Member State or by the Chairperson of the National Section when the nature of the consultation so allows.

6 Thus amended by the 19th General Assembly, Quito, Ecuador, October 28-30, 2009.
7) To take cognizance of and, when necessary, to approve or disapprove the arrangements with governments, international organizations, or private institutions proposed by the Commissions or the Secretary General.

8) To establish the Special Committees deemed necessary for the successful conduct of the activities of PAIGH with respect to matters which are within the competence of more than one Commission. To consider and approve the plans of the Special Committees and the activities they have undertaken.

9) To submit for the consideration of the General Assembly recommendations regarding quotas, including those mentioned in Article 42.

10) To draft the agenda and rules of procedure of the General Assembly after receipt of information from the PAIGH Commissions and in consultation with the General Secretariat.

11) To consider the draft program of activities for the General Assembly after receipt of information from the Commissions of PAIGH and in consultation with the General Secretariat and the Organizing Commission.

12) To establish its own rules of procedure in accordance with the provisions of these Statutes.

13) To take cognizance of and approve the organization and Regulations of the General Secretariat.

14) To replace the Secretary General in case of resignation or death. In case of illness or incapacity, to designate an Interim Secretary General.

CHAPTER VIII

THE GENERAL SECRETARIAT

Article 21. The purpose of the General Secretariat is to perform the administrative functions necessary for the successful operation of PAIGH, to coordinate the activities of the other organs and to lend the necessary assistance for their operation, to carry out such other
functions as may be assigned to it, and to see to compliance with decisions taken.

The General Secretariat shall be directed by a Secretary General under the supervision of the Directing Council.

The General Secretariat shall function in the headquarters city of PAIGH in which the Secretary General shall reside.

**Article 22.** The Secretary General shall be elected by the General Assembly for the period between regular meetings and may not be reelected or succeeded by a person of the same nationality.

Exceptionally and when it benefits PAIGH to do so, the General Assembly may extend the term of the Secretary General for one period only. This decision shall be adopted by two thirds of the Member States.

The candidates for the post of Secretary General shall be presented to the General Assembly with their curriculum vitae. They should be persons of internationally-recognized technical ability in one or more of the fields of activity of PAIGH and be competent in the matters related to the duties of their office. The curriculum vitae of the candidates and their proposed work plan for their term of office shall be forwarded to the General Secretariat five months before the General Assembly, which will send these documents to the Member States four months before the General Assembly.7

**Article 23.** The functions of the Secretary General are:

1) To provide liaison between the organs of PAIGH and the Member States, keeping their officers informed concerning PAIGH’s progress.

2) To appoint the personnel necessary for the operation of the General Secretariat, within the limits of the budgetary allocations established for this purpose by the Directing Council. In making said appointments first consideration shall be given to competence, efficiency and honesty but efforts shall be made to assure that these appointments devolve upon nationals of the several Member States.

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7 Thus amended by the XVII General Assembly, Bogota, Colombia, October 29-November 1, 2001.
3) To prepare the draft agenda and draft program for the meetings of the Directing Council in accordance with Article 19.

4) To submit to the Directing Council an annual report on the activities of the General Secretariat, which shall include the financial statement of PAIGH for the respective year. He shall also submit all reports that may be requested of him by the Directing Council or that may be stipulated in the regulations.

5) To submit the draft annual budget to the Directing Council pursuant to Article 40, second paragraph.

6) To have the accounts and financial statements of PAIGH and its Commissions reviewed annually by external auditors, pursuant to the Financial Regulations.

7) To execute the decisions of the General Assembly and the Directing Council, and the requests of the Commissions; and, in the name of PAIGH, to encourage the Member States to implement the recommendations of these organs.

8) To publish the works sent for that purpose by the General Assembly, Directing Council, Commissions and other technical organs.

9) To compile and transmit to the governments and National Sections the proceedings of the Directing Council and those of the various Commissions that so request.

10) To cooperate with the government of the host country in the arrangements for the meetings of the General Assembly and the various Commissions.

11) To collaborate with the Secretariats of the Assembly and of the Commissions.

12) To submit to the pertinent body of the Organization of American States an annual report on the development of the activities of PAIGH, including a report on its financial situation.

13) To preserve the material goods of the Institute, including the José Toribio Medina Bibliographic Fund and the map library of the PAIGH, to coordinate, in agreement with the Commissions, a program of publications and to carry out the other functions that may be entrusted to him by the General Assembly and the Directing Council.
14) The Secretary General is the representative for legal and financial affairs.\footnote{8}

CHAPTER IX
THE COMMISSIONS

Article 24. It is the responsibility of the Commissions to:

1) Develop and execute the scientific and technical programs of PAIGH approved by the General Assembly or the Directing Council.

2) Promote and coordinate scientific and technical development in their respective fields of activity in the Member States.

In the performance of their duties they shall be supported by the General Secretariat and the National Sections.

Article 25. The Commissions of PAIGH are:

1) The Commission on Cartography
2) The Commission on Geography
3) The Commission on History; and
4) The Commission on Geophysics
5) Those that the General Assembly may establish in the future by a favorable two thirds vote.

Article 26. Each Commission shall consist of the representatives designated by the Governments of the Member States, which shall also be responsible for appointing the respective alternate. These National Members shall be persons of recognized competence in the particular fields of the Commissions to which they are designated and, so far as possible, shall be selected from among persons holding positions in their countries related to the field. These designations shall last for four years and they may be reelected.\footnote{9}

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\footnote{8}{Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.}
\footnote{9}{Thus amended by the XVI General Assembly, Santiago, Chile, November 17-20, 1997.}
Article 27. Each Commission shall elect its Chairperson and Vice-Chairperson, for their ratification by the General Assembly, from among the nationals of a single state for the period between two regular meetings of the General Assembly. They shall not be re-elected nor succeeded by persons of the same nationality.

The candidates for the post of Chairperson of each Commission shall send their curriculum vitae and their proposed work plan for their term of office to the General Secretariat five months before the General Assembly. The General Secretariat will forward these documents to the Member States four months before the General Assembly.

In exceptional circumstances, and when this is advantageous to the interests of PAIGH, their term may be extended until the next General Assembly by a two thirds vote of the Member States. The interest of the PAIGH is translated into the outstanding performance of the Chairperson of the Commission which must be reflected in said Commission’s annual reports.

Although Officers have been nominated by their governments, they shall act in the name of PAIGH when performing the duties of their post.

Article 28. The headquarters of each Commission shall be located in the country of its Officers. This shall require that the respective governments accept the commitments involved in the change and maintenance of the headquarters.

Article 29. The Chairmen of the Commissions shall work in collaboration with the General Secretariat, to which they shall report on the work of their respective Commissions, in accordance with the rules of procedure.

Article 30. Each Commission Chairman shall designate its Secretary.

Article 31. Each Commission may establish such Committees and Working Groups as it deems essential to the successful accomplishment of its activities, subject to the approval or ratification of the Directing Council.

10 Thus amended by the 20 General Assembly, Montevideo, Uruguay, November 20-22, 2013.
The Committees shall be composed of national members of those Member States which manifest an interest to form part of one or more of the Committees. Their appointment shall last four years, and they may be reelected.

The Working Groups shall be composed of the specialists designated for a specific mission by the Chairman of each Commission in consultation with the respective National Sections.

The organization and plan of work of the Committees and Working Groups shall be stipulated in the rules of procedure of each Commission.

Unless otherwise stipulated, the members of the Committees and Working Groups thus designated shall perform their duties in their personal capacity.

Article 32. The Commissions shall hold regular Meetings of Consultation and Technical Meetings every four years. The Meetings of Consultation shall be held in the country where the General Assembly is to be held, prior to it, among other purposes, to elect the Officers of the Commissions, analyze the organization of the Commission, evaluate the activities carried out during the quadrennial that is concluding and propose the scientific policy and the work plan for the next quadrennial. The Technical Meetings shall be held in the middle of the period between two General Assemblies to evaluate the progress of the projects of the Commission and to review the reports of the Chairman of the Commission and the Chairmen of the Committees and Working Groups; there shall also be technical and academic presentations by qualified experts, through which it is intended to show the contributions of PAIGH in its various fields of activity.

There shall be extraordinary Meetings of Consultation when agreed upon by half plus one of the Member States in a meeting of the Directing Council. The latter body shall decide upon the place of the meeting, and if none has been offered, the meeting shall be held in the headquarters of the respective Commission.

The conclusions of the ordinary Meetings of Consultation shall be submitted to the General Assembly for its consideration, and when the meetings are extraordinary, the conclusions shall be submitted to the Directing Council.\(^\text{11}\)

\(^{11}\) Thus amended by the XVI General Assembly, Santiago, Chile, November 17-20, 1997.
Article 33. Each Commission shall submit to the Directing Council, through the General Secretariat, an annual report on its activities in the past year and its plan for the next period. This report shall also indicate the financial statement as well as the budget for the next year in accordance with the Financial Regulations adopted by the General Assembly.

Article 34. The rules of procedure of the Commissions shall be approved and modified by the Directing Council or the General Assembly.

CHAPTER X

THE NATIONAL SECTIONS

Article 35. The National Section is the body established by each Member State for accomplishment of the aims of PAIGH, on the national level, and relies upon the financial support of its government for that purpose.

Article 36. The National Sections are composed of the persons appointed by the governments of the Member States as representatives to the various bodies of PAIGH. The government of each Member State shall appoint the Chairman and Vice Chairman of each National Section in accordance with the present Statutes and its internal by-laws.

Article 37. Each National Section shall draft its internal by-laws in accordance with these Statutes, and they shall be approved by the respective governments.

Article 38. The functions of the National Sections are, interalia:

1) To designate the advisors and collaborators necessary for the accomplishment of the objectives of the National Section with respect to PAIGH.

2) To analyze, facilitate, coordinate and disseminate in their respective countries, the studies made by PAIGH.
3) To submit to the proper bodies of PAIGH those matters lying within their competence.

4) To request execution of the resolutions and recommendations of the General Assembly and Directing Council by their respective governments, and

5) To submit an annual report on their activities to the Directing Council, or, when appropriate, to the General Assembly of PAIGH. These reports shall include the salient accomplishments in the Member States in fields of interest to PAIGH, as well as those of the National Section.

CHAPTER XI

FINANCES

Article 39. The PAIGH shall be financed by the annual quotas of the Member States within the limits approved by the General Assembly.

The quotas shall be computed according to the scale of contributions used by the General Secretariat of the Organization of American States, with the following modifications:

a) The quota of a Member State of PAIGH that is not also a Member State of the OAS shall be determined in the same way as if it were a Member of the OAS.

b) The benefits resulting from the admission of one of the states mentioned in subparagraph (a) shall be general for all Member States of PAIGH whose quota percentages shall be reduced proportionately.

c) The minimum quota of any Member State shall be 0.50%.

Article 40. The proposed budget of the Institute shall be prepared by the Secretary General within the maximum level of assessments and taking the programs to be carried out by the Commissions and Committees, as well as those assigned to the General Secretariat itself. The President of the Institute and the Chairmen of the Commissions shall be consulted by the Secretary General regarding the preparation of the proposed budget, which shall be circulated to the
Member States and forwarded to the Council of the OAS at least two months before the meeting at which it is to be considered.

Prior to the meeting of the Directing Council, the President of PAIGH, the Commission Chairmen, and the Secretary General shall meet to examine the draft budget, in light of the observations expressed by the Member States and the pertinent body of the Organization of American States, for the purpose of its final consolidation and consideration by the Directing Council.

In approving the general budget of PAIGH, it shall be kept in mind that funds allotted to the technical and scientific activities must be in a percentage considerably higher than those allotted to its administrative support.

Article 41. The funds of PAIGH shall be deposited to its account in banks located in the cities where the headquarters of the General Secretariat and the other bodies are located.

Article 42. In the meeting prior to the holding of each General Assembly, the Directing Council shall submit a recommendation to the Member States in regard to the maximum limit of the annual quotas for the interval between the next two regular meetings of the General Assembly.

On the basis of said recommendation the Assembly shall set the limit of the quotas to be in force until the next regular General Assembly.

Article 43. The Member States giving notification of their withdrawal pursuant to the terms of Article 2 shall pay their outstanding quotas, including that for the current fiscal year.

Article 44. Any Member State or group of Member States may request a special study by PAIGH, providing they contribute to the financing of its expenses.

Article 45. The functions of the Advisory Committee on Financial Planning and Evaluation (APEF) shall be to make detailed studies of the financial, auditing and budgetary reports, and to formulate an adequate financial policy to serve as a guide for the Officers of the Institute in the long term.
The Committee shall be presided over by the President of PAIGH and shall also be integrated by two persons from the Member States (excluding those states occupying posts of Authority), who are familiar with the functioning of PAIGH and who have a real interest in the Organization.

CHAPTER XII

ON THE STATUS OF COOPERATING ASSOCIATE

Article 46. The Institute may accept as a Cooperating Associate any suitable person, natural and juridical, who desires to establish a link with the activities of the PAIGH.

To maintain the status, the Cooperating Associate must make an annual monetary contribution that shall be designated for the help of the Technical Assistance Program of the Institute, according to its norms.\(^\text{13}\)

CHAPTER XIII

HONORARY AWARDS

Article 47. By a unanimous vote the General Assembly may confer honorary awards on those persons who have rendered exceptional services to PAIGH.

CHAPTER XIV

AMENDMENT OF THE STATUTES

Article 48. These Statutes may be amended by the General Assembly pursuant to the provisions of Article 7. These respective draft amendments shall be transmitted by the Secretary General of PAIGH to the governments of the Member States and the pertinent body of

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\(^{12}\) Temporarily suspended by the 19 General Assembly, Quito, Ecuador, October 28-30, 2009.

\(^{13}\) Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
the Organization of American States, in accordance with the provisions of the agreement in force, at least four months before the date set for holding the General Assembly.

CHAPTER XV

OFFICIAL TEXT

Article 49. The present Statutes shall be drafted in the four official languages of PAIGH: Spanish, English, Portuguese and French. In all cases the Spanish text shall be binding.

Article 50. The cases not specifically covered by the Statutes shall be resolved by the General Assembly or Directing Council by a favorable vote of two-thirds of the Member States.
RULES OF PROCEDURE
OF THE
GENERAL ASSEMBLY

APPROVED BY THE III GENERAL ASSEMBLY
Lima, Peru, 1941

LAST MODIFIED AT THE XVIII GENERAL ASSEMBLY
Caracas, Venezuela, 2005
CHAPTER I

NATURE OF THE MEETING

Article 1. The General Assembly is the supreme organ of the Pan American Institute of Geography and History that determines the scientific, administrative and financial policies of the organization.

CHAPTER II

PARTICIPANTS

Article 2. The official delegations of the General Assembly shall be composed of Delegates, one of whom shall be designated Chairman of the delegation, alternate delegates, advisors and those other members deemed necessary. All the members of the delegations shall be duly accredited by the Minister of Foreign Affairs of their respective governments.

Article 3. The Secretary General of the Organization of American States or his representatives, may participate in the deliberations of the General Assembly as observers, with voice, but without vote.
**Article 4.** The Secretary General of the Institute, in agreement with the Preparatory Commission, shall be authorized to invite Observers to attend the General Assembly to discuss technical and scientific matters, with voice, but without vote:

a) American States which are not members of the PAIGH, with the agreement of the Directing Council;

b) Non-American States which have expressed interest, with the agreement of the Directing Council;

c) National scientific organizations of Member States and international scientific organizations of the Inter-American System which are proposed by an organ of PAIGH, with the agreement of the Directing Council;

d) Scientific institutions of non-American States or international organizations outside the Inter-American System proposed by one of the organs of the Institute and approved by the Directing Council.

**Article 5.** The Officers of the General Assembly shall be:

1) The President of the General Assembly

2) The Vice President of the General Assembly

3) The Secretary of the General Assembly

*Ex officio* members of the General Assembly shall be:

1) The President of the Institute

2) The Vice President of the Institute

3) The Secretary General of the Institute

4) The Chairpersons of Commissions

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1 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
CHAPTER III
OFFICERS OF THE GENERAL ASSEMBLY

The President of the General Assembly

*Article 6.* The President of the Preparatory Commission shall preside the General Assembly until the President elected by the latter has taken office.

*Article 7.* The President of the General Assembly shall be elected by one half plus one of the votes of the Member States. If an absolute majority is not received during the first vote, only those two candidates who have received the greater number of votes shall pass to the second voting.

*Article 8.* The President of the General Assembly shall have the following duties:

a) Preside the sessions of the General Assembly and submit the various topics on the order of the day for consideration;

b) Give the floor to the delegates in the order requested;

c) Decide upon questions of order that may arise during the deliberations of the Assembly. However, in case one of the delegations so requests, the decision of the President shall be submitted to the General Assembly for final decision;

d) Submit to vote the matters discussed by the General Assembly and announce the result of the votes;

e) Transmit to the delegates, through the Secretary of the Assembly, the order of the day of the plenary sessions, as far in advance as possible;

f) Install the Working Committees of the Assembly, and chair the Committee on Coordination of the Assembly, and
g) Take measures deemed necessary to accelerate the work of the Assembly and to guarantee the implementation of these rules of procedure.

**The Vice President of the General Assembly**

*Article 9.* A Vice President of the General Assembly shall be elected, who shall replace the President of the Assembly in case of absence of the latter. His election shall require the favorable vote of one half plus one of the Member States.

**The Secretary of the Assembly**

*Article 10.* The Secretary of the General Assembly shall be elected by the favorable vote of one half plus one of the votes of the Member States.

*Article 11.* The Secretary of the General Assembly shall have the following duties:

a) Receive, distribute and answer the official correspondence of the General Assembly;

b) Prepare the order of the day in accordance with the instructions of the President of the General Assembly;

c) Prepare the summary of the minutes of the plenary sessions;

d) Serve as intermediary among the participants of the General Assembly and the Officers of the government of the country, and

e) Collaborate with and coordinate all of the work of the Secretariat with the Secretary General of the Institute, and

f) Carry out all other functions conferred by these rules of procedure, the General Assembly and the President of the General Assembly.

*Article 12.* The Secretary of the General Assembly shall have the advice of the Secretary General of the Institute for the conduct of his duties.
CHAPTER IV

SESSIONS OF THE GENERAL ASSEMBLY

Article 13. The General Assembly shall hold a preparatory meeting, an inaugural session, two plenary sessions, the closing session and the meetings of the Working Committees that are established. In addition, with the prior decision of the Coordinating Committee, extraordinary sessions may be held.

Article 14. Before the holding of the inaugural session of the General Assembly, a preparatory meeting shall be held which shall be attended by the Chairmen of Delegations. The order of the day of the preparatory meeting shall be the following:

a) Opening of the meeting by the President of the Institute;

b) Presentation of the report of the Preparatory Commission and on credentials;

c) Assignment, by drawing of lots, of order of precedence of the delegations;

d) Consideration and adoption of the rules of procedure, agenda and work program;

e) Election of the President, the Vice President and the Secretary of the Assembly;

f) Establishment of the Working Committees.

CHAPTER V

QUORUM, QUESTIONS OF ORDER AND VOTING

Article 15. The quorum for the constitution of the General Assembly shall be two thirds of the Member States.

Once constituted, the quorum for holding sessions, shall be two thirds of the Member States, that constitute the Assembly.

Article 16. The decisions of the General Assembly shall be taken by a majority vote of the delegates present in the sessions, except in the
following cases that shall require the affirmative vote of two thirds of the Member States:

1) Approval of the budget and establishment of annual quotas.

2) Extension of the terms of office of the Secretary General and of the Chairmen and Vice Chairmen of the Commissions.

3) Cases not specifically covered by these Statutes.

4) Amendment of the Organic Statutes.

Article 17. The General Assembly shall only consider items that appear on its agenda. To include new topics on the agenda or create or eliminate Commissions shall require the affirmative vote of two thirds of the delegations participating in the General Assembly.

Article 18. The delegation of each Member State shall have the right to one vote. In the plenary sessions and the meetings of Committees the vote shall be taken by a showing of hands, or by a roll call vote, if one of the delegations so requests. The list shall pass in turn in accordance with the order of precedence of the delegations.

Article 19. The delegations may abstain from voting and request that their abstention be reflected in the respective minutes.

Article 20. The plenary sessions of the General Assembly and the meetings of the Committees of the Assembly shall be public, but the General Assembly and the Committees of the Assembly shall be authorized to decide, when so requested by a delegation, that a session or meeting shall be held totally or partially behind closed doors. Any motion of this type by one of the delegations shall receive preferential attention and shall be submitted to vote without discussion.

Article 21. A motion must be seconded by another official delegation in order to be considered by the Assembly.

Article 22. The amendment shall be submitted for debate and shall be voted upon prior to the proposal which it is intended to modify.

Article 23. The proposals shall be submitted to vote in the order in which they are presented, unless the Assembly decides to the contrary.
CHAPTER VI

THE WORKING GROUPS OF THE GENERAL ASSEMBLY

Article 24. The following Working Committees shall be created: Committee on Scientific Policy, Committee on Administrative Policy, Committee on Financial Policy and Committee on Coordination of the Assembly.

Article 25. The Committee on Scientific Policy shall be responsible for the study of those items which because of their nature are referred to it by the plenary. This Committee especially should review and, if necessary, propose changes in the standard and regulations for the preparation, evaluation, approval and supervision of the activities and projects of the Institute, according to the direction the Scientific Policy of PAIGH is to take.

Article 26. The Committee on Administrative Policy shall be responsible for those matters which because of their nature are referred to it by the plenary. The Committee should especially review the systems of action of the Institute and, if necessary, propose amendments to the Organic Statutes and the rules of procedure of the General Assembly, the Directing Council, and Regulations governing the General Secretariat, the Commissions, personnel, publications, etc. and seek to make the working procedures of the Institute more dynamic.

Article 27. The Committee on Financial Policy shall be responsible for those matters which because of their nature are referred to it by the plenary. The Committee should especially review the auditor’s report, the financial report and the draft program-budget, and shall propose necessary amendments in the Financial Regulations.

Article 28. The Committee on Coordination shall be responsible for the review of the decisions of the three Working Committees to avoid duplications or contradictions. The Coordinating Committee shall be composed of the President and Secretary of the Assembly, the Chairmen of the Committees on Scientific Policy, Administrative Policy and Financial Policy, and the President and Secretary General of PAIGH.

Article 29. The Committee on Scientific Policy, Administrative Policy and Financial Policy shall elect its Chairman, Vice Chairman, and Rapporter who shall prepare the report.
Article 30. The Committees shall be empowered to establish subcommittees or working groups when considered necessary and shall clearly define their duties.

Article 31. The Working Committees, with the support of the Secretariat of the Assembly, shall present their reports to the plenary. These reports should contain a brief account of the manner in which the items referred to them were treated, a list of the documents studied and of the persons who participated in their meetings and the draft resolutions necessary for the plenary to define the scientific, administrative and financial policy of PAIGH, pursuant to the stipulations of Articles 8 and 16 of the Organic Statutes.

Article 32. The reports of the Committees shall be delivered to the Secretary of the Assembly, sufficiently in advance for their translation, reproduction and distribution prior to the Plenary Session in which they are to be discussed.

CHAPTER VII

WORKING DOCUMENTS

Article 33. The official delegations shall be empowered to present to the General Assembly:

a) Information documents that shall consist of technical studies and reports concerning any topic on the agenda of the General Assembly, and

b) Motions, declarations, resolutions, agreements, etc. which refer to the topics presented to the General Assembly.

The Observers from scientific organizations or institutions may only present documents of an informative nature concerning scientific or technical matters.
Article 34. The information documents, draft declarations, resolutions or recommendations shall be delivered to the Secretary of the Assembly.

Article 35. Each document shall refer to the item on the agenda with which it is concerned.

CHAPTER VIII
OFFICIAL LANGUAGES

Article 36. The official languages of the General Assembly are those of the Institute. The summarized minutes of the plenary sessions, as well as the daily minutes of the meetings of the Working Committees shall be prepared in Spanish and English. In case of doubt, the language of the original document shall take preference.

CHAPTER IX
FINAL ACT

Article 37. The Final Act shall contain the declarations, resolutions, and recommendations approved by the General Assembly. The text shall be signed in Spanish during the closing session by a representative of each of the official delegations and Officers and Observers.

CHAPTER X
AMENDMENTS TO THE RULES OF PROCEDURE

Article 38. These rules of procedure may be amended by the affirmative vote of two thirds of the Member States accredited to the General Assembly.
RULES OF PROCEDURE
OF THE DIRECTING COUNCIL

APPROVED BY THE I MEETING OF THE DIRECTING COUNCIL
Mexico, D.F., 1956

LAST MODIFIED AT XXXIX MEETING OF THE DIRECTING COUNCIL
Viña del Mar, Chile, 2006
CHAPTER I

NATURE, COMPOSITION AND DUTIES OF THE DIRECTING COUNCIL

Article 1. Chapter VII, Articles 16 thru 20, of the Organic Statutes of the Pan American Institute of Geography and History establishes the regulations concerning the Directing Council, consequently, it shall be governed by said regulation.

CHAPTER II

QUORUM AND VOTING

Article 2. The quorum for the installation of the Directing Council shall be two thirds of the Member States.

Once installed, a quorum of two thirds of the Member States present shall be required.

Article 3. In a meeting of the Directing Council that requires a formal vote for adoption of decisions, such decision shall be taken by a majority of votes of the members present. The following cases are exceptions which shall require the affirmative vote of two thirds of the Member States:
1) Approval of the budget and establishment of annual quotas

2) Cases not specifically covered by the Statutes

3) The inclusion of new items on the agenda

CHAPTER III
CHAIRMAN, VICE CHAIRMAN AND CHAIRPERSONS OF COMMISSIONS

Article 4. The Chairman shall open and close the sessions, direct the debates, give the floor, submit the matter under discussion to vote, announce the results, decide upon questions of order and in general comply with and see that the present rules are complied with as well as the pertinent stipulations of the Organic Statutes of the Institute.

Article 5. In case of the temporary or permanent absence of the Chairman of the Council, he shall be replaced by the Vice Chairman and in the absence of the latter, the Council shall elect a Chairman for the respective session only in which he will exercise temporally the chairmanship, and who must be a chairperson of Commission.

In case of the temporary or permanent absence of the Chairman of one of the Commissions of the Institute, he shall be replaced by the Vice Chairman of the Commission, and in the absence of the latter, by the Secretary of the same.1

CHAPTER IV
AGENDA

Article 6. The draft agenda for each meeting shall be drawn up by the Secretary General of the Institute in consultation with the Chairmen of the Commissions of the Institute and with the respective National Section. The draft agenda shall be transmitted to the Member States and to the National Sections at least two months in advance. For special meetings this period may be shortened.

Article 7. Once the draft agenda has been formulated, any Member State may request the Secretary General to include points not con-

1 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
CHAPTER V

DEBATES IN THE SESSIONS

Article 8. The debates of the Directing Council shall be in accordance with the stipulations of the Organic Statutes and these rules of procedure. Once the debate is opened, the Chairman shall grant the floor to the representatives requesting it and shall do so in the order which it has been requested. The Chairman may call to order any representative when his remarks depart from the point under discussion.

In order that a motion may be submitted for discussion, it must be seconded by another official delegation.

Article 9. The proposal which may arise during the debate may be made orally or in writing to the Secretariat of the Council, in both cases they shall be duly distributed to the representatives. The Council, at the request of a representative, may approve the discussion of a proposal which has not been previously distributed.

Article 10. Any representative may withdraw his proposal, if it has not been voted upon, whether in original text or with amendments. Any representative may again present a proposal that has been withdrawn.

Article 11. Any representative may request that the debate be closed. The Chairman shall give the floor, if requested, to two representatives in favor of the motion and two opposing it, having done this it shall be put to vote immediately.

Article 12. When the debate is closed, the proposals presented and the amendments proposed shall be voted upon immediately.
CHAPTER VI  
QUESTIONS OF ORDER AND VOTING PROCEDURE

Article 13. Any member may raise a question of order during the discussion of an item, which shall be immediately decided upon by the Chairman. His decision may be appealed before the Council, and in that case, it shall be immediately put to vote.

Article 14. Motions shall be submitted to vote in the order presented unless the Council decides to the contrary.

Article 15. Voting shall be by a showing of hands, or at the request of one of the representatives, by roll call. In voting, the order of precedence that has been established shall be followed. Voting shall be secret only in the case of elections, if the Council thus decides.

Article 16. When various amendments are presented to a motion, the one that differs most substantially from the original proposal, shall be voted upon first, and thus successively. No amendment shall be considered to a motion that tends to replace the original proposal completely, or which does not have a direct relation with it.

Article 17. When one of the representatives so requests, the motion shall be voted upon by parts. The text thus approved, shall be submitted in its totality to a final vote.

Article 18. When the principal parts of a proposal have been rejected, it shall be considered rejected in its totality.

Article 19. The voting, once initiated, may not be interrupted, except for a question of order concerning the manner in which it is being carried out.

Article 20. Once the voting has been completed, any representative may explain or give a basis for the vote cast, except in the case of secret ballot.
CHAPTER VII
GENERAL STIPULATIONS

Article 21. The Directing Council shall function through plenary sessions and meetings of the Working Committees that are established.

Article 22. The plenary sessions shall be devoted to matters of general interest and to the consideration and decisions concerning the reports of the Working Committees that are established.

Article 23. The Council shall establish the following Working Committees: on Scientific Affairs, Administrative Affairs and Financial Affairs, as well as a Coordinating Committee.

Article 24. The Committee on Scientific Affairs shall be responsible for the study of those items which, because of their nature, are referred to it by the plenary. This Committee especially should review, and if necessary, propose changes in the standards and regulations for the preparation, evaluation, approval and supervision of the activities and projects of the Institute, according to the direction the scientific policy of PAIGH is to take.

Article 25. The Committee on Administrative Affairs shall be responsible for those matters which, because of their nature, are referred to it by the plenary. The Committee should especially review the systems of action of the Institute, and if necessary, propose amendments to the Organic Statutes and the rules of procedure of the General Assembly, the Directing Council, the General Secretariat, the Commissions, Personnel Regulations, Publications, etc., and seek to make the working procedures of the Institute more dynamic.

Article 26. The Committee on Financial Affairs shall be responsible for those matters which, because of their nature are referred to it by the plenary. The Committee should especially review the Auditor’s Report, the Financial Report and the Draft Program-Budget, and shall propose necessary amendments in the Financial Regulations.

Article 27. The Coordinating Committee shall be responsible for the review of the decisions of the three Working Committees, to avoid duplications or contradictions. The Coordinating Committee shall be composed of the Vice-President of PAIGH, who shall preside, the Secretary General, the Chairmen of the Committees on Scientific Affairs, Administrative Affairs and Financial Affairs.
Article 28. The Working Committees, with the support of the Secretariat of the Council, shall present their reports to the plenary. These should contain a brief statement of the manner the items referred to them were handled, a list of the documents studied and of the persons who participated in the meetings, and the draft resolutions necessary for the plenary to define the scientific, administrative and financial policy of PAIGH, in accordance with the stipulations of Article 8 and 16 of the Organic Statutes.

Article 29. In the interval between two consecutive meetings of the Council, it may establish ad-hoc Committees considered necessary to resolve upon matters that may have been submitted to the Council.

Article 30. The representatives, who are not members of the Advisory Committees, may participate in the debates, with voice, but without vote, unless they are replacing the members from their countries.

Article 31. With regards to the activities concerning the Directing Council, the Secretary General shall have the following calendar:

a) Eight months prior to the meeting of the Directing Council, the Secretary General shall request the Member States, Officers of the Institute and Chairmen of the Commissions to inform him of the items they wish to be included on the agenda.

b) Six months prior to the Meeting of the Directing Council, the Secretary General shall request the Chairmen of the Commissions to prepare the program-budget for the following year.

c) Six months prior to the meeting, he shall remind the Chairmen of the National Sections to send the reports of activities carried out in their countries during the previous year, requesting that these reports be sent directly to the Organizing Commission of the respective Directing Council at least one month before the meeting or that they be delivered personally by the respective delegation.

d) Six months in advance, he shall request the Chairmen of the Commissions to prepare the Reports of Activities of the previous year, and have it sent to the Organizing Commission of the respective Directing Council at least one month before the event or that they be delivered personally by the Chairman of the Commission.
e) Four months prior to the meeting, he shall convene the Directing Council in the name of the President of PAIGH, at which time he shall dispatch the draft agenda and rules of procedure of the Directing Council to the governments.

f) Two months prior to the meeting, he shall dispatch the Draft Program-Budget, the Auditor’s Report and the Financial Report which shall be reviewed at the Meeting of the Directing Council.
RULES OF PROCEDURE
OF THE COMMISSIONS

APPROVED BY THE XXXIX MEETING OF THE DIRECTING COUNCIL
Viña del Mar, Chile, 2006

LAST MODIFIED AT THE 43 MEETING OF THE DIRECTING COUNCIL
SANTO DOMINGO, DOMINICAN REPUBLIC, 2011
CHAPTER I

OF THE COMMISSIONS

Article 1. The Commissions are charged with designing and executing the scientific and technical programs approved by the General Assembly or by the Directing Council, and for coordinating the development of their respective fields of action in the Member States.

The Commissions are organs of the PAIGH and have their base in the country of its elected Authorities. Commissions are:

1) That of Cartography, created under Resolution X adopted in the 3rd General Assembly celebrated in Lima, Peru, in April, 1941.

2) That of Geography, created under Resolution IV adopted in the 4th General Assembly celebrated in Caracas, Venezuela, in August, 1946.

4) That of Geophysics, created under Resolution I, adopted at the 9th General Assembly celebrated in Washington, DC, USA, in June, 1969.

5) Those that in the future may be established by the General Assembly with a two thirds favorable vote.

CHAPTER II

THE PURPOSES OF THE COMMISSIONS

Article 2. The Commissions, within their fields, shall elaborate and execute the scientific and technical programs of the PAIGH approved by the General Assembly or the Directing Council that will be oriented to the promotion and the coordination of the activities proper to their tasks, thus:

Cartography Commission

1) Promote the upkeep and extension of the existing cartographic infrastructure.

2) Aid in the transfer and exchange of technology and education in the disciplines of the area.

3) Stimulate the efficient use of technology, the cartographic processes and products, in combination with any other adequate type of information.

4) Develop the normalization of procedures and techniques in all activities of cartographic production.

5) Promote the automation of cartography to make it adequate for the real needs of Member States.

6) Promote the coordination and the development of georeferenced systems of information.
7) Promote the formation of high-level specialists in the diverse fields of cartography.

8) Promote cooperation among and between institutions dedicated to cartographic studies in the Americas and with related international organizations.

9) Promote the formulation and presentation of “Technical Assistance Projects” among the Committees and Working Groups, for the development of regional level specialized studies, via the different disciplines incorporating cartographic works.

**Geography Commission**

1) To establish the spatial impact of the processes of urbanization in the continent and its effect on economic, social and environmental development.

2) To generate methods of geographic analysis that allow the measurement of the quality of life of the urban settlements and recommend orientations destined to prioritize the actions of spatial planning.

3) To undertake studies that lead to an improvement in the quality of life of the continent’s inhabitants based on the rational and harmonic use of natural resources.

4) To investigate regional development at its diverse spatial scales and their relations with the processes of economic, social and cultural integration.

5) Search for the means of improving the teaching of geography at all levels, especially the formation and training of specialists at the higher level.

6) To promote cooperation between the institutions dedicated to the geographical studies in America and with related international organizations.

**History Commission**

1) To study the different processes that the American peoples have followed, their current realities and their repercussions for the future.
2) To promote the preservation and study of archaeological remains and historical monuments in the American continent.

3) To contribute to the study and dissemination of the objects and documents relative to the History of America that are conserved in other parts of the world.

4) To sponsor research, contests and publications of scientific value, as well as the re-edition of scarce works and of evident interest for Member States.

5) To develop mutual knowledge and collaboration among the peoples of the American Continent.

6) To promote the formation of high-level specialists in the different branches of the historical sciences.

7) To contribute to the academic-scientific interchange among specialists of the Member States and their link to organizations of an international character.

8) To promote cooperation among the institutions dedicated to historical studies in America and with related international organizations.

**Geophysics Commission**

1) To study the physical properties and dynamics of the Earth, especially those that tend to mitigate the damages that the natural phenomena could bring to the settlements of Member States.

2) To promote the development of knowledge in the field of geophysics and seek its application for the economic and social wellbeing of Member States.

3) To promote the formation of specialists at a high level in the diverse fields of geophysics.

4) To contribute to the academic-technical exchange among geophysicists of Member States and their link to organizations of an international character.
5) To develop regional research projects in which the common problems of Member States are identified and which contribute to the standardization of observations and geophysical studies.

6) To promote cooperation among the institutions dedicated to geophysical studies in America and with related international organizations.

**Article 3.** In the execution of their works the Commissions will be assisted by the General Secretariat of the PAIGH and the National Sections.

**Article 4.** The Commissions shall not tackle any work of a political or sectarian nature. In controversial questions by Member States, the studies of the PAIGH shall in no case have probative value.

**Article 5.** The Commissions may carry out fieldwork that is of interest of Member States, with the consent of the interested States and always when they provide the funds and materials for the case.

### CHAPTER III

**OF THE MEMBERS**

**Article 6.** The Commissions are constituted by the National Members designated by the Governments of Member States, to those who will correspond to name the respective substitute. These National Members must be of recognized competence in one of the specific specialties of the Commission and, whenever possible, they will be chosen from among the persons who, in their country, discharge duties related to the task. Their nomination shall be for four years and they may be re-elected.

**Article 7.** It is within the competence of National Members of each Commission to:

a) Advise their respective governments in matters proper to their specialty related to the Institute;

b) Serve as a link between the Commission and the government of their respective country;

c) Procure the carrying out of the recommendations of the corresponding Commission in their respective country;
d) Diffuse the findings of the Commission via governmental organizations and corresponding entities of their specialty in the respective country;

e) Coordinate the activities, within their National Section, of the Active and Substitute Members of the Committees and Working Groups of their Commission;

f) Promote national meetings (congresses, workshops, symposia, seminars, etc.);

g) Maintain the chairmanship of the Commission informed of the development of the respective national programs and coordinate them in their own country, in order to facilitate the international work of the Commission;

h) Offer advice and help to the members of the Committees and Working Groups of the Commission in their respective country, to facilitate the completion of the missions that have been commended to them;

i) Form part of the National Section in their respective country, providing for that all that is convenient for the ends of the Commission and its Committees and Working Groups;

j) Direct the activities of the corresponding Commission in their respective country, integrated by the Active and Substitute National Members of each Committee, who shall collaborate in the carrying out of the recommendations, thus facilitating the scientific-technical work of the Commission, and

k) Propose to the National Section in their respective country for its transfer to the chairmanship of the Commission and the Secretary General, the list of the Active and Substitute Members of each of the Committees and Working Groups of which their country wish to form a part.

Article 8. In each Member State those who comprise the National Section shall act as organs of the Commission.
CHAPTER IV
OF THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE COMMISSION

Article 9. Each Commission shall elect its Chairperson and Vice-Chairperson from among the nationals of the same Member State for the period of two ordinary meetings of the General Assembly, who may not be re-elected, nor succeeded by persons of the same nationality. Those who aspire to occupy the Chairmanship of the Commission must prepare a proposed plan of work for the corresponding quadrennial which should be sent to the Secretary General to be distributed together with the documentation of the Consultative Meeting.

Exceptionally, and when it meets the interests of the PAIGH, by a vote of two thirds of the parts of Member States, the period of a Chairperson and Vice Chairperson of each Commission may be extended until the next General Assembly.

The office of Chairperson shall be incompatible with any other within the National Section of the Member State to which they belong. In the proper functions of their office, they will act in the name of the PAIGH and for the performance of such functions they will receive no salary whatever.

Article 10. The Vice Chairperson shall be an obligated collaborator of the Chairperson in exercising his or her functions and shall assume the duties and responsibilities with which he or she is charged and that are delegated to him or her. In case of default or absence of the Chairperson he or she or she shall be replaced by the Vice Chairperson.

In case of permanent absence of the Vice Chairperson or serious non-compliance of the functions that were assigned that were assigned to him or her, the Chairperson of the Commission shall request the National Section of his or her country to present a new candidate for the position, whose name shall be transmitted to the General Secretariat, through the respective Foreign Office and must be accompanied by a curriculum vitae. The General Secretariat shall officially notify the governments of the Member States of the replacement.

In the case of the resignation or permanent and simultaneous absence of the Chairperson and the Vice Chairperson of the Commission, as per Article 28 of the Organic Statutes regarding the commitment to maintaining the headquarters, the Member State, through its Foreign Office, will designate, in a period no greater than
60 calendar days, a Chairperson and Vice Chairperson of recognized competence in the particular specialties of the Commission who will hold the position until the next meeting of the General Assembly or the Directing Council, as is pertinent. The General Secretariat shall officially notify the governments of the Member States of the temporary replacement.

If the country that headquarters the Commission does not submit any candidates at its next meeting the Directing Council shall elect, from among the candidates registered by the Member States, the Chairperson and Vice Chairperson of the Commission who will complete the term, according to the call issued by the General Secretariat to that end.

The new Chairperson and Vice Chairperson of the Commission may run as candidates for a new term, unless dealing with the extension of a term and if they are nationals of the Member State originally responsible for the headquarters, as established in article 27 of the Organic Statutes.¹

*Article 11.* In the cases in which the election of the Authorities may be included in the agenda of the Consultative Meeting, the Secretary General shall invite the governments to propose candidates for Chairperson and Vice-Chairperson for the Commission under discussion, indicating the commitment pertaining to a government in taking charge of the transfer and maintenance of the Commission’s base.

*Article 12.* The attributions of the Chairperson are the following:

a) To extend the call for Technical Meetings of the Commission;

b) To promote the necessary measures so that the Commission carries out the recommendations of the meetings, of the General Assembly and of the Directing Council;

c) To prepare, in collaboration with the Coordinators of Committees and Working Groups the biennial plans of the Commission’s work;

¹ Thus amended by the 43 Meeting of the Directing Council, Santo Domingo, Dominican Republic, 2011.
d) To approve the work programs of the respective Committees and Working Groups of the Commission;

e) To manage technical and scientific national and international advice as well as help with sources of financing for the Commissions’ projects;

f) To promote relationships with specialized international organizations in related sciences, to stimulate exchange at the continental and global levels;

g) To present to the Directing Council of the Institute reports on the works undertaken by the Commission which shall contain an analysis of the results obtained in each project;

h) When the case arises, to receive and administer, according to that established in the Financial Regulation, the funds destined to the internal costs of the Commission, and to render accounts with the accompanying original receipts in the name of the PAIGH, that justify the expenditures incurred;

i) To propose to the Directing Council, via the General Secretariat, the creation of new Committees and Working Groups;

j) To designate and substitute members of the Working Groups, prior consultation with the respective National Section, taking into account the respective National Members;

k) To designate or substitute in the case of absence of deficient attention of their obligations, the Coordinators of Committees and Working Groups;

l) To maintain a close relationship with the Coordinators of Committees and Working Groups as well as with the National Members of the Commission in order to achieve the creation of agile mechanisms of communication, coordination, evaluation and exchange;

m) To propose to the Directing Council, by way of the General Secretariat, the dates and places of the programmed meetings of the Commission;

n) To suggest to the Secretary General the representation of the Commission in international meetings;
o) To designate the Secretary of the Commission;

p) To designate the editor and members of the editorial board of the periodic publications of the Commission;

q) When it becomes necessary, to name and remove technical and administrative personnel who with honorary title collaborate with the progress of the Commission;

r) To carry out the remaining functions that are assigned by the Organic Statutes and the regulations of the PAIGH.

CHAPTER V
OF THE SECRETARY

Article 13. The Secretary of the Commission, designated by the Chairperson of the Commission, shall be a technician and will not hold the office of National Member. He/she will work in direct collaboration with the Chairperson of the Commission and with the Secretary General of the Institute and will inform him in the times and forms indicated by the Organic Statutes about the workings of the Commission, with prior approval of the Chairperson of the same.

Article 14. To the Secretary of Commission corresponds the following:

a) To serve as a link between the National Members and the dependent organs of the Commission;

b) To render to the Chairperson of the Commission, when the case arises, the regulatory reports on incomes and expenditures;

c) To take the convenient measures for the best adjustment of the administration of the Commission, in accordance with the Chairperson of the same;

d) To assume all responsibilities assigned to him in the regulations of the Commission.
CHAPTER VI

OF THE COMMITTEES AND WORKING GROUPS

Article 15. Each Commission may establish Committees and Working Groups that are necessary for the success of its activities, subject to the approval and ratification of the Directing Council.

Article 16. The Committees of each Commission shall have as their object the facilitation of the technical-scientific work of the same, becoming occupied with the themes that are assigned to them.

Article 17. Each Committee shall be constituted with the National Members of those Member States that show themselves to be interested in forming part of one or more of the same, having to gain the approval of the respective National Section. Their nomination shall extend for four years and they may be reelected for a period. The Active Member shall have voice and vote. Alternate Members shall have only voice, except in the case of them replacing an Active, in which case they will have voice and vote. Both the Active and Alternate Members shall be nominated by the Chairperson of the Commission, prior recommendation of the National Section.

Article 18. Each Committee shall have a Coordinator and if necessary a secretary. The Coordinator shall be nominated from among the Active Members by the Commission Chairperson. Each Working Group that is established shall also have a Coordinator who will facilitate things for the effective carrying out of the specific work charged by the Commission Chairperson, or in his shortcoming, by the Coordinator of the respective Committee.

Article 19. The Coordinators of Committee have the responsibility of preparing biennial work plans in which they must follow the guidelines of policy established in the meetings of the Commission or by the Chairperson of the Commission. The said plans will detail the activities to be undertaken, the objectives that are hope to be obtained and the cost of their execution.

Article 20. Those responsible for approved projects as part of the Technical Assistance Program of the PAIGH shall be considered Active Members of the Commission in question and of the respective National Section.

Article 21. The Chairperson of the Commission, based on the technical-scientific capacity of the Active and Alternate Members of each
National Section and the help that they might bring to the work program, shall select the members of each Committee and, if it were necessary, of each Working Group.

Article 22. The Committee Coordinators shall communicate directly with the members of the same for the execution of the work program. The participants will have the responsibility of keeping the National Member of each country informed of the development of the works of the Committee.

Article 23. The Coordinators of the Committees shall render accounts of the expenditures made, in those cases in which they receive funds to administer.

Article 24. The Working Groups that are formed for a specific task shall have a Coordinator designated by the Chairperson of the Commission, and will comprise of specialists designated by the Chairperson of each Commission or in their absence, by the Committee Coordinator, in consultation with the respective National Sections.

The approval of the said Working Groups corresponds in the first instance to the Chairperson of the Commission who shall present the same to the Directing Council, by way of the Secretary General, for its definitive approval.

CHAPTER VII

OF THE MEETINGS

Article 25. Each Commission shall establish its program of activities by way of the following instances:

a) Meeting of Authorities of the PAIGH

b) Consultative Meeting

c) Technical Meeting, and

d) Meeting of Committees and Working Groups

Article 26. Each Commission shall celebrate ordinary Consultative Meetings every four years in the country where the Assembly General is held, for among other things, to elect the Authorities of the Commission, to review the structure of the Commission, to evaluate the activities completed during the quadrennial ending, and to establish
the scientific policy and the plan of work for the following quadrennial. There shall be extraordinary Consultative Meetings when half plus one of the Member States in the Directing Council meeting agrees to it, the same shall establish the site of that meeting. In the case of no country offering itself as the site, the meeting shall be held in the country where the Commission is based.

Article 27. The Consultative Meeting will be formed by the delegations designated by the Member States, to each one corresponds one vote. The Chairperson of the Commission, the National Members who do not head the delegation, the members of Committees and Working Groups and Observers shall only have the right to voice.

Article 28. The government of the country where the said meeting is to take place shall name an Organizing Committee that will be charged, in coordination with the Chairperson of the Commission and the Secretary General, with undertaking the preparations of a national order relative to that meeting.

Article 29. The projected program of the Consultative Meeting must be prepared by the Chairperson of the Commission, prior consultation with National Members of the Commission and with the Coordinators of the Committees and Working Groups. The said projected program shall be communicated by the Chairperson of the Commission, by way of the Secretary General, for its consideration, to the Directing Council. Once approved, the Secretary General will send it to Member States.

Article 30. The projected calendar of activities of the Consultative Meeting must be prepared by the Organizing Committee, with prior consultation with the Commission’s Authorities to ensure that an adequate distribution of sessions have been arranged, between technical-scientific and administrative ones.

Article 31. The draft program and calendar of activities must be distributed by the General Secretariat of the PAIGH at least two months before the Consultative Meeting.

Article 32. No matter that does not figure on the program shall be taken into consideration, save that with the agreement of two thirds of the parts of Member States represented they approve to incorporate them into the work agenda.

Article 33. The Consultative Meeting shall be presided over by the Commission Chairperson; it will elect its Secretary and will follow its
internal regulation in conformity with the Organic Statutes of the Institute and the regulation of the Commission.

Article 34. The Secretary General, in common accord with the Chairperson of the Commission, shall announce to the Member States and Permanent Observers the call for Consultative Meetings, and shall extend the same to all National Members of the Commission, to Members of Committees and Working Groups. Likewise he will invite official and private organizations of Member States, with notice to the National Section. Invitations will also be extended to regional international organizations to be represented by Observers.

Article 35. The Technical Meetings of the Commission shall be held in the period included between two General Assemblies, with the purpose of evaluating on the one hand, the progress of the projects of the Commission, for which the Chairperson of the Commission and the Coordinators of the Committees and Working Groups must present reports of what has been accomplished in the previous biennial and the work plans for the following biennial. Nevertheless, the decisions of the Technical Meeting cannot go against that established by the Consultative Meeting for the quadrennial. On the other hand, via the participation of highly qualified specialists, an attempt will be made to obtain real contributions of the PAIGH to resolve problems or fill gaps in the field of sciences related to each Commission. The Chairperson of the Commission and the Secretary General will arrange before Member States, the site of the said meetings.

Article 36. The Consultative Meetings and the Technical Meetings will not imply extraordinary financial obligations for the country that organizes them, with the exception of costs that the local organization involves, thus the delegations of Member States must cover the costs associated with their participation. The Chairperson of the Commission and the Secretary General will include in the corresponding budget year the funds necessary for its undertaking. Priority will be given in the invitations with funding to the Coordinators of Committees and Working Groups, as well as those responsible for projects. The meetings of Committees and Working Groups shall be proposed by the respective coordinators, their financing shall be requested in accordance with the procedures established in the Annual Call for Technical Assistance Projects. Priority will be given to the development of those meetings that can count on important contributions of National Sections and specialized organisms.
CHAPTER VIII

OF THE QUORUM AND VOTING

Article 37. The Commissions will be controlled in relation to the quorum and voting by that established in Articles 6 and 7 of the Organic Statutes.

Article 38. In the sessions of the Consultative Meetings in which they analyze matters related to the administration and functioning of the Commission, the presence of half plus one of the National Members of the Commission shall be required or, in default, of the delegates specially accredited by the Member States to substitute for them. Nevertheless, all the delegates shall have rights to voice, but the exercise of the right to the vote corresponds only to the National Members or those who represent them.

The conclusions of the ordinary Consultative Meetings shall be passed for the consideration of the General Assembly and, when they are extraordinary, the conclusions shall be communicated to the Directing Council.

Article 39. Any Head of Delegation or their accredited representative may abstain from voting and request that note be taken of it in the respective act.

CHAPTER IX

OF THE PUBLICATIONS

Article 40. By means of the editors named by the Chairperson, each Commission shall exercise technical supervision over the publications in the care of the General Secretariat of the Institute and shall attend to their own technical publications that may be of a periodic or occasional nature.

CHAPTER X

OF THE REFORMS AND MODIFICATIONS

Article 41. This regulation shall enter into force from the date on which it is approved by the Directing Council and may only be modified by that entity or by the General Assembly after a prior diffusion with two months anticipation of the proposals of amendments to the
Member States, attempting to obtain the observations that the National Sections formulate.

Article 42. In matters not foreseen in the present regulation procedures shall be in conformity with the applicable norms of the Organic Statutes.
RULES OF PROCEDURE OF THE MEETINGS OF CONSULTATION OF THE COMMISSIONS

APPROVED BY THE MEETINGS OF CONSULTATION
Quito, Ecuador, 2009

This regulation was approved in an independent manner by each Commission of the PAIGH
CHAPTER I

NATURE OF THE MEETINGS

Article 1. The Meetings of Consultation on Cartography, Geography, History and Geophysics are held, among other purposes, to elect the Officers and analyze the structure of the Commissions, evaluate the activities carried out during the past quadrennium and establish the scientific policy and the work plan for the next quadrennium.

CHAPTER II

PARTICIPANTS

Article 2. The Meetings of Consultation are composed of the delegations designated by the Member States, and each has the right to one vote. The Chairpersons of the Commissions, the National Members who do not head the delegation, the Members of the Committees, Working Groups and the Observers shall only have the right to voice.

Article 3. The Secretary General of the Organization of American States or his representatives may participate in the deliberations of the Consultations as observers, with voice, but without vote.
Article 4. The observers of official or private organizations of the Member States as well as those of international organizations may participate with voice but without vote and present works related to the technical and scientific topics of the Consultations.

Article 5. The Consultations shall be presided by the Chairpersons of the Commissions or in their absence by the Vice Chairpersons of the Commissions.

Article 6. The Consultations shall elect their Secretaries by the favorable vote of one half plus one of the Member States.

CHAPTER III
THE SECRETARIES OF THE CONSULTATIONS

Article 7. The Secretaries of the Consultations shall have the following duties:

a) Organize, direct and coordinate the work of the Secretaries of the Consultations;

b) Serve as Secretaries of the Coordinating Committees of the Consultations;

c) Receive, distribute, and answer the official correspondence of the Consultations;

d) Prepare the order of the day in accordance with the Chairpersons of the Consultations;

e) Prepare the summarized acts of the plenary sessions;

f) Distribute the documents of the Consultations among the participants;

g) Serve as intermediaries between the participants in the Consultations and the officers of the government of the country, and

h) Carry out all other functions conferred by these Rules of Procedure, the Consultations and the Chairpersons thereof.
Article 8. The Secretaries of the Consultations shall have the advice and collaboration of the Secretary General of the Institute in the conduct of their duties.

CHAPTER IV

SESSIONS OF THE CONSULTATIONS

Article 9. The preliminary draft Calendars of Activities of the Meetings of Consultation should be prepared by the Organizing Committee, in consultation with the Officers of the Commissions to ensure that adequate consideration has been given to the distribution of technical/scientific and administrative sessions.

CHAPTER V

QUORUM, QUESTIONS OF ORDER AND VOTING

Article 10. The quorum for the constitution of the Meetings of Consultation shall be one half plus one of the active Member States in plain use of their rights.

Article 11. The quorum for the Plenary Sessions shall be two thirds of the Member States that constituted the Consultation.

Article 12. The decisions of the Meetings of Consultation shall be taken by a majority vote of the delegates present in the sessions, without taking into account the abstentions, except in the following cases which shall require the affirmative vote of two thirds of the representatives of the Member States present:

1) Extension of the terms of office of the Chairpersons and Vice Chairpersons of the Commissions;

2) Inclusion of new items on the agendas;

3) Amendments to these Rules of Procedure.

Article 13. No items that are not on the agenda shall be taken into consideration without the consent of two thirds of the delegations present.

Article 14. In the sessions of the Meetings of Consultation in which aspects related to the administration and functioning of the Com-
missions are analyzed, the quorum shall be constituted by one half plus one of the National Members of the Commissions or the Delegates accredited by the Member States to substitute them. All delegates shall have the right to voice, but only the National Members or their representatives shall have the right to vote.

The conclusions of the regular Meetings of Consultation shall be submitted to the consideration of the General Assembly and, those of the extraordinary meetings, shall be communicated to the Directing Council.

Article 15. Any Head of Delegation or his accredited representative may abstain from voting and request that this be reflected in the respective minutes.

Article 16. A motion must be seconded by another official delegation in order to be considered by the Consultations.

Article 17. The amendments shall be submitted for debate and shall be voted upon prior to the proposal which they intend to modify.

CHAPTER VI

WORKING COMMITTEES OF THE MEETINGS OF CONSULTATION

Article 18. The following Working Committees shall be created: Committee on Technical and Scientific Affairs and Coordinating Committee of the Consultations.

Article 19. The Committee on Technical and Scientific Affairs shall be composed of the National Members of each Member State, the Coordinators and Members of the Pan American Committees and Working Groups. The Chairpersons, Vice Chairpersons and Secretaries shall be elected from the members.

They shall have the responsibility of:

a) Preparing the Technical-Scientific policy of the Commissions for the quadrennium.

b) Structuring these programs that will cover the activities of the Commissions during the quadrennium, in accordance with these policies.

c) With all this preparing the Work Plans for the Commissions: detailed for the first year and global for the remaining years of
the quadrennium, fixing clear priorities of the proposed activities.

Article 20. The Coordinating Committees of the Consultations shall be composed of the Chairpersons and Vice Chairpersons of the Commissions, the Chairpersons of the Committees on Technical and Scientific Policy and the Secretaries of the Consultations. They shall receive the draft recommendations emanating from the First Plenary and the Working Committees on Technical and Scientific Policy and shall be responsible for the review of the decisions adopted in order to avoid duplications or contradictions among them. They shall likewise consider the conclusions and recommendations de rigueur and present them for the consideration of the Consultations.

Article 21. The Consultations are empowered to establish other Special Technical Committees it deems necessary.

Article 22. The Working Committees, with the support of the Secretaries of the Consultations, shall present their reports to the plenary. These should contain a brief statement of the manner the items referred to them were handled, a list of the documents studied and the persons who participated in the meetings and the draft recommendations.

CHAPTER VII

WORKING DOCUMENTS

Article 23. The official delegations shall be empowered to present to the Meetings of Consultation:

a) Information documents that shall consist of technical studies and reports concerning any topic on the agendas of the Consultations, and

b) Motions, declarations, conclusions, recommendations, agreements, etc., which refer to the topics presented to the Consultations.

The observers from scientific organizations or institutions may only present documents of an informative nature concerning technical or scientific matters.
Article 24. The information documents, draft declarations, conclusions or recommendations shall be delivered to the Secretaries of the Consultations.

Article 25. Each document shall refer to the items on the agendas with which these are concerned. Documents not clearly related with an agenda items will first be considered by the Coordinating Committees which shall report on them to the Consultations.

CHAPTER VIII
TECHNICAL CONFERENCES

Article 26. In the afternoon the Consultations shall have technical meetings with the presentation of works that could be:

a) Invited speakers
b) Reports of the Pan American Committees and Working Groups
c) Reports of those responsible for projects
d) Presentations on projects proposed for the quadrennium
e) Scientific presentations and progress reports

These meetings shall be chaired by the Chairpersons of the Commissions or by the Chairpersons of the Pan American Committees concerned with the subject matter.

Article 27. The Pan American Committees and Working Groups may hold separate meetings. The Chairpersons of the Commissions will open the meeting and these will be chaired by the Chairperson of the group that is meeting. Should there not be any officer of the groups present, chairpersons shall be elected from among those delegates present.

CHAPTER IX
OFFICIAL LANGUAGES

Article 28. The official languages of the Consultations are those of the Institute. The summarized minutes of the plenary sessions as well as the daily minutes of the meetings of the Working Committees shall be prepared in Spanish.
CHAPTER X

ACTS AND PUBLICATIONS OF THE MEETINGS OF CONSULTATION

Article 29. The summarized minutes and proceedings of the plenary sessions of the Consultations shall be prepared by the Secretaries of the Consultations.

CHAPTER XI

THE ACTS

Article 30. The Acts shall contain the declarations, conclusions, and recommendations approved by the Consultations. The text shall be signed in Spanish during the closing session by a representative of each of the official delegations and officers and observers.

CHAPTER XII

AMENDMENTS TO THE RULES OF PROCEDURE

Article 31. These Rules of Procedure may be amended by the affirmative vote of two thirds of the Member States accredited to the Consultations.
CHAPTER I

THE GENERAL SECRETARIAT

Article 1. The purpose of the General Secretariat is to carry out the administrative functions for the successful operation of PAIGH, to coordinate the activities of the other organs and to lend the necessary assistance for their operation, to carry out such other functions as may be assigned to it, and to see to compliance with decisions taken (Article 21 of the Organic Statutes).

Article 2. The General Secretariat has its headquarters in Mexico City, occupying the building that the Mexican Government constructed specifically for PAIGH to carry out its activities.

Article 3. The General Secretariat shall be under the charge of a Secretary General, who shall reside in Mexico City.
CHAPTER II

FUNCTIONS AND STRUCTURE OF THE GENERAL SECRETARIAT

Article 4. The functions of the General Secretariat are those determined by the Organic Statutes, inter-American Agreements, the General Assembly and those included in these regulations; it shall comply with the mandates of the General Assembly, the Directing Council and the meeting of Officers and shall comply with or see to the implementation of the regulations in effect.

Article 5. When the General Assembly or the Directing Council so determines, the General Secretariat shall provide the appropriate personnel and secretarial services required for PAIGH meetings. In any case, at statutory meetings of the Organization, the support personnel shall depend administratively on the Secretary General.

Article 6. The General Secretariat shall be constituted by the departments deemed necessary for its good functioning.

CHAPTER III

THE SECRETARY GENERAL

Article 7. The Secretary General shall be elected by the General Assembly for the period between two regular meetings and may not be reelected or succeeded by a person of the same nationality.

Exceptionally and if it is to the benefit of PAIGH, to do so, the General Assembly may extend the term of the Secretary General for one period only. This decision must be adopted by two thirds of the Member States.

Article 8. The Secretary General direct the General Secretariat and is responsible before the General Assembly, the Directing Council and the meeting of Officers for the proper fulfillment of the obligations and functions of the General Secretariat.

Article 9. The functions of the Secretary General are:

1) To serve as a liaison between the organs of PAIGH, the Member States, and the Permanent Observers, keeping their officers informed concerning the progress of PAIGH.
2) To appoint the personnel necessary for the operation of the General Secretariat, within the budgetary allocations established for this purpose by the Directing Council. In making said appointments consideration shall first be given to competence, efficiency and honesty, but should seek to ensure that these appointments fall to nationals of the various Member States.

3) To prepare the draft agenda and draft program for the meetings of the Directing Council, in accordance with Article 19 of the Organic Statutes of PAIGH.

4) To invite the Permanent Observers to appoint delegates to the meetings of the General Assembly and Directing Council.

5) To submit to the Directing Council an annual report on the activities of the General Secretariat, which shall include the financial statement of PAIGH, for the year immediately preceding. Likewise, he shall submit all reports that may have been requested of him by the General Assembly, Directing Council, meeting of Officers or that may be stipulated in the regulations.

6) To submit the draft annual budget to the General Assembly or Directing Council pursuant to Article 40 second paragraph of the Organic Statutes of the Institute.

7) To have the accounts and financial statements of PAIGH and its Commissions reviewed annually by external auditors, pursuant to the Financial Regulations.

8) To implement the resolutions and agreements of the General Assembly, the Directing Council, the meeting of Officers and the requests presented by the Commissions and, to encourage the Member States to comply with the recommendations of these organs.

9) To compile and transmit to the governments and National Sections the proceedings of the General Assembly, the Directing Council and those of the various Commissions. Likewise, to publish the documents that arise from those organs.
10) To cooperate with the government of the host country, in the arrangements for the meetings of the General Assembly, Directing Council and the various Commissions. Prior to each statutory meeting, the Secretary General shall consult with the Officers of the Institute and the organizers of the meeting, concerning the mechanics of the meeting and the respective calendar.

To furnish the Officers, at least seven days prior to the holding of their meeting, with a copy of the agenda and the corresponding documentation.

11) To collaborate with the Commissions and National Sections in the supervision of the activities of Committees, Working Groups, and those responsible for projects. This, in order to avoid duplications in the technical and administrative area and to seek the best utilization of the available resources.

12) To submit to the pertinent body of the Organization of American States an annual report on the development of the activities of PAIGH, including a report on its financial situation.

13) To maintain contacts with national and international organizations and to refer the technical problems derived from these contacts to the respective Commissions.

14) To enter into agreements with governments, international organizations or private institutions, which must subsequently be ratified by the General Assembly or the Directing Council.

15) To issue the diplomas and credentials that accredit the designations of PAIGH Officers by the General Assembly.

16) To issue the credentials that will accredit PAIGH representatives at international meetings.

17) To keep the documents and archives of PAIGH, safe, ensuring their selective preservation in accordance with established guidelines.

18) The Secretary General is the representative for legal affairs juridical and extrajuridically of PAIGH.
19) To coordinate, in agreement with the Commissions, a program of publications; to supervise the organizations and work of the library and the map library; to ensure the preservation of the material possessions of PAIGH.

20) To carry out all other functions that may be entrusted to him by the General Assembly, the Directing Council and the meeting of Officers.¹

Article 10. The Secretary General shall participate with voice but without vote in every statutory meeting of PAIGH, except in the meeting of Officers, of which he is a full member.

Article 11. Respecting the basic structure indicated in the regulations in effect and the approved budgetary items, the Secretary General may create or eliminate offices; appoint or separate personnel; contract services; redistribute functions, dictate and see to compliance with the dispositions of an internal administrative nature of the General Secretariat, that are required for its proper functioning.

Article 12. The working conditions for the Secretary General, regarding salary, benefits, incentives, retirement fund and other recognitions, for the following quadrennium, shall be established at the meeting of Officers prior to the General Assembly, in which he shall be elected or should it be the case, his term of office extended. In the second case, the Secretary General shall abstain from participating in the meeting.

No ex-Secretary General of PAIGH may carry out remunerated functions within the organization within four years following the completion of his term, without the direct approval of the Directing Council.

Article 13. In case of temporary absence of the Secretary General, he shall be substituted exclusively for administrative functions, by the employee of the General Secretariat designated by the Secretary General on each occasion.

¹ Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
In case of illness or transitory incapacity of the Secretary General, lasting more than three months, the meeting of Officers shall designate an interim Secretary General.

In case of resignation, permanent illness and incapacity, or death of the Secretary General, the Directing Council shall designate the Secretary General to complete the term of mandate; meantime the meeting of Officers shall designate an interim Secretary General.

Only in the last case (resignation, illness or permanent impossibilities, or death) can the person designated by the Directing Council as replacement for the Secretary General be elected for a new and immediate complete period of office.2

CHAPTER IV
PERSONNEL

Article 14. The members of the staff of the General Secretariat are international personnel and in the fulfillment of their duties shall only be responsible to the Secretary General and subject to his Authority.

Upon accepting the appointment for a post within the General Secretariat, they shall commit themselves to carry out their functions putting forth their best effort, and to conduct themselves in accordance with the nature, objectives and interests of the organization.

Article 15. In the fulfillment of their duties, members of the staff shall not request nor receive instructions from any government nor from any Authority outside the Institute.

Article 16. The members of the staff shall abstain from acting in any manner that is not compatible with their position as personnel of an international organization. In this regard, they may not undertake activities that the Secretary General deems inadvisable, either for the efficient accomplishment of their duties, or for the prestige of the Institute.

2 Thus amended by the XXXVII Meeting of the Directing Council, Guatemala, Guatemala, October 6-10, 2003.
Article 17. The members of the staff may not act or speak in a manner that may harm or offend the Member States.

Article 18. The staff members shall observe maximum discretion concerning official matters. They shall abstain from communicating to anyone whomsoever any restricted information or information known to them through the fulfillment of their functions. Neither shall they utilize that type of information for their own benefit. These obligations do not conclude upon the termination of their services in the Institute.

Article 19. The staff members may not request the influence or support of PAIGH Officers or Chairmen of National Sections, in the organs of the organization, nor from any government in matters that affect the administration or discipline of the General Secretariat. Any matter of this nature shall be subject to the pertinent administrative dispositions.

Article 20. The privileges and immunities that should be granted to the staff members of the General Secretariat, that are necessary for the fulfillment of their functions, shall be determined in multilateral agreements among the Member States or in bilateral agreements between the General Secretariat and the Member States.

Article 21. The Secretary General shall determine the administrative orders for the classifications of the posts. These shall be reviewed periodically.

Article 22. The Secretary General shall carry out a periodic evaluation of the work performed by all the staff members.

Article 23. The Secretary General shall set salary scales, gratuities, subsidies and other benefits for the staff of the General Secretariat, in conformity with the budgetary allocations approved by the Directing Council. He may also grant special bonuses for productivity, attendance, special services, etc.

Article 24. The letter of appointment of the staff members shall include the conditions of this appointment which shall be within the provisions of these regulations and the dispositions in effect.
CHAPTER V

CONDUCT OF THE SECRETARY GENERAL AND OF THE PERSONNEL
OF THE GENERAL SECRETARIAT

Article 25. Service to PAIGH is an obligation which requires all personnel to place loyalty to the Institute, and therefore, should refrain from using their post for personal benefit.

Article 26. All PAIGH personnel shall carry out their functions without discrimination regarding race, color, religion, sex, origin, age or handicap.
CHAPTER I

ON THE OBJECTIVES OF THE PRESENT RULES

Article 1. These rules of procedure shall govern the financial life of the Pan American Institute of Geography and History.

Article 2. The fiscal year of PAIGH shall be from January 1 to December 31.

CHAPTER II

ON THE MAXIMUM LIMITS OF THE BUDGET
AND ANNUAL QUOTA ASSESSMENTS

Article 3. The General Assembly as the supreme organ for the deliberations of the Institute, is charged with establishing the scientific, administrative and economic directives, at each of its meetings, and to determine the maximum limits of the draft budget based on the annual quota assessments that shall be in force until the next General Assembly.

The limits in question shall only be limits of reference and not necessarily the amount on which the contributions of the Member
States shall be calculated, which shall be fixed in accordance with the budget approved by the Directing Council from year to year.

Article 4. The Directing Council shall orient the General Assembly on the establishment of the maximum limits, and in its meeting immediately prior to the General Assembly, shall study a recommendation in accordance with Article 42 of the Organic Statutes.

Article 5. The annual quota assessments shall be calculated in accordance with the scale of contributions which the General Assembly or Directing Council approves, based on the mandates of Article 39 of the Organic Statutes.

CHAPTER III

ON THE PROGRAM-BUDGET

Article 6. The program-budget of the Institute shall be prepared by the Secretary General based on the maximum limit of quotas, and taking into account the programs that have to be carried out by the Commissions and Committees, as well as those assigned to the General Secretariat, pursuant to Article 40 of the Organic Statutes.

Article 7. Five months prior to the meeting of the Directing Council or General Assembly, the Commissions shall send the draft program-budget of their respective Commission to the General Secretariat, for the following fiscal year, adhering to the guidelines indicated by the General Secretariat.

The Commissions shall establish an order of priorities for the projects included in each draft program-budget.

Regarding the internal costs, each Commission Chairman shall prepare a tentative program of activities to be carried out during the calendar year.

Article 8. If the draft program-budget of any of the organs of the Institute is not received at the General Secretariat within the time-limit stipulated, this body has the power to prepare the budget, in accordance with requirements and requests that have been received.
Article 9. Any observations that may arise on the draft program-budget will be addressed at the meeting of Officers prior to the Directing Council or General Assembly, after which time it shall be consolidated for presentation to the Directing Council or General Assembly.

Article 10. The Directing Council or the General Assembly shall approve the annual program-budget.

CHAPTER IV

ON THE AVAILABILITY OF FUNDS

Article 11. The approval of the program-budget by the Directing Council or General Assembly shall constitute the authorization for the Secretary General to contract obligations and undertake the necessary expenses for the objectives to which the expense items approved, have been designated.

Article 12. The Secretary General shall give written authorization for all expenses in accordance with the budgeted requests for funds presented by the Chairmen of the Commissions, in accordance with the guidelines as indicated on the request form.

Any document of payment that is signed by the Secretary General must be accompanied by a voucher and a request for payment.

Article 13. The Commissions, Committees or Working Groups that have received funds on the part of the General Secretariat must present a documented statement of expenses, 30 days after the termination of the activity, and return all funds that were not utilized. If it is an activity that is going to continue into the next fiscal year, a partial statement of expenses should be presented by November 30 of the corresponding year and a final statement when the activity has concluded. A copy of the statement of expenses must be sent to the Chairman of the respective Commission, who must give his approval regarding the beneficial utilization of the funds. The Secretary General shall not be able to provide additional funding to those projects which do not comply with this stipulation and shall inform the person responsible, the Chairman of the National Section and the Chairman of the respective Commission accordingly. The person responsible shall not be allowed to present any new projects; the Chairman of the National Section shall seek to have the expenses
accounted for as soon as possible or the funds returned as the case should be; to the contrary, it shall not be possible for the corresponding Commission of the National Section to present new projects until the corresponding expenses are submitted.\(^1\)

**Article 14.** Funds approved can only be expended during the fiscal year to which they correspond.

Nevertheless, if, for justified reasons presented to the Secretary General, on 30 September of the respective year, the total or partial of funds approved for a project have not been requested, and the person responsible for the activity requires an extension of the period for the execution of the funds approved for the following fiscal period, she/he must, together with the presentation of the program of modified charges, request that the funds that presumably cannot be used in the corresponding period be reserved.

The same must be done by the editors of the periodic publications if, by the date indicated in the previous paragraph, they have not given over to the General Secretariat, the material corresponding to the publication.

For that effect, with prior approval of the Chairman of the respective Commission, the Secretary General may reserve the funds requested for up to twelve months, consigning them in an account of Budgetary Reserved Funds, except during the transition period between General Assemblies.

In any case, the reservation of funds thus approved will be possible only when the required resources have been received during the fiscal period in which they were approved.\(^2\)

**Article 15.** The fiscal year must close without any pending obligations. For which purpose, the organs of PAIGH shall make the necessary provisions, taking into account the mandates of Articles 13 and 14.

**Article 16.** If the activities of a project shall not be foregoing, any approved funds that have not been expended before the close of the fiscal year, in whichever of the Commissions, Committees or Working Groups, shall be placed at the disposal of the General Secretar-

\(^1\) Thus amended by the XXXI Meeting of the Directing Council, Quito, Ecuador, November 12-18, 1995.

\(^2\) Thus amended by the XXXVIII Meeting of the Directing Council, San Jose, Costa Rica, November 15-19, 2004.
iat for the funding of the program of Technical Assistance that has been approved and, giving priority to projects of the same Commission.

Article 17. If there is a surplus at the end of the fiscal year, this balance shall form part of the resources of the succeeding year.

Article 18. The Secretary General can transfer up to 25% of the amounts allocated to administrative activities in the budget. In order to modify budgetary items designated to each project, the Secretary General can only transfer up to 25%, having previously received the approval from the Chairman of the Commission; but without amending the total amount designated to the Commission for all the projects, nor to initiate a project that has not been previously approved.

CHAPTER V
ON THE PROVISION OF FUNDS

Article 19. The annual program-budget shall be covered by the quota payments of the Member States. Said quotas shall be assigned and paid in dollars of the United States of America.

Article 20. The General Secretariat shall inform each Government of the amount of its quota for the support of the Institute and likewise shall send a copy of the budget of the Institute that has been approved. Quota payments should be covered within the first trimester of the corresponding year. Nevertheless, all quota payments shall be considered as pending from the first day of the year of the corresponding fiscal year. It is the responsibility of the Member States that quotas received at the PAIGH correspond to the amount of the annual quota periodically established by the Directing Council or the General Assembly of the PAIGH for each Member State.

If amounts are debited from the PAIGH that correspond to the commissions and intermediation costs of a bank draft or transfer from a Member State, the General Secretariat of the PAIGH will include said amount in the next quarterly bulletin it sends to the Member States which have quotas pending payment. It will also include said amounts separately in the report to the Directing Council or General Assembly so as to avoid Member States being identified as late payers when they only owe a balance on said item.
Article 21. Every three months, the Secretary General shall dispatch statements of account to the Member States in arrears, on the status of their pending obligations.

Article 22. If a payment is received from a Member State and that Member State should have quota payments in arrears, the payment received shall be applied to the most outstanding payment.

Article 23. The Institute may accept donations and legacies from persons or Institutions, which are in concurrence with its objectives. The contributions derived from the annual fees paid by the Cooperating Associates of the PAIGH shall be destined for the help of the Technical Assistance program. The next immediate Directing Council or General Assembly shall be informed accordingly.

Article 24. The Institute shall only account for and be responsible for those funds that are received by the General Secretariat.

Article 25. The control of those funds that do not form part of the accounts of the General Secretariat shall be based on the annual reports received from the Commissions, Committees and Working Groups.

Article 26. Pursuant to Article 44 of the Organic Statutes, any Member State or group of Member States can request the undertaking of a specific study on the part of PAIGH, provided that they contribute to finance the expenses hitherto incurred.

Article 27. The Secretary General is authorized to take the necessary steps towards obtaining the payment of quotas in arrears, from the Member States, and to propose to the Directing Council the draft agreement that has been studied in mutual agreement with the Officials of the Member State in debt.

Article 28. Member State that on the date of submission of nominations are current in the payment of their quotas or pending payment

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3 Thus amended by the 44 Meeting of the Directing Council, Buenos Aires, Argentina, November 14-16, 2012.

4 Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
of up to one quota shall be entitled to have their nationals elected for a position a Officer of the PAIGH.5

Article 29. The Member States which have not covered their contributions for more than five periods, shall not have the right to vote at the meetings of the Institute. Likewise, they shall lose the right for their projects to be approved as well as other benefits.

CHAPTER VI
ON THE FUNDS FOR TECHNICAL ASSISTANCE

Article 30. The Institute shall finance through its program of Technical Assistance, projects which are orientated towards carrying out studies, research work, technical meetings and training in the disciplines of the four Commissions.

Article 31. In order for a project to be approved it must be presented in the official request forms and comply with all the necessary requirements.

Article 32. Technical Assistance projects must necessarily be multinational, in which at least two Member States shall participate, with the exception of those projects being funded by the Program of National Projects (PRONAT). Projects with regional objectives shall be given priority.

Article 33. In order to make the best use of the resources and to avoid dispersion, the amount assigned to each project may not be less than 1% of the budget of the Institute, except in the case of PRONAT, and those which last longer than one year.

Article 34. All projects must be presented officially by the respective National Section, attaching the letter of acceptance of the National Sections of the other participating countries.

The Authorities of PAIGH are not allowed to submit projects in any of the Commissions.6

Article 35. The maximum duration of a project shall be four years, and in any case, should finalize before the next General Assembly.

5 Thus amended by the 45 Meeting of the Directing Council, Santiago, Chile, November 11-14, 2014
6 Thus amended by the XXXIV Meeting of the Directing Council, Guatemala, Guatemala, November 8-12, 1999.
Exceptionally and, prior approval of the meeting of Officers, the limit in reference may be extended.

Article 36. When assigning funds, priority shall be given to those projects already in progress, without detriment to the provisions of Article 34.

Article 37. When recommending the approval of a project, the Chairmen of the Commissions, should lend special attention to the funds being committed from the requesting agency of the country or countries involved.  

CHAPTER VII
ON FUNDS AND OTHER INCOME

Article 38. The resources of the Institute shall consist of the quota payments of the Member States, income from the sale of publications or services, donations, legacies, bank interests, the surplus from previous fiscal years and any other source of income received through the General Secretariat.

Article 39. The resources referred to shall be administered through five funds:

a) Regular Fund

b) Special Fund

c) Reserve Fund

d) Budgeted Reserve Fund

e) Operational Fund

Article 40. The Regular Fund is constituted by the quota payments from the Member States, with a maximum limit similar to the budget of the year to which it refers, approved by the previous General Assembly or Directing Council.

7 Ibidem.
This fund shall be utilized to cover the expenses that have been considered in the program-budget, that is approved by the Directing Council or General Assembly.

**Article 41.** The Special Fund is made up of any surplus income received from quota payments, which exceeds the Regular Fund and shall be utilized for the special projects approved by the Directing Council or General Assembly. The Secretary General is authorized to deduct up to 5% from each project within the special projects fund for administrative expenses.

**Article 42.** The Reserve Fund is constituted to confront any severance payments that may have to be made to the staff of the General Secretariat who no longer work at the Institute. The total of this fund shall be determined by the approximate sum of these payments.

**Article 43.** The Budgeted Reserve Fund is made up of those funds that were un-expended during the fiscal year and which have been reserved for the next period, in accordance with Article 14 of these rules of procedure.

**Article 44.** The Operational Fund has been constituted to cover the budgetary contingencies of the Institute. The amount of this fund can not be in excess of 35% of the Regular Fund for that year.8

**Article 45.** The Fund for Administrative Income is created by those resources generated by the General Secretariat itself, that are not included in any of the former funds and shall be destined to absorb part of the administrative costs that overlie the Regular Fund.

**Article 46.** The Secretary General shall designate the bank or banks in which the funds of the Institute shall be deposited.

To carry out transactions with the funds of the Institute, the authorization of the Secretary General or of his or her assistant is required as well as the authorization of the accountant of Institute or his or her assistant, both assistants appointed by the Secretary General.

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8 Thus amended by the 41st Meeting of the Directing Council, San Salvador, El Salvador, November 19-21, 2008.
CHAPTER VIII

ON INTERNAL CONTROL

Article 47. The Secretary General should:

a) Establish detailed fiscal by-laws and procedures, including salaries, per diem and all other pertinent guidelines, in order to ensure an efficient and economical fiscal administration. The base salary of the Secretary General shall be established by the meeting of Officers.

b) Undertake an annual inventory of the property of the Institute;

c) Ensure that all payments are supported by the corresponding receipts and other documents which indicate the services and products which were duly received, except in those cases when commercial practices warrant payments in advance, and

d) Maintain an internal fiscal control which provides for a constant review of the accounts and of all financial transactions in order to:

1) Ensure the regular receipt, disposition and custody of all funds and financial resources of the Institute;

2) Ensure that all expenses are in compliance with these rules of procedure, and with the resolutions authorizing the budgetary items or with whichever other provision of the Directing Council,

3) Procure a strict economy in the use of the resources of the Institute.

4) Obtain the most advantageous conditions possible for PAIGH in the acquisition of goods and the contracting of services by requesting at least three quotations.  

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9 Thus amended by the XXXI Meeting of the Directing Council, Quito, Ecuador, November 12-18, 1995.
CHAPTER IX

ON THE ACCOUNTS

Article 48. The Secretary General shall establish suitable internal auditing procedures to verify compliance with the standards and regulations in force. Generally accepted accounting procedures and standards shall be employed for all accounting and auditing practices. The accounting shall be in United States dollars and in compliance with the list of budgetary items as corresponds.

The accounting files shall be kept for a period of five years, prior to the fiscal year in force.\(^\text{10}\)

Article 49. The Commissions, Committees and Working Groups, shall also have subsidiary book-keeping records for further controls as deemed necessary.

Article 50. The General Secretariat shall present a detailed financial report to the Directing Council of the fiscal year that has finalized, which should contain:

a) The General Balance Sheet, indicating the funds available to the Institute at the close of the fiscal year, with an attachment on the Member States in arrears.

b) A report on the administration of the patrimonial funds of the Institute, with attachments on the Special Fund and the Budgeted Reserve Fund.

c) The comparative statement of income and expenditure of the regular budget.

d) The comparative statement of the expenditure of the regular budget as against actual expenditure in the fiscal year, with an attachment on detailed expenses of individual amounts expended which are in excess of 0.5% of the budget.

Article 51. The Directing Council, through the General Secretariat shall provide the General Assembly of the OAS with a copy of the annual financial report of the Institute.

\(^{10}\) Ibidem.
CHAPTER X

ON THE REVISION OF ACCOUNTS

Article 52. The Secretary General, with the corresponding authorization of the General Assembly or the Directing Council, shall select the external auditors, preferably having international experience, to examine the accounts of the Institute after the close of the fiscal year.\(^\text{11}\)

Article 53. The external auditors shall examine the accounts employing generally accepted accounting procedures and standards and certify to the following:

a) That annual accounts presented by the Secretary General agree with the books, records, documents and vouchers.

b) That all transactions reflected in the financial statements are in accord with these rules of procedure and with the decisions of the Directing Council, and

c) That cash on deposit be checked by means of certification from the depositories of the Institute.\(^\text{12}\)

Article 54. The Secretary General shall grant access to all books, records, documents and vouchers that the external auditors may need to perform their audit.\(^\text{13}\)

Article 55. The auditors should also make any observations and suggestions deemed necessary, regarding the efficiency of the fiscal proceedings, book-keeping methods, and adjustment of accounts, and internal control, and in general, regarding the financial results of the administrative practices.\(^\text{14}\)

Article 56. The external auditors shall prepare a consolidated report of the accounts of the Institute at the termination of the fiscal year, in which the extension and nature of the revision and the accuracy of the accounts should be made manifest. The external auditors may call attention in their report to any deficiency or irregularity that they

\(^{11}\) Thus amended by the XXXI Meeting of the Directing Council, Quito, Ecuador, November 12-18, 1995.

\(^{12}\) Ibidem.

\(^{13}\) Ibidem.

\(^{14}\) Ibidem.
have noted performing their work and they shall make the necessary recommendations, to correct them.\textsuperscript{15}

\textit{Article 57.} The external auditors shall address their report to the President of Institute through the intermediary of the Secretary General, at least 4 months prior to the meeting of the Directing Council or the General Assembly.

Likewise the General Secretariat shall dispatch the auditor’s report to the Chairmen of the National Sections, and to the Foreign Relations Ministries or Secretariats of the Member States, simultaneously with the documents for these meetings.

\textbf{CHAPTER XI}

\textit{ON THE DELEGATION OF AUTHORITY}

\textit{Article 58.} The Secretary General, at his own responsibility, can delegate the authority empowered to him by these rules, to other officials of the Institute, as deemed necessary in order to ensure their implementation.

\textbf{CHAPTER XII}

\textit{GENERAL GUIDELINES}

\textit{Article 59.} These rules of procedure shall go into effect from the date that they are approved by the Directing Council and can only be amended by the same organ or by the General Assembly, having previously distributed the proposed amendments three months in advance. These rules of procedure abolish any other provision or resolution, concerning financial matters.
CHAPTER I

PUBLICATIONS AND DOCUMENTS

Article 1. “Publications” refer to printed material that is destined for external distribution.

Article 2. “Documents” refer to printed material that has been prepared by one of the organs of PAIGH which is destined for internal distribution.

Article 3. Printed material can refer to a publication and a document at the same time if it is destined to both internal and external distribution, such as: the report of the Secretary General.

CHAPTER II

CLASSIFICATION OF THE PUBLICATIONS AND DOCUMENTS

Article 4. Based on the frequency of the publication it is classified as periodical or occasional.
Article 5. The periodic publications shall be the following and they will be published with a circulation in agreement with the necessities of distribution of each publication.

Revista Cartográfica

Revista Geográfica

Revista de Historia de América

Revista Geofísica

Antropología Americana¹

Revista de Arqueología Americana²

Article 6. The occasional publications are those which come into existence as the result of a project or technical activity of the organs of PAIGH. They can be technical manuals, basic texts, acts and reports, results of symposiums or round tables, etc.

Article 7. Both the periodical and occasional publications, must be financed in accordance with the determinations of the Directing Council in the program-budget of PAIGH or from contributions.

CHAPTER III

REQUIREMENTS THAT THE PUBLICATIONS AND DOCUMENTS MUST MEET

Article 8. All publications must meet the following general requirements:

1) Be created and implemented within the spirit of the Statutes of PAIGH.

2) Have the necessary funding.

¹ Thus amended by the 46 Meeting of the Directing Council, Cartagena, Colombia, October 27-29, 2015.

² Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.
3) Have a footnote indicating the responsibility of the authors. Preferably this explanatory note should be printed on one of the introductory pages.

4) Comply with the dispositions on uniformity in the exterior presentation, and on identification and publicity as stipulated by the General Secretariat.

5) Be given a number within the general series of publications of the Institute; as it is the General Secretariat (Center of Reproduction) the organ which oversees this requirement.

6) Include the list of Officers of the Institute, the National Members, Committees and Working Groups, which correspond to each publication.

Article 9. Regarding the contents, the articles, papers, essays, etc. should be of a high technical-scientific and cultural level. It shall be the responsibility of each Commission to select the material that is to be published, be it for the journals or for occasional publications. The Chairman of the Commission shall be empowered to appoint the editor and the other members of the editorial committees for the journals of each Commission. The Chairman shall also approve the plan of occasional publications in each field.

Article 10. Printing shall be the responsibility of the General Secretariat, which shall select the printers of the Institute and oversee the entire process of correction of galley-proofs, compiling, edition and distribution of all the publications.

The publications and documents shall be printed under the direct control of the General Secretariat, except in very specific cases.

Co-editions shall be subject to the agreements subscribed to this effect, and shall take into account the guidelines included in these rules of procedure.

CHAPTER IV
GENERAL PLAN OF PUBLICATIONS AND DOCUMENTS

Article 11. The General Secretariat and the Commissions shall study the requirements for publications and documents on an individual
basis, and each party should present a work plan within the program-budget.

Once the General Secretariat consolidates this document, it must be reviewed by the meeting of Officers prior to the Directing Council and then by the Directing Council itself.

Article 12. The plan of publications of each organ of PAIGH, should include the following for each publication:

a) The program of PAIGH to which the publication corresponds

b) The responsible Official: (Commission, Working Group, etc.)

c) Title of the publication

d) Number of the publication (previously requested from the General Secretariat)

e) Form of financing

f) Frequency

g) Approximate length (No. of pages)

h) Number of copies

i) Languages

j) Distribution

Article 13. Once the program-budget of the Institute has been approved, the General Secretariat in consultation with the Commissions shall review each plan of publications so that it may be taken into account within the operational possibilities.

Article 14. The documents referred to in Article 2 of these rules of procedure, shall not be considered within the plan of publications, based on the nature of their content. Nevertheless, in order to budget the funds that shall be required for these publications it shall be necessary for each organ to consider them within the activity or project, where it is assumed that there will be a need for work documents, acts, reports, etc.
CHAPTER V

ROYALTIES AND RECOGNITION TO AUTHORS

Article 15. Copyrights should be determined by the agreements reached between the General Secretariat or the Commissions with the other party. In any case the respective local law shall always be taken into account.

The organs of PAIGH, in these cases should consult with law experts, and draw up a written agreement.

Article 16. All rights shall be the property of PAIGH, including the rights to the title, royalties, and patents of any work financed by PAIGH or that is carried out by one of its members regardless of status, as part of his or her official duties.

Article 17. In the case of publications or documents prepared by members of the staff or by persons or bodies, at the expense of the General Secretariat or Commissions, or any other organ of PAIGH, there shall be no recognition for the author.

Article 18. In articles where there is no credit for the author, it shall be presumed that they are the property of the director of the publication, who shall be held responsible for all legal effects.

Article 19. There shall be no recognition for the author regarding statutes, rules of procedure, guidelines and other dispositions of a similar nature, not even when these dispositions have been prepared by technicians, experts or entities specially contracted for this purpose.

Article 20. The General Secretariat and the Commissions must obtain written authorization from the editors and authors of articles which have appeared in scientific and technical journals if they wish to include them in the publications of PAIGH.

Preferably these contributions shall be obtained free of charge and credit shall be given to the editors, the publication from which the article is being reproduced, and to the author.
CHAPTER VI

COMPENSATION TO AUTHORS

Article 21. For the purpose of establishing the compensations for authors, in each case, it should be taken into account that PAIGH is a Specialized Agency, and that one of its objectives is to publicize cartographical, geographical, historical and geophysical knowledge, without remuneration.

1) Publication of a volume, written by only one author:

a) If the volume is a specific undertaking of PAIGH, a contract must be signed in which the fees to be paid to the author for preparing the original are specified, and in which it is made manifest that PAIGH shall have all the rights to the first edition.

b) If the volume was not a special undertaking of PAIGH, but PAIGH has accepted to publish and distribute the volume, PAIGH would only be responsible for the expenses on the part of the author in the preparation of the volume, if the author so desires.

Written contracts must be prepared in which it is clearly established that the author yields the rights to the first edition in a totally free form to the PAIGH. The General Secretariat will provide the author the number of copies of the publication that the Meeting of Authorities indicates.

2) In the publication of original articles in the journals of the PAIGH no economic compensation shall be recognized for authors’ rights. Nevertheless, the PAIGH compromises to donate to the author the number of off-prints that the Meeting of Authorities decides.

Likewise, the author recognizes that upon the acceptance of his article to be included in whichever periodic publication that the Institute publishes, he yields the author’s hereditary rights in favor of the PAIGH, and authorizes it to publish the same according to the editorial criteria and publishing characteristics current at that moment.3

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3 Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.
Article 22. Regarding book reviews, small commentaries, compilation of bibliography; classification of bibliography, written agreements shall be made with the collaborators eventhough their contribution may or not be ad-honorem.

Article 23. Contracts subscribed by the Institute, in accordance with the dispositions listed above, must be presented in the respective format.

CHAPTER VII
COSTS AND DISTRIBUTION

Article 24. An accounting system shall be established which should reflect the true costs of each publication and document, as well as the management of the publications of the Institute.

Article 25. For the purpose of calculating costs or allocating funds (Article 12), the various expenses involved in the editorial process shall be taken into account.

Article 26. The statutory and free distribution of the publications by country, will be as indicated below:

1. One copy of the periodic and occasional publications for:
   - President and Vice-President of the PAIGH
   - Chairman of the respective Commission
   - National Sections: Chairman and library (if such exists)
   - National Library of each Member State
   - Secretary General and the Columbus Library of the OAS
   - Obligatory legal depositories in Mexico

2. In the case of periodic publications: five copies to the editors, one to each active member of the editorial board, and one sample, and the electronic vehicle to consult the respective publications on line to the authors and to the adjudicators or reviewers.4

4 Thus amended by the 45 Meeting of the Directing Council, Santiago, Chile, November, 11-14, 2014.
In the case of occasional publications: five copies to editors, coordinators, and one copy to each author.

In the case of repeated references, the General Secretariat shall send only one copy.

Two copies for the “José Toribio Medina Bibliographic Fund” of the PAIGH, and five copies to constitute the publications reserve of the PAIGH.\(^5\)

Regarding documents, the General Secretariat shall regulate their distribution, in accordance with its necessities.

Article 27. The General Secretariat shall establish the costs of the publications and shall undertake broad promotion in order to obtain sales for subscriptions or immediate orders.

Article 28. The funds obtained from the sale of publications shall be administered in compliance with the Financial Rules of Procedure of PAIGH.

Article 29. Distribution through exchange shall be carried out in compliance with the agreement subscribed with the Government of Mexico, regarding facilities for consulting research material.

CHAPTER VIII
GENERAL DISPOSITIONS

Article 30. The General Secretariat and the Commissions shall take care so that under no circumstances the publications or documents may harm the interests of the Member States in any way, nor cause any offense to their governments.

Article 31. In the publications of maps which include international limits which may be in controversy, PAIGH shall safeguard its responsibility by printing in a visible place the following clarification:

“The limits which appear in this map have not been completely defined in some cases, and this reproduction in no

\(^5\) Thus amended by the XXXVIII Meeting of the Directing Council, San Jose, Costa Rica, November 15-19, 2004.
way signifies an official approval or acceptance on the part of the Pan American Institute of Geography and History (PAIGH).".\(^6\)

Article 32. Always when reference is made in this regulation to publications and documents, it is understood that they correspond to printings or archives in digital format.

These rules of procedure go into effect once they have been approved by the Directing Council.\(^7\)

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\(^7\) Included by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.
RULES OF PROCEDURE OF THE ADVISORY COMMITTEE ON FINANCIAL PLANNING AND EVALUATION (APEF)

APPROVED BY THE XVI GENERAL ASSEMBLY
Santiago, Chile, 1997

LAST MODIFIED AT THE XXXIX MEETING OF THE DIRECTING COUNCIL
Viña del Mar, Chile, 2006
RULES OF PROCEDURE OF THE ADVISORY
COMMITTEE ON FINANCIAL PLANNING AND
EVALUATION (APEF) OF THE
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

CHAPTER I
THE APEF COMMITTEE

Article 1. The Advisory Committee on Planning and Financial Evaluation (APEF) shall have as its functions the study in detailed form of the financial reports, the audit, and the budget, preferably based on the scientific policy and the technical assistance projects executed, and exercise an adequate financial advisory function to serve as an orientation for the Authorities of the Institute.¹

Article 2. The APEF Committee shall be presided over by the President of PAIGH and shall also be integrated by two persons from the Member States (excluding those states occupying posts of Authority), who are familiar with the functioning of PAIGH and who have a real interest in the organization. The National Sections shall propose the nominations of candidates for those designations to the General Assembly.

¹ Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.
Article 3. The Secretary General shall not be a member of the Committee, but shall attend the sessions and supply all the necessary information and facilities for the adequate fulfillment of its tasks.

Article 4. The Secretary General shall make available the electronic media to ensure that the members of the Committee have remote and regular access to financial information and the execution of projects, necessary for the carrying out of the charge of the Committee, and to guarantee that they themselves can request whatever information that they consider pertinent for the carrying out of their functions.

Based on the identified electronic media of communication, the President of the PAIGH will coordinate the analysis of the existing documentation and, two months ahead of the meeting of the Directing Council or General Assembly, shall prepare the report for the Directing Council or General Assembly.

When exceptional circumstances merit the case, the President may call a meeting of the Committee in person in the offices of the General Secretariat of the PAIGH in order to define the terms of the Report indicated for the General Assembly or Directing Council. In this case, charged to the Unforeseen Regular Fund budget, the costs of travel and accommodation of its members will be covered up to a maximum of three days and two nights.\footnote{Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.}

**CHAPTER II**

**THE FUNCTIONING OF THE APEF COMMITTEE**

Article 5. The Secretary General shall prepare a preliminary draft agenda that will be sent to the members of the Committee, at least one month prior to the meeting. However, the members of the Committee may modify it or introduce new subjects at the beginning of the meeting.

Article 6. The Committee shall make detailed studies of the various programs of PAIGH. To this end it may require the presence of the General Secretariat’s staff in charge of the respective areas, as well as access to all the documents that would allow the Committee to decide with better knowledge on the subjects submitted to its consideration.

Article 7. For the analysis of the auditor’s report, the Committee shall meet, if possible, with a person from the firm responsible of the external auditing, to
listen to the explanations of the report and make the questions deemed necessary.

*Article 8.* Regarding the Financial Policy of PAIGH, the Committee shall formulate as many recommendations as deemed necessary, in order to make the best use of the resources of PAIGH.

*Article 9.* The Committee shall inform the Officers, Directing Council or General Assembly of its recommendations, through the President of PAIGH.
NORMS FOR THE CONCESSION OF THE CATEGORY COOPERATING ASSOCIATE

APPROVED BY THE XXXVII MEETING OF THE DIRECTING COUNCIL
Guatemala, Guatemala, 2003

REACTIVATION OF THE VALIDITY BY THE 46 MEETING OF THE DIRECTING COUNCIL,
Cartagena, Colombia, 2015
NORMS FOR THE CONCESSION OF THE CATEGORY
COOPERATING ASSOCIATE OF THE PAN AMERICAN
INSTITUTE OF GEOGRAPHY AND HISTORY

1) Any appropriate person, natural or juridical, may present a request to the General Secretariat, via the corresponding National Section, to obtain the category of “Cooperating Associate of the PAIGH”. In the case of states which are not members of the PAIGH, individuals and juridical persons, or international organizations, the said request must be made directly to the General Secretariat.

2) The category of “Cooperating Associate of the PAIGH” will signify that the applicant pays an annual sum of US$100.00, in the case of an individual, and US$500.00 in the case of a juridical person, to the benefit of the PAIGH; the said amounts to be paid in the first trimester of each year.

3) The funds so collected will be destined exclusively to assist the Technical Assistance Program of the PAIGH.

4) The PAIGH will provide applicants with a document accrediting them as a “Cooperating Associate of the PAIGH” and will send them, without cost, a periodic publication of their interest from one of the Commissions of Cartography, Geography, History, or Geophysics.

5) The “Cooperating Associate of the PAIGH” may acquire other publications of the Institute with a 40% discount from their normal sale price.
In the judgment of the Secretary General, and depending on circumstances, other incentives may be established.

6) The “Cooperating Associates of the PAIGH” may participate in the scientific and technical activities of the Institute. In all of those they will have the right of voice but no vote.

7) The request will be received in the General Secretariat and its approval will have to meet the conformity of the Secretary General and the overview of the President of the Institute. Approvals will be reported to the Meeting of the Directing Council or the General Assembly.

8) The President and the Secretary General of the PAIGH, together, may revoke the status of “Cooperating Associate of the PAIGH” when there exists non-compliance with that stipulated in the regulations.
RELEVANT BACKGROUND TO THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

- HISTORICAL NOTES CONCERNING THE FOUNDATION OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

- RESOLUTION BY MEANS OF WHICH THE PAIGH IS CREATED, SIXTH INTERNATIONAL AMERICAN CONFERENCE, HAVANA, 16 JANUARY-20 FEBRUARY, 1928

- PRESIDENTIAL AGREEMENT THROUGH WHICH THE BUILDING FOR THE HEADQUARTERS OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY IS GRANTED IN MEXICO CITY, MAY 3, 1930

- AGREEMENT BETWEEN THE ORGANIZATION OF AMERICAN STATES (OAS) AND THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY (PAIGH), MAY 6, 1974

HISTORICAL NOTES CONCERNING THE
FOUNDATION OF THE
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY*

The Bolivarian Ideal

The initiative impelled by the Liberator Simón Bolívar, is very well known, after the fight for Independence, which was oriented to promote unity among the Hispano American nations. The Amphictyonic Congress of Panama which gathered in 1826 and continued later, though never installed, in Tacubaya, Mexico, constituted the first attempt to put the Bolivarian ideal into practice. It established two important precedents: the Meeting of the States, intended to discuss their common interests; and the concept of a League of States, as Bolívar himself called it, closely united by a set of common laws which were to regulate their foreign relations —the Liberator’s concept, which he foresaw as a future reality within the free and independent nations of the Americas.

The temporary adhesion of the United States, with standings such as those of the Secretary of State Henry Clay and President John Quincy Adams, were favorable to the participation of the ex-English colonies of North America in that Congress, seeing this as a meeting point of the free America, at which the United States of America should be present. However, the North American

Senate ratified the appointment of the delegates to the Congress, so late, that they could not attend.

Thus, little by little what would come to be known as Pan Americanism, began to profile itself, that is, the desire of all the countries of the American Continent to establish close ties in the fields of security, economy, social and cultural aspects, etc.

**The International Conferences of the Americas**

The convocation to the first International Conference of the Americas, on the part of the Secretary of State of the United States of America, James G. Blaine, at the end of 1881, constituted a strong and renovated impetus towards Pan Americanism. Nevertheless, many years still had to pass, before that convocation was put into practice. When the representatives of the American States finally met in Washington, D.C., on October 2, 1889, Mr. Blaine —re-instated by destiny to his former post as Secretary of State— solemnly inaugurated the First Conference of the Americas, in the name of the United States of America.

Blaine truly appreciated the Bolivarian project, converting it into something positive, because of the initiation of the Conferences held periodically since 1889. By that time, there were 19 states: Cuba had not gained its independence from Spain and Panama was still part of Colombia.

The following International Conferences of the Americas, prior to the Sixth one, held in Havana in 1928, when the Pan American Institute of Geography and History was created, were held as follows: Second (Mexico, 1901-1902), Third (Rio de Janeiro, 1906), Fourth (Buenos Aires, 1910), Fifth (Santiago, 1923).

**Sixth International Conference of the Americas**

In accordance with the usual procedures, the Cuban Government, designated at the Fifth Conference held in Santiago, as the place of the Sixth International Conference of the Americas, proceeded to officially convocate the meeting, by mid December, 1926.

The Program was established by the Directing Council of the Pan American Union, with headquarters in Washington, in 1927. The major subjects established were: Inter American Juridical Order, Problems in Communications,
Intelectual Cooperation, Economical Problems, Social Problems, Reports on Treaties, Conventions and Resolutions, Future Conferences.

Included as a separate subject, under Intelectual Cooperation, was the item on the “Establishment of a Pan American Geographical Institute to act as a center for the coordination, distribution and publication of geographical studies in the Americas and organ of cooperation among the geographical institutes of the Americas, in order to facilitate the study aspects of the frontiers, among the nations of the Americas.”

At the Sixth Conference held in Havana between January 16 and February 20, 1928, two projects for the creation of a Pan American Geographical Institute were presented, one by the Mexican delegation and the other by the Cuban delegation.

**Mexican Project**

The project presented by the Mexican Delegation was prepared by Eng. Pedro C. Sánchez, who since 1915 was Head of the Geographic Office and Weather Bureau of the Agricultural and Economic Development Secretariat.

Eng. Sánchez from that post had established several geodetic networks in the country, to aid with topographical work in preparing different maps of Mexico as accurately as possible.

He represented his country at the International Association of Geodesy and the International Geophysical and Geodetic Union, in different meetings which were held in Europe from 1922 onwards, culminating with the creation of an International Research Council in 1926, which was intended to involve all the countries of the world.

These international contacts allowed Eng. Sánchez to gain experience in the organization and functioning of these scientific organizations, an experience which he employed in preparing the project for the creation of the Pan American Geographical Institute and to assume the post of First Director, as of 1929, of the recently created Organization-PAIGH.

**Background**

The Mexican project to create the Pan American Geographical Institute, has an introduction, which highlights the evolution of the Earth Sciences since ancient times. Thereafter, it analyzes the work done by international scientific
organizations such as the International Association of Geodesy, which became, the International Research Council, in 1926, as we have mentioned.

Its eminently technical program demanded having specialists in Geodesy, Astronomy and other sciences in the different countries, forcing the nations which formed part of the Council, to make large disbursements for the implementation of the work and support of the specialists. These were, according to those who proposed this project, the causes which prevented many countries of the Americas from being a part of the Council, and that others had not undertaken work of any importance.

Based on the above considerations, the Mexican project emphasized that the coordination of work in this field could be achieved in the Americas, through a program of activities, more simplified than the one of the Council, that would not demand big expenditures and would make it possible to work with the elements available, establishing a uniform plan and technical criteria for the work and research.

In accordance with the above, the Pan American Geographical Institute which the Mexican Government proposed at the Sixth Conference would be a kind of International Research Council of the Americas, without a program so extensive, without so many specialists and as much resources, but more concrete in its efforts, more suited to the necessities of the Americas and more economical.

It is important to emphasize, that 64 years after its creation, this spirit of balance in the use of its resources, has been maintained as a constant factor in the life of PAIGH.

In accordance with the project discussed, the functions of the Institute would be: to coordinate and promote geographical studies in the Americas; to organize the cooperation among the Geographical Institutes of this Continent; to initiate and coordinate the research on this subject and be in charge of the respective publications; to take part in the study of frontiers and, finally, to be in charge of creating a scientific map archives and a library on geographical works from the americas (Arts. I to VI).

The Institute, whose headquarters would be established by the Sixth Conference, would be integrated by government representatives from the Americas specialists in this field; its support would be based on fixed quotas for each vote from the American States accounted for, as in the International Council of Research, that is, the number of votes for each country, would depend on the size of its population, with a minimum of one vote and a maximum of six.
It was also proposed that the Institute would be governed by a President, two Vice Presidents and a Secretary General, elected from among the delegates that formed the Executive Committee. Other rules were established regarding the organization, such as the existence of a General Assembly that would meet every three years, and National Committees in each of the Member States, to facilitate and coordinate the study of geography. The official language would be Spanish.

**Cuban project**

We will now refer to the other project presented at the Sixth Conference, for the creation of the Pan American Geographical Institute, which was presented by the Cuban Delegation, specifically by Dr. Salvador Massip.

In accordance with this project, the objective of the Institute would be the coordination, promotion and research of geographical knowledge, in order to place Geography and its related sciences at the service of the intellectual interests of the American peoples. To fulfill its objectives, the Institute would have “... numerous technical personnel from all the republics of the Americas”, which established a substantial difference, from the Mexican proposal.

**Proceedings with the Fifth Commission**

It corresponded to the Fifth Commission of the Conference to become familiar with the Chapter on Intelectual Cooperation, in which the topic on the establishment of the Pan American Geographical Institute was to be found, as was stated previously.

The project presented by the Mexican Delegation was read, discussed, and approved in general by the Commission, but due to certain objections to some of its articles, the President resolved to name a special chairman to study the project and make the pertinent observations. The designation fell on the Argentinian Delegate, Mr. Laurentino Olascoaga, who proposed the following modifications:

1st To substitute article 5 of the Mexican Project, which establishes as one of the functions of the Institute the study of frontiers. The Argentinian delegate proposed a completely different wording of this article: “The Institute shall carry out all studies within the geographical sciences in its multiple phases, human, archeological, economical, statistical, etc., in order to enhance the good-understanding among the American States”.

Historical notes concerning the foundation of the PAIGH
2nd A different system of representation by increasing the number of delegates to three and granting only one vote to each Delegation.

3rd The quotas for the support of the Institute would be calculated, not by votes but on the basis of the population of the Member States of the Institute.

4th Economical Geography was added to the listings of the Sections of the Institute.

5th Besides the scientific matters, administrative matters would be resolved by majority of votes.

The Argentinian Delegate’s suggestion ended by proposing the approval of the Project of the Mexican Delegation, with those amendments.

After hearing the Mexican Delegation’s reaction to this proposal, the Commission made some modifications to the original project:

The first and maybe most important, changed the nature of the Institute, converting it into Institute of Geography and History. This modification, proposed by the Cuban Delegation, noticeably broadened the field of action of the new Organization. The justification given by the Cuban Delegate was that it was necessary to count on historical documents for the study of frontiers or geographical divisions, an argument which did not convince the Mexican delegation, but did catch on with the majority of the delegates.

Regarding article V of the project, the following formula for negotiation was accepted:

“(The Institute) It will carry out studies tending to the clarification of aspects regarding frontiers, provided that all the countries directly interested in the matters make the request”.

The number of representatives of the governments was not limited (the Argentinian Delegate proposed three delegates), but a vote was established for each Delegation, authorizing the Institute to set the respective quotas, with the approval of the governments.

It was resolved that the Pan American Union would establish the headquarters of the Institute.

Spanish, Portuguese, English and French were established as official languages of the Americas.
With these amendments and others of less importance, the Mexican project was approved unanimously in the session on February 1, 1928 and by the Conference in joint session, on February 7.

**Choosing the Headquarters**

As it has been said, the Sixth Conference in Havana, determined that the Pan American Union in Washington, should decide on the headquarters of the recently created Pan American Institute of Geography and History.

Based on the above, on June 18, 1928, the Agriculture and Economic Development Secretariat of Mexico, expressed to the Foreign Affairs Secretariat, its total conformity for the headquarters of the Institute to be Mexico City, thereby justifying its acceptance with sound reasons.

Through the Embassy in Washington, the Pan American Union was informed the pleasure it would be for Mexico to establish the Pan American Institute of Geography and History in this Capital.

After the judgment of a Special Commission of the Directing Council of the Pan American Union, this body resolved to designate Mexico City as the place where the PAIGH was to be established on November 8, 1928.

**Preliminary Assembly of PAIGH**

In mid September 1929, a Preliminary Assembly was held in Mexico City, during which the first statutes were approved and the first authorities elected.

Seventeen countries were represented. Only Argentina and Venezuela were not represented.

On that occasion the following Authorities were designated:

**Honorary Presidents**

Dr. William Bowie United States
Dr. J. Toribio Medina Chile
Executive Committee

President: Dr. Salvador Massip
Vice President: Conde de Affonso Celso
Vice President: Dr. Roberto Andrade
Member: Dr. Scipion Llona
Member: Dr. Ricardo Fernandez Guardia

There were also alternate members nominated for each of the Member States.

Directorship of the Institute

Director: Eng. Pedro C. Sánchez
Subdirector: Eng. Octavio Bustamante

The Building on Ex-Arzobispado street

Once Mexico City was accepted as the headquarters of the Institute, the Mexican Government had to provide a building appropriate for the work of this new organization.

It is almost certain, that it was on the initiative of Eng. Pedro C. Sánchez, that a lot of land was chosen, in Tacubaya, to construct the new installations, located in the northeastern part of the building, which at that time was occupied by the Geographic Office and Weather Bureau of the Agriculture and Economic Development Secretariat. That is, next to the building where Eng. Sánchez had his office.

In 1929 the work was initiated, and was finished completely on May 5, 1930, day of the Battle of Puebla, date when the inaugural ceremony was held, with the attendance of the President of Mexico, Eng. Pascual Ortiz Rubio.

The work included an ample space for the library, a meeting room, several offices for administration and a cozy central patio.

When Eng. Sánchez saw the conclusion of his efforts, in his capacity as Director of the Institute, stated during the inauguration: “This building must be eternal; here we are and here we shall be forever, because other generations shall come after us who shall continue our work, and inherit our faith and
love for this Institution and the work that it enlivens, because work is life, such as thought is light”.

The President of the Institute, Dr. Salvador Massip, from Cuba, stated: “The Institute deeply acknowledges the Mexican Government for the kind and gentle attention it has had in choosing this date for the ceremony of the official delivery of the building... (which) indicates in a clear and categorical way, the Mexican Government’s firm will to associate the life of this scientific center to the sentimental life of the Mexican nation which today commemorates one of the most glorious events of its history... The twenty nations of the Americas on whose behalf I express my gratitude, congratulate themselves at the fact that Mexico, rich and generous as always, shows its legendary generosity once more, in this case for the benefit of science and progress”.

This occasion would not be the appropriate to refer to the fruitful work that PAIGH has undertaken throughout these 64 years in depth. To finalize, we would only like to say, that the faith of Eng. Sánchez as the driving force to impel his creation and the confidence of the Mexican Republic to receive this creation in its territory, have not been in vain.
RESOLUTION BY MEANS OF WHICH THE PAIGH IS CREATED
SIXTH INTERNATIONAL AMERICAN CONFERENCE
HAVANA 16 JANUARY - 20 FEBRUARY, 1928

FUNCTIONARIES AND DELEGATES OF THE CONFERENCE

President: Antonio Sánchez de Bustamante, President of the Cuban Delegation.

Vicepresidents: Jesús Melquiades Salazar, Peru; J. Varela, Uruguay; Ricardo J. Alfaro, Panama; Gonzalo Zaldumbide, Ecuador; Julio Garda, Mexico; J. Gustavo Guerrero, El Salvador; Carlos Salazar, Guatemala; Carlos Cuadra Pasos, Nicaragua; José Antezana, Bolivia; Santiago Key Ayala, Venezuela; Enrique Olaya Herrera, Colombia; Fausto Dávila, Honduras; Ricardo Castro Beeche, Costa Rica; Alejandro Lira, Chile; Raúl Fernandes, Brasil; Honorio Pueyrredón, Argentina, who resigned the position, it was filled by Laurentino Olascoaga; Lisandro Díaz León, Paraguay; Fernando Dennis, Haiti; Francisco J. Peynado, Dominican Republic; Charles Evans Hughes, United States.

General Secretary: Néstor Carbonell, Cuba.

1 International American Conferences 1889-1936. Compilation of the treaties, conventions, recommendations, resolutions and motions adopted by the Seven First International American Conferences, the International American Conciliation and Arbitration Conference, and the Inter-American Conference of Consolidation of Peace, with various documents relative to the organization of the referred conferences. Preface by Leo S. Rowe, Director General of the Pan American Union; Introduction by James Brown Scott, Director of the Carnegie Division of International Endowment for Peace, Washington, 700 Jackson Place, N.W., 1938.

2 This list was compiled from the Diary of the VI International American Conference (Havana, 1928).
DELEGATES

ARGENTINA:
  Honorio Pueyrredón (resigned)
  Laurentino Olascoaga
  Feliep A. Espil

BOLIVIA:
  José Antezana
  Adolfo Costa Du Rels

BRAZIL:
  Raúl Fernandes
  Lindolfo Collor
  Alarico da Silveira
  Sampaio Correa
  Eduardo Espínola

COLOMBIA:
  Enrique Olaya Herrera
  Jesús M. Yepes
  Roberto Urdaneta Arbeláez
  Ricardo Gutiérrez Lee

COSTA RICA:
  Ricardo Castro Beeche
  J. Rafael Oréamuno
  Arturo Tinoco Jiménez

CUBA:
  Antonio Sánchez de Bustamante
  Orestes Ferrara
  Enrique Hernández Cartaya
  José Manuel Cortina
  Aristides Agüero
  José B. Alemán
  Manuel Márquez Sterling
  Fernando Ortiz
  Néstor Carbonell
  Jesús María Barraqué

CHILE:
  Alejandro Lira
  Alejandro Álvarez
  Carlos Silva Vildósola
  Manuel Bianchi

ECUADOR:
  Gonzalo Zaldumbide
  Víctor Zevallos
  Colón Eloy Alfaro

EL SALVADOR
  Gustavo Guerrero
  Héctor David Castro
  Eduardo Álvarez

UNITED STATES:
  Charles Evans Hughes
  Noble Brandon Judah
  Henry P. Fletcher
  Oscar W. Underwood
  Dwight W. Morrow
  Morgan J. O’Brien
  James Brown Scott
  Ray Lyman Wilbur
  Leo S. Rowe

GUATEMALA:
  Carlos Salazar
  Bernardo Alvarado Tello
  Luis Beltranena
  José Azurdia

HAITI:
  Fernando Dennis
  Charles Riboul

HONDURAS:
  Fausto Dávila
  Mariano Vázquez

MEXICO:
  Julio García
  Fernando González Roa
MEXICO—Continued

Salvador Urbina
Aquiles Elorduy

NICARAGUA:
Carlos Cuadra Pasos
Joaquín Gómez
Máximo H. Zepeda

PANAMA:
Ricardo J. Alfaro
Eduardo Chiari

PARAGUAY:
Lisandro Díaz León

PERU:
Jesús Melquiades Salazar
Víctor M. Maúrtua
Enrique Castro Oyanguren
Luis Ernesto Denegri

DOMINICAN REPUBLIC:
Francisco J. Peynado
Gustavo A. Díaz
Elias Brache
Angel Morales
Tulio M. Cestro
Ricardo Pérez Alfonseca
Jacinto R. de Castro
Federico C. Alvarez

URUGUAY:
Jacobo Varela Acevedo
Juan José Amézaga
Leonel Aguirre
Pedro Erasmo Callorda

VENEZUELA:
Santiago Key Ayala
Francisco Gerardo Yanes
Rafael Angel Arraiz
The Sixth International American Conference,

RESOLVES:

I. To create the Pan American Institute of Geography and History, that will serve to coordinate, distribute, and publish geographical and historical studies in the American States.

II. The Pan American Institute of Geography and History will serve as the organ of cooperation between the Geographical and Historical Institutes of America, to facilitate the study of the problems that concern Geography and History.

III. It will initiate and coordinate the research that the cooperation of various countries demands, controlling the scientific discussions.

IV. It will have as its charge the publication of all the works that the American States order.

V. It will undertake studies related to the clarification of frontier questions, always when all of the States directly interested in such questions request the same.

VI. It will be charged with forming a large archive of plans and historical documents relative to America, as well as a library of the materials of the Institute itself.

VII. The Pan American Institute of Geography and History will be composed of all the American States represented by a delegation named by each government. One vote will correspond to each delegation.

VIII. The place of residence of the Institute will be the capital of any American State, chosen by the Pan American Union. The government of the Amer-

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3 Final Record, p. 7. The invitation of the Republic of Mexico to establish the referred Institute in Mexico City being accepted by the Pan American Union, the Mexican Government assigned a building to that effect, and the first meeting was celebrated in the said city from 16th to 22nd of September, 1929, there being formulated and approved on that date the statutes of the Institute. The First General Assembly of the Pan American Institute of Geography and History, representative of the twelve States, met in Rio de Janeiro from 27th December, 1932 to the 1st of January, 1933; the Second, in Washington, from 14th to 19th of October, 1935.

See the Convention on the Teaching of History and Resolution LX adopted by the Seventh Conference, infra, pp. 464 and 534.
ican State whose capital accepts the seat of the Institute must provide a building adequate for the tasks that it has to carry out and that have been previously enunciated.

IX. The economic support of the Institute will be by annual quotas that the assembly of the proper Institute will establish, with the approval of the respective governments.

X. The languages used in the publications and in the sessions of the Institute will be the languages of the Pan American Union, that is to say: Spanish, English, French, and Portuguese.

XI. A National Committee will be formed in each of the American States that adhere to the Institute. Preference will be given to the government of each State for it to form its Committee, but in case it does not do so, it will be named by the General Assembly.

DRAFT STATUTES

The Sixth International American Conference,

RESOLVES:

To recommend to the governments of the American States the adoption of the following Statutes for the Pan American Institute of Geography and History:

1. The Pan American Institute of Geography and History shall be governed by a president, two vice-presidents and a secretary general, the latter with residence at the location where the Institute is established, elected among the delegates of the American States who will comprise the Executive Committee. The secretary will be responsible for the distribution of correspondence, for the administration of the funds, the keeping of written records of verbal processes and for the preparation and distribution of the publications authorized by the General Assembly.

2. The president and two vice-presidents, who must belong to different States, will hold office during the period between two meetings of the General Assembly, but they may be reelected.

3. The General Assembly is constituted by the delegates and representatives of each of the American States.
4. To the General Assembly corresponds the indication of the place and date of the meeting, being acceptable as an interval between two meetings three years, already recognized as suitable by the International Research Council.

5. The Executive Committee will accept and try to ensure the carrying out of the decisions of the General Assembly by each of the American States, being able to go directly to the governments of the American States via the conduit of their geographical and historical services, or of the governments directly if that is considered suitable.

6. The Executive Committee can name special commissions for the study of any question within the competence of the General Assembly.

7. The president of the Committee or the Committee can, on their own initiative, invite men of science, although they are not delegates, but who belong to some American State, as advisers to the meetings of the General Assembly.

8. The Executive Committee will produce an annual report on the progress of the works and of the income and expenditures of the Institute, to each of the governments of the American States.

9. The Executive Committee is authorized to name the employees that it believes are necessary for the best functioning of the Institute, the president being able to indicate to the General Assembly the expediency of increasing the permanent quotas, or requesting special quotas for the execution of some work judged of supreme importance and for immediate execution, by the General Assembly, if the government of the American State where it should be carried out, for any cause, could not do it with its own savings. Attempts will be made to ensure that employees are named in such a manner that diverse countries are represented.

10. The Constitutive Assembly will fix the sections into which it will divide and give them their scientific and technical organization.

11. In special cases, the president of the Executive Committee, with the agreement of the whole Committee, can summon an extraordinary meeting of the General Assembly, but it must count with the concession of a third of the votes of the American States that form the Assembly.

12. In the same way, the president of the Executive Committee, at the proposal of the Executive Committee of a Section, can, in the conditions expressed in the previous article, summon an extraordinary meeting of the section.
13. The agenda of a session must be fixed by the Executive Committee and communicated to the delegates with four months notice.

14. Any question that does not appear on the agenda cannot be taken into consideration without the prior assent of at least half of the votes of the countries represented in the General Assembly.

15. In the General Assembly or in sessions of the sections, resolutions relating to questions of scientific order will be taken by a majority of votes of the delegates present.

16. In case of doubt about the category to which the question belongs for discussion, the president will decide. If there is equality of votes, the president will prevail.

17. For administrative questions that appear on the agenda, a country that is not represented can send its vote in writing to the president; but for it to be valid it must arrive before the examination.

18. The General Assembly can give internal regulations, be they related to the execution of works, or to the general duties that concern the members of the Institute, and, in general, to all matters not foreseen by the Statutes.

19. In the same way the sections will prepare their regulations for the execution of their own works, but before coming into force, they must be passed by the General Assembly, it being clear that none of them must contain prescriptions contrary to the regulations of the General Assembly.

20. No change will be able to be accepted without having the concession of two thirds of the votes of the adherent countries.

21. Each section will elect its president and two vice-presidents and secretary, who will function during the interval of time understood as between two meetings of the General Assembly, but being able to be reelected.

22. The secretary of each section will take charge of correspondence, will manage the funds necessary for its works, and will attend to the archiving and distribution of publications.

23. The Committee of each section will name the employees it believes necessary.
24. The verbal proceedings of every section must be communicated to the
Executive Committee, which will decide if they are acceptable or need
the ratification of the General Assembly.

25. With the approval of the General Assembly, a section can have its own
publications and entrust a part of its works to national institutions or to
individuals.

26. Every section must have at least one ordinary meeting in the course of
the meetings of the General Assembly, and several sections can join to-
gether according to a schedule fixed by the Executive Committee.

27. The budgets of each of the sections will be prepared in a way similar to
that corresponding to the General Assembly; the annual quotas will
have to be fixed by them and will be calculated for each country as in
case of the budget of the Institute, but they must be passed by the Gen-
eral Assembly.

28. The quotas gathered by the sections will be used as indicated when
speaking of those corresponding to the General Assembly.

29. The Executive Committee will prepare its budget forecast for each year
of the period understood to be between two sessions. A financial com-
mission, named by the General Assembly, will take charge of the study
of the budget and the cross-checking of the quotas of the previous ex-
ercise.

30. The funds gathered from the American States must be employed in the
following:

a) Expenses of writing and discussion of remarks, comprising the
remuneration of the employees who are needed.
b) Expenses of publication and accessories of the administration.
c) Expenses due to the payment of fees of the Executive Committees,
both of the Institute and of the sections and of the corresponding
employees.
d) The balance, with prior agreement of the Assembly, will be desig-
nated for the carrying out of field works or research.
e) In the case of there being donations, these will be applied accord-
ing to the indications of the donors.
f) Any country that abandons the Institute will transfer its rights in
favor of the Institute.

31. The National Committees have as their attributions, to facilitate and to
coordinate, in their respective countries, the study of the diverse divi-
sions of Geography and History, considered principally from the point of
view of the general interest of the Institute. Each National Committee, be it alone, or joined with other National Committees, has the right to submit to the Institute questions for discussion, whenever they are of their competence.

32. The National Committees will be the advisers and the intellectual directors of the geographical and historical services of each American State, with prior approval of the respective governments.

33. The National Committees will provide annual reports of their work to the Institute.

34. The Statutes of the Pan-American Institute of Geography and History will go as annexes to the respective Convention and be able to be modified, restricted or extended, by the first General Assembly.

7 February 1928
PRESIDENTIAL AGREEMENT THROUGH WHICH THE BUILDING FOR THE HEADQUARTERS OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY IS GRANTED IN MEXICO CITY, MAY 3, 1930

“Since the Sixth International Conference of the Americas held in Havana, Cuba in January and February, 1928, accepted the project for organization presented by the Mexican Delegation, relating to the Pan American Institute of Geography and History, and,

Whereas, after ample analysis and with the approval of all its members, the Pan American Union chose Mexico City to be the headquarters of the Institute in reference.

Whereas among the resolutions approved there is one that obliges the Nation in whose Capital the headquarters would be established, has to give a building suitable for the activities of the Institute; and

That, the final Statutes which shall govern the Institution that was commencing, were discussed and approved at the Preliminary Assembly held in Mexico City last September, I have considered it pertinent to make the following agreement:

The building that at the express instructions of the Government of the Republic was constructed on the northern part of the land being occupied by the Office for Geographic and Climatological Studies in Tacubaya, Federal Dis-
trict, has been destined to the Pan American Institute of Geography and History for it to have its offices and carry out its activities.

Declared at the Palace of the Federal Executive Power on the third day of May nineteen hundred and thirty.- The Constitutional President of the Mexican United States, P. Ortiz Rubio.- Signature.- The Secretary of Agriculture and Economic Development.- Manuel Perez Treviño.- Signature".
AGREEMENT BETWEEN THE
ORGANIZATION OF AMERICAN STATES (OAS)
AND THE
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY
(PAIGH), MAY 6, 1974

WHEREAS

The Council of the Organization of American States and the Pan American Institute of Geography and History signed an agreement on January 12, 1949, to determine the relations that should exist between the two bodies;

The Protocol of Buenos Aires modified certain stipulations of the Charter of the Organization of American States concerning Specialized Organizations;

Article 134 of the Charter of the Organization of American States stipulates that the relations that should exist between the Inter-American Specialized Organizations and the Organization of American States shall be determined through agreements concluded between each Organization and the Secretary General, with the authorization of the General Assembly;

The Pan American Institute of Geography and History is a Specialized Organization of American States;

The Pan American Institute of Geography and History was created by resolution of the Sixth International Conference of American States in 1928;
The General Assembly of the Organization, during its Second Period of Ordinary Sessions, approved the Standards for the Application and Coordination of the Stipulations of the Charter Concerning Inter-American Specialized Organizations (Res. 87) and, through Resolution 88, authorized the Secretary General of the Organization so that, by mutual agreement with the representatives of the respective organizations, he could amend the existing agreements, or sign new agreements pursuant to the stipulations of the Charter of the Organization and said Standards;

The XIV Meeting of the Directing Council of the Pan American Institute of Geography and History authorized the Secretary General to conclude an agreement with the Organization of American States, and

It is advisable to formalize a new agreement between the Organization of American States and the Pan American Institute of Geography and History.

THEREFORE

The Organization of American States (OAS), hereinafter called the “ORGANIZATION”, represented by the Secretary General thereof, Mr. Galo Plaza, on the one hand and the Pan American Institute of Geography and History, hereinafter called the “INSTITUTE”, represented by the Secretary General thereof, Eng. Jose A. Saenz G., on the other hand, have agreed upon the following

AGREEMENT

Headquarters

Article 1

The INSTITUTE has its headquarters in Mexico City, D.F.

Technical Autonomy

Article 2

The INSTITUTE shall enjoy the fullest technical autonomy, but shall take into account the recommendations of the General Assembly and those of the Councils of the ORGANIZATION, pursuant to the stipulations of the Charter of the latter.
Advisory and Informational Function

Article 3

The INSTITUTE, in matters of its competence, shall provide technical advice to the General Assembly and the Council of the ORGANIZATION. Likewise, at the request of any other organ of the ORGANIZATION, it shall provide available information.

Changes in the Structure, Functions or Bases of the Institute

Article 4

The INSTITUTE shall inform the respective Council of the ORGANIZATION of any modification that implies changes in the structure of or in the functions of the INSTITUTE.

Coordination

Article 5

The programs and activities of the INSTITUTE and of the ORGANIZATION shall be accomplished within a framework that avoids duplication of efforts and the duplication of expenditures and shall facilitate the implementation of the activities of the INSTITUTE, of the General Secretariat and of the other organs of the ORGANIZATION.

Article 6

The General Secretariat of the INSTITUTE shall exchange information at the administrative level with the General Secretariat of the ORGANIZATION. For the purpose of complementing the exchange of said information, a Mixed INSTITUTE-ORGANIZATION Commission shall be constituted at the Secretariat level, which shall meet each two years.

Article 7

The INSTITUTE, shall establish cooperative relations with world organizations of the same type, shall seek appropriate coordination of activities and shall maintain its identity and position as an integral part of the ORGANIZATION, even when fulfilling regional functions of International Organizations.
Article 8

The INSTITUTE and the ORGANIZATION shall exchange information concerning the holding of Specialized Conferences and other Inter-American meetings.

Article 9

The INSTITUTE shall inform the ORGANIZATION of dates proposed of conferences and meetings, including the General Assemblies, Directing Councils and Meetings of Consultation of its Commissions and Committees, as well as the respective draft agendas, in order that the pertinent organ of the ORGANIZATION may formulate necessary observations concerning the coordination of said dates and agendas with other conferences and meetings. The INSTITUTE shall likewise send the Secretariat of the ORGANIZATION the program of its conferences.

Article 10

Both the General Assembly and the Councils of the ORGANIZATION and the INSTITUTE may formulate recommendations among each other concerning the inclusion of items on the agenda of the respective conferences and meetings.

Article 11

The representatives of the INSTITUTE may attend, with voice but without vote, meetings of the General Assembly and of other organs, organizations and entities of the ORGANIZATION. On the other hand, the organs of the ORGANIZATION may send representatives to the meetings of the INSTITUTE, with voice but without vote. In both cases the respective normal procedures shall be followed.

Exchange of Publications

Article 12

The ORGANIZATION and the INSTITUTE shall establish a broad exchange of their publications.
Report to the General Assembly

Article 13

The INSTITUTE shall send, the General Assembly of the ORGANIZATION, through the General Secretariat of the latter, annual reports concerning its budgets and annual accounts and on the progress of its activities, which shall include a special chapter on the steps that have been taken to coordinate the programs and activities of the INSTITUTE with the other programs of the ORGANIZATION.

General Stipulations

Article 14

All official correspondence between the ORGANIZATION and the INSTITUTE shall be through the General Secretariat of both entities.

Article 15

The relations between the ORGANIZATION and the INSTITUTE shall be governed by the stipulations of the Agreement and shall be subject to the applicable stipulations of the Charter of the ORGANIZATION, to the general or special stipulations the General Assembly of the ORGANIZATION may adopt with regard to the Inter-American Specialized Organizations and the Standards for the Application and Coordination of the Stipulations of the Charter concerning Inter-American Specialized Organizations pursuant to Article 14 of said Standards.

Article 16

This Agreement may be amended by mutual consent between the Secretary General of the INSTITUTE, with the previous authorization of the General Assembly of the INSTITUTE and the Secretary General of the ORGANIZATION, with the previous authorization of the General Assembly of the ORGANIZATION.

Article 17

This Agreement shall enter into effect as of this date and supersedes the Agreement between the Council of the ORGANIZATION and the INSTITUTE signed January 12, 1949.
IN WITNESS WHEREOF, the representatives of the parties, duly authorized to do so, sign the present Agreement, in two equally valid originals, in the city of Washington, D.C., on this sixth day of the month of May of 1974.

(Signed)  (Signed)

Jose A. Saenz G.  Galo Plaza
Secretary General of the  Secretary General
Pan American Institute of Geography and History  of the Organization
of American States
AGREEMENT BETWEEN THE
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY
AND THE GOVERNMENT OF THE UNITED MEXICAN
STATES CONCERNING THE HEADQUARTERS OF THE
INSTITUTE, MAY 15, 1980

WHEREAS:

The Pan American Institute of Geography and History was officially created at the Sixth International Conference of American States held in Havana, Cuba, in January 1928.

The Resolution of Havana creating the Institute provided that its headquarters should be established in the Capital of an American nation and that the nation so selected should provide a suitable building.

Several governments offered to receive the Institute, and the Pan American Union chose Mexico.

The Mexican Government immediately proceeded to construct a headquarters building in its capital, which was completed in 1930, for the use of the Institute.

The Institute is a Specialized Agency of the Organization of American States.
The Government of the United Mexican States, hereinafter called the Government, and the Pan American Institute of Geography and History, hereinafter called the Institute, have expressed their desire to sign an Agreement concerning the headquarters of the Institute, having agreed upon the following:

**ARTICLE I**

1.- The Government recognizes the legal status of the Institute and, in particular, its capacity to enter into any type of acts and contracts as permitted by the law, and to participate in any legal or administrative action, in the defense of its interests.

2.- The Government recognizes the Institute’s right to convocate meetings in its headquarters or, in consultation with the Government, in any other place of the Mexican territory.

**ARTICLE II**

1.- The Institute and its assets shall have jurisdictional immunity, except in the event that the Institute has expressly waived the right to this immunity. Nevertheless, it is understood, that no waiver to the immunity shall be extended to any executory measure.

2.- The building of the Institute, as well as its archives, shall be inviolable and its correspondence and official communications shall not be subject to censorship.

3.- The Institute shall have, for its official communications, no less favorable communication facilities than those provided by the Government for any other International Organization, concerning priorities, contributions and taxes on correspondence, cables, telegrams, radiograms, telephotos, telephones and other communications, as well as press rates for informative material destined to the press and radio.

4.- The Institute shall be free to have funds or foreign currency of all types and to have accounts in any currency, and shall also be free to transfer these funds or currency from Mexico to any other country or viceversa and within the Mexican territory, as well as to convert the money it has to any other currency.
5.- The Institute and its goods shall be exempt from:

a) taxes, in the understanding, nevertheless, that the Institute shall not claim any exemption from charges which, in fact, only constitute a remuneration for public services;

b) from all customs duties and from any prohibition and restriction in the importation or exportation for the Institute for official use, in the understanding, that the goods imported under that exemption can only be sold in Mexican territory, in accordance with conditions agreed upon with the Mexican Government;

c) from all customs duties and from any prohibition and restriction concerning the importation and exportation of its publications.

ARTICLE III

1.- The Secretary General shall inform the Mexican Government the names of the non-Mexican employees to whom the stipulations of this Article shall be applied.

2.- The Government is committed to apply to the Institute, its personnel, its funds and goods, as well as experts and advisors duly approved by the Government, the privileges and immunities necessary to independently accomplish their functions, in the terms of the Convention on Prerogatives and Immunities of the United Nations approved by the H. Chamber of Senators of the Congress of the Union on December 30, 1961, pursuant to the Decree published in the Official Gazette on February 16, 1962. Nevertheless, said Convention shall be applied to the personnel of Mexican nationality with the reservations made by the Government when ratifying the Convention.

3.- As the Institute is a Specialized Agency of the Organization of American States, the travel document granted by the General Secretariat of the OAS for its international employees shall be recognized as valid.

ARTICLE IV

1.- The Institute shall cooperate at all times with the corresponding Government authorities in order to facilitate the correct administration of justice, ensure that police regulations are observed and to avoid abuses concerning the prerogatives, immunities and franchises foreseen in the present Agreement.
2.- The Institute must foresee adequate procedures to resolve:

a) the controversies which may originate from contracts or other controversies of private law, in which the Institute may be involved.

b) the controversies in which an employee of the Institute may be involved, who because of his or her official position, has immunity, if the Secretary General of the Institute, has not waived the right to said immunity.

3.- Any differences of opinion between the Government and the Institute concerning the interpretation or application of the present Agreement or any other arrangement, complementary or supplementary agreement that can not be resolved through negotiations, shall be submitted to the decision of a meeting of three arbiters, the first of whom shall be designated by the Government, the second, by the Secretary General of the Institute and the third, who will chair the meeting, by the President of the International Court of Justice, except in the cases in which the contending Parties decide to resort to some other solution.

ARTICLE V

The present Agreement shall be interpreted taking into consideration its main objective, which is to ensure that the Institute may achieve the accomplishment of the obligations contained in its Organic Statutes.

ARTICLE VI

The present Agreement may be amended by mutual consent between the Parties, whenever either of the two so requests. The modifications shall enter into effect once the Mexican Government informs the Secretary General of the Institute of having complied with its constitutional proceedings, or on the date when the competent body of the Institute accepts the Agreement, if this occurs after.

ARTICLE VII

The present Agreement shall enter into effect on the date when the Mexican Government informs of its ratification to the Secretary General of the Institute or on the date when the competent body of the Institute accepts the agreement, should this be after. It shall be of indefinite duration, but either of the
Agreement between the PAIGH and the Government of Mexico

Parties may consider it terminated, by giving written notice to the other Party, one year in advance.

In Witness whereof, the representatives of the parties, duly authorized to do so, sign the present Agreement, in two equally valid originals, in the city of Mexico, D.F., on this fifteenth day of the month of May of the year 1980.

On behalf of
the Pan American Institute of Geography and History

(Signed)
Eng. Jose A. Saenz

On behalf of
the Government of the United Mexican States

(Signed)
Mr. Alfonso de Rosenzweig Diaz
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OF THE
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

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México
Nicaragua
Panamá
Paraguay
Perú
República Dominicana
Uruguay
Venezuela

PAIGH, ITS FUNCTIONS AND ORGANIZATION

The Pan American Institute of Geography and History was officially created at the Sixth International Conference of American States held in Havana, Cuba, February 7, 1928. In 1930 the Government of the United Mexican States placed a building at the disposition of PAIGH, located on the street of Ex Arzobispado No. 29 in Mexico City.

In 1949, the Institute signed an agreement with the Council of the Organization of American States, thereby making it the first Specialized Organization of the Inter American System.

The objectives of PAIGH are stated in Article 1 of the Organic Statutes and are:

1) To encourage, coordinate and publicize cartographical, geographical, historical and geophysical studies, as well as other related scientific studies of interest to the Americas.

2) To promote and carry out studies, work and training in the aforementioned fields of activity.

3) To promote cooperation among organizations interested in these fields of activity in the Americas, and with related international organizations.

Only American States can be members of PAIGH. There also exists the status of Permanent Observers. At present, France, Israel, Jamaica and Spain are Permanent Observers.

The following are the Pan American organs of PAIGH:

1) General Assembly
2) Directing Council
3) Commission of:
   - Cartography (Costa Rica)
   - Geography (United States of America)
   - History (Mexico)
   - Geophysics (Ecuador)
4) Meeting of Officers
5) General Secretariat (Mexico City, Mexico)

In each Member State there is a National Section, composed of persons appointed by the Governments of each Member State. Each National Section has its Chairman, Vice Chairman, National Members of Cartography, Geography, History and Geophysics.
PAIGH is the continental entity that offers the scientific space of innovation and integration in America, by means of its geography and history.