

BY-LAWS TO THE STATUTES

As adopted in September 1954, and amended by Council in August 1957, January 1958, September 1960, August 1963, January 1966, August 1966, August 1967, January 1969, August 1970, January 1971, August 1972, January 1976, July 1980, July 1985, August 1987, July 1991, July 1992, and June 1995.

Article 1 – MEMBERSHIP DUES (ARTICLE 1 OF THE STATUTES)

- 1.A. Amount of Membership Fees
- 1.A.1. The annual membership fee for the Member Organizations (MOs) shall be the equivalent of US\$ 5.00 (US Dollars) per individual full member of the MO and the equivalent of US\$2.00 per individual senior citizen and student member. The minimum fee for all MOs shall be the equivalent of US\$150.00. Financially strong organizations may be asked - by negotiations - to contribute more than the regular fee. MOs with other categories of membership or with particular difficulties may negotiate with the Treasurer, whose decision is subject to approval by the Executive Committee, for special rates. The burden of demonstrating to the satisfaction of the Executive Committee that special rates should apply to an MO rests with that particular organization, in the absence of which the above rates shall apply.
- 1.A.2. Associated Organizations (AOs) shall pay the equivalent of US\$75.00 (US dollars) annually.
- 1.A.3. Youth, Regional and Parliamentary Groups may decide to participate either as a member or an Associated Organization with the fees set accordingly.
- 1.A.4. An Individual Supporter of WFM shall pay the equivalent of US\$30.00 per year. Limited income people, including those from developing countries, seniors and youth, shall pay the equivalent of US\$10.00 a year.
- 1.B. The above dues may be paid in equivalent amounts in any currency, but there shall be no changes in amounts due because of changes in terms of the US dollar at the rate of exchange current on the date due.
- 1.C. Dues are a principal source of income for WFM. Therefore, in order to function efficiently and effectively it is important that they be paid on time. Dues shall be paid on a quarterly basis. Any MO or AO which has not fully paid their dues by December 31 shall be considered delinquent. Any delinquency or penalty may be waived at the discretion of the Treasurer.

Article 2 - MEETINGS OF CONGRESS

- 2.A. Notice of the meeting of the Congress shall be sent to all members as recognized in accordance with Article 1 of the Statutes and to members of the Council so as to be received not later than five months before its commencements. It is the responsibility of Member Organizations to notify their own members of the date, place, purpose and conditions of the meeting.
- 2.B. The notices shall request that items for Congress be submitted to the International Secretariat so as to be received not later than three months before the commencement of Congress. Items could include proposed motions, and suggestions for President. Suggestions may be made for Honorary Vice-Presidents and the Advisory Board if their term is expiring.
- 2.C. Proposals received in response to the notice shall be circulated to the same parties as the original notice, except where the subject was not covered in the original notice, not less than two months before the meeting date.
- 2.D. Amendments may be submitted for any proposal so long as they reach the Secretariat five weeks before the meeting date. They must be circulated to the same parties who received the original notice not less than one month before the meeting.

- 2.E. Amendments from the floor of the Congress will be considered when submitted in writing under the signature of at least 25% of the delegates present and entitled to vote.
- 2.F. Motions of an emergency nature may be moved from the floor of Congress provided they are supported by not less than five delegates.
- 2.G. A Steering Committee as set up under By-Laws VIII B shall consider all emergency motions and, if it decides that they are in effect of an emergency nature, shall refer them back to Congress for debate.
- 2.H. The names of appointed Council members shall be forwarded to the Secretariat not less than two months before the date of the meeting. These names will be circulated to all WFM member organizations and Council members not less than one month before the meeting.
- 2.I. The Executive Committee shall submit a report to Congress on the work of the WFM since the previous Congress.
- 2.J. Council shall elect the Congress-President and may, additionally, elect one or more Congress Co-Presidents.
- 2.K. Emergency Meetings of Congress
 - 2.K.1. In case of emergency the Congress may be called after two-thirds majority decision of a Council meeting or a single majority voting in writing of the total number of Councillors.
 - 2.K.2. Notice of such a meeting of the Congress shall be sent by the Secretariat as in Article II.A of these By-Laws not less than four weeks before the meeting.
 - 2.K.3. Such notice shall include the items for the agenda with the motions and proposals from the Council requesting comments to be in the Secretariat not less than two weeks before the date of the meeting. These comments shall be circulated to all delegates prior to the opening session of the Congress.
 - 2.K.4. The Emergency Congress shall be composed in accordance with Article 3 of the WFM Statutes and the procedure shall follow the provisions of the relevant subsections of Articles II and VIII of these By-Laws.
 - 2.K.5. In an Emergency Congress the Council shall act as Steering Committee.

Article 3 - CREDENTIALS, NOMINATIONS AND STATUTES COMMITTEE

A continuing Credentials, Nominations and Statutes Committee (hereinafter referred to as The Committee) shall be appointed by the Council. This committee shall be responsible for the following functions:

- 3.A. The committee shall establish a standard procedure of securing in writing by 1st March an annual report from all Member and Associated Organizations. The Secretariat shall be responsible for carrying out the procedure established by the Committee. The report should cover the following information:
 - 3.A.1. Number of paid-up members (as established in Article I.A) of all classifications as of the 31st December.
 - 3.A.2. Total amount of fees paid during and/or in respect of the preceding year with dates and amounts of payment.
 - 3.A.3. Copy of annual financial report (from Member Organizations only).
 - 3.A.4. Annual report from latest National Assembly (of Member Organizations only) covering activities in preceding 12 months and plan of action for the coming 12 months following the Assembly.

- 3.A.5. Names of office bearers of Member Organizations.
- 3.B. The Committee shall establish and apply membership requirements and review membership applications throughout the year, recommending appropriate action to the Executive Committee. Recommendations of the Credentials Committee, if not ultimately endorsed by the Council, shall be referred to Congress for decision.
- 3.C. The Committee shall calculate the number of votes at the Congress on the basis of the number of paid-up members. The Secretariat shall so notify the organizations at least a calendar month prior to the opening of the Congress.
- 3.D. If membership requirements are not met, the Executive Committee may, in special circumstances, make exceptions to them. Such exceptions shall be reported to the Council and to the Congress.
- 3.E. Nominations and Suggestions
 - 3.E.1. Receive suggestions for the office of President in accordance with Article II B of these By-Laws not later than 3 months before the Congress.
 - 3.E.2. Receive suggestions for the offices of Honorary Vice-Presidents and Members of the Advisory Board in accordance with Article II B not later than 3 months before every Congress and refer these to the first meeting of the new Council. Nominations for election of such officers cannot be given from the floor of the Council. Suggestions for the elections of such offices during the intervening years shall be given from the floor of the Council. Suggestions for the elections of such offices during the intervening years shall be given to the Committee before the opening of the meeting for consideration and report to the Council. The Committee shall currently consider the possible addition of new candidates to the panels of Honorary Vice-Presidents and Advisory Board members.
 - 3.E.3. The Committee shall handle the nominations for Council members in accordance with Article 8.G.2 of these By-Laws. Suggestions for Co-option of Council members in accordance with Article 6.h of the Statutes shall be given to the Committee for consideration before the opening of the meeting of the Council, whereafter the Committee shall report to the Council.

Article 4 – ACCOUNTABILITY (Article 11 of Statutes)

- 4.A. The Head of the WFM Secretariat, in cooperation with the Treasurer, shall twice a year circulate to the EC statements of receipts, disbursements and obligations in due time before the EC meetings.
- 4.B. The Executive Committee shall, in coordination with the Treasurer and Secretariat, take appropriate action to have reviewed the fiscal records of WFM at least once each year. The results of this review will be reported to the Council. The fiscal year of the Movement is the calendar year.

Article 5 - COUNCIL AND EXECUTIVE COMMITTEE

- 5.A. The Council and Executive Committee shall establish their own rules of procedure, which must be in conformity with the Statutes.
 - 5.A.1. At least 75 days before each Council meeting the Secretariat shall give written notice to each Councillor, stating the place and time requesting items for the agenda to be submitted in writing with sufficient documentation in support thereof not later than 30 days thereafter.
 - 5.A.2. Not later than 30 days before the Council meeting, the Secretariat shall circulate to all Councillors the provisional agenda and documentation thereof.

- 5.A.3. At the Council meeting items which have not been placed on the provisional agenda shall be presented to the Chair and announced to the Council at the opening of the meeting.
- 5.B. Proxies: Council members may appoint a proxy for a particular council meeting provided that written notice is given to the Chairperson of the Council (through the Secretariat) before the commencement of that meeting. No member may carry more than four votes. Staff members may not serve as proxies for Council members.
- 5.C. Election of Executive Committee:
 - 5.C.1. Not later than the day before the election of the EC, the Secretariat will circulate to all members of the new Council a list containing the names of all members of the Council with an indication of which members would be willing to serve on the Executive Committee, if elected.
 - 5.C.2. Until three hours before the time of the first Council meeting Council members may make nominations in writing to the Secretariat who shall prepare ballots for distribution at the meeting.
 - 5.C.3. At the time of the election, additional nominations may be made from the floor so long as the consent to nomination of the individual is reliably indicated.
 - 5.C.4. In the event of a tie for the last in the election a further ballot shall be held from among those candidates who have not withdrawn their names.
 - 5.C.5. The voting figures from the election of the election of the Executive Committee shall be announced to Council at the same time as the result of the election.
- 5.D. Attendance at Executive Committee Meetings
 - 5.D.1. Members of the Executive Committee may not appoint alternates or substitutes or vote by proxy. The Executive Committee may, however, decide to admit guests.
 - 5.D.2. Five voting members of the Executive Committee shall constitute a quorum. In the absence of a quorum, any decisions shall be validated only when subsequently ratified in writing by a majority of the Executive Committee.
- 5.E. Election of officers of Council and Executive Committee:
 - 5.E.1. The nominations for the election of officers of Council and Executive Committee shall be secret.
 - 5.E.2. No officer shall be eligible to serve simultaneously for more than one of the offices of President, Treasurer, Chairperson of Council, Chairperson of Executive Committee and Chairperson of Credentials, Nominations and Statutes Committee.
 - 5.E.3. In the case of contested elections of officers of Council and Executive Committee a second vote shall be taken between the two leading contenders, if no contender has obtained a 50% majority of the vote first taken.
 - 5.E.4. The voting figures from the elections of officers of Council and Executive Committee shall be announced to the respective organizational body at the same time as the result of the elections.
- 5.F. The members of the Executive Committee shall be entitled to be reimbursed for traveling expenses when attending meetings of the Congress, the Council and Executive Committee subject to the availability of funds.
- 5.G. The Head of WFM Secretariat

- 5.G.1. The Head of WFM Secretariat shall in political matters be guided by the advice of the Chairperson of the Council and, when dealing with major issues of organization and finance, shall provide prompt and complete reports to the Chairperson of the Council, the Chairperson of the Executive Committee and the Treasurer.
- 5.G.2. When Council and Executive Committee are not in session, the Head of the WFM Secretariat shall be responsible that statements on current affairs be issued. The text of any such statement must be approved by two of the following: the President, the Vice-President, the Chairperson of the Council and the Chairperson of the Executive Committee, one of whom must be either the Chairperson of the Council or the Chairperson of the Executive Committee.

Article 6 - SIGNING OF DOCUMENTS

- 6.A. Officers empowered to sign legal and policy documents are the Chairperson of the Council together with the Chairperson of the Executive Committee.
- 6.B. Signing of financial documents
 - 6.B.1. Any two of the following persons are empowered to sign financial documents: the Treasurer, Assistant Treasurer, the Head of the WFM Secretariat and Council members designated by the Treasurer and approved by the Executive Committee. Alternatively, any one of the foregoing may sign in conjunction with a member of the Secretariat designated by the Treasurer and approved by the Executive Committee.
 - 6.B.2. Financial documents up to US\$ 2.500,00 can be signed by one officer at the International Secretariat appointed by the EC. Any document over Dfl 2.500,00 will have to be countersigned by an officer of the International Secretariat and a Council member designated by the Treasurer and approved by the EC.
 - 6.B.3. In addition to the signing of authorities in WFM's bank accounts, WFM may authorize, with the approval of the Treasurer and the Executive Committee, disbursement bank accounts for special purposes. The disbursement bank accounts require only one signature. Authorized signing officers shall include the Treasurer and shall be approved by the Executive committee.
- 6.C. In all other matters documents shall be signed by the Head of the WFM Secretariat or the officer designated by him/her.

Article 7 - COMMITTEES

- 7.A. In addition to the Credentials, Nominations and Statutes Committee appointed as per Article III, the Council may set up other standing committees. The Council and Executive Committee may set up task forces and ad hoc committees. The standing committees shall be appointed by the incoming meeting of the Council following the Congress or by the Chairperson of the Council immediately afterwards subject to the approval of the first following Council meeting. The membership of such committees shall be established so as to satisfy, to the largest possible extent, the organizational interests of the Member Organizations.
- 7.B. The Chairperson of the Executive Committee shall also in consultation with the Head of the WFM Secretariat be authorized, subject to the approval of the first following Council meeting, to nominate delegates to represent WFM at appropriate national and international conferences.
- 7.C. Committees shall report to the Executive Committee and the Council. They will inform, plan, and collaborate with the Head of the Secretariat.

Article 8 - RULES OF PROCEDURE AT CONGRESSES

- 8.A. The Chairperson of the Plenary Sessions

In addition to exercising the powers which are conferred upon him/her elsewhere by these rules, the Chairperson of the session shall declare the opening and closing of each plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce results of votes. He/She shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at the meeting and over the maintenance of order thereat. The Chairperson may in the discussion of an item propose to the Congress the limitation of the number of times each delegate may speak on any question (in principle once only), the closure of the list of speakers and the closure of the debate. He/She may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

8.B. The Steering Committee

8.B.1. The Steering Committee shall consist of the President of the Congress, the Executive Committee, and the Chairpersons of the Commissions, Committees and Task Forces. This committee shall have the power to co-opt. The Steering Committee shall constitute the governing body of the Congress.

8.B.2. The Steering Committee shall assist the President of the Congress in the general conduct of the work of the Congress which falls within the competence of the President. It shall not, however, decide any question of policy.

8.B.3. The Steering Committee shall meet periodically throughout the session of the Congress to review the progress of the Congress and its commissions and to make recommendations to further such progress.

8.C. Languages

The Chair may be addressed in any language. For any language other than English the speaker shall be responsible for translation services and when these are furnished, speakers in that language will not be expected to provide their own interpreters.

8.D. Records

Verbatim records will not be taken. A condensed report shall be submitted to all participating organizations by the Head of the WFM Secretariat after approval of the Chairperson of the Executive Committee.

8.E. Conduct of Business at the Plenary Sessions

8.E.1. A majority of the voting delegates of the Congress shall constitute a quorum. Delegates shall be determined by the Credentials Committee.

8.E.2. No one may address the Congress without having previously obtained the permission of the Chairperson. The Chairperson may call a speaker to order, if this/her remarks are not relevant to the subject under discussion.

8.E.3. The Chairperson of the session has the right to call on the Chairperson or the Rapporteur of a commission for explanation of a point under discussion.

8.E.4. During the discussion of any matter, a delegate may rise to a point of order, and the point of order shall immediately be decided by the Chairperson in accordance with the rules of procedure. A delegate may appeal against the ruling of the Chairperson and the appeal shall immediately be put to the vote. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

8.E.5. If a delegate moves the closure of a debate, not more than two speakers shall be permitted to oppose such a closure after which the motion shall immediately be put to the vote and, if carried, the Chairperson shall declare the debate closed forthwith. Speeches under this subsection and under subsection E6 below shall not exceed three minutes.

8.E.6. During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be put to the vote immediately.

- 8.E.7. Subject to subsection E.4 above, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:
- point of order
 - to suspend the meeting
 - to adjourn the meeting
 - to adjourn the debate on the item under discussion
 - to close the debate under the item under discussion
- 8.E.8. Motions and amendments other than those referred to in By-Laws 2 paragraphs B, C, D, E and F shall only be placed before Congress, if resulting from Congress activities. Only those motions and amendments accepted by the appropriate commissions or committees and by the Steering Committee shall be circulated in plenary sessions. No motion shall be discussed or put to the vote at any meeting of the Congress unless copies of it have been circulated to all delegates, except by permission of the Chairperson. The Chairperson may also permit the discussion of the Chairperson. The Chairperson may also permit the discussion and consideration of amendments and the motions as to procedure which have not been circulated.
- 8.E.9. Subject to subsection E.7., any motion calling for a decision on the competence of the Congress to adopt a motion submitted to it, shall be put to the vote before a vote is taken on the motion in question.
- 8.E.10 Before a subject is open to debate, a motion duly proposed and seconded must be submitted to Congress and announced by the Chairperson. Amendments must be proposed, seconded and announced.
- 8.E.11 A motion or amendment having been duly proposed, seconded and debated may only be withdrawn by permission of Congress.
- 8.E.12 Each delegate shall have one vote. Proxies are permitted, but no delegate shall at any time carry more than five votes. Delegates intending to make use of proxy votes must inform the Chairperson before the beginning of the meeting.
- 8.E.13 Decisions in Congress are taken with a simple majority except in the case of changing the Statutes and of dissolving the Movement. In case of a tie the Chairperson shall have a second and casting vote. Congress shall vote by show of hands unless a card vote shall be demanded by at least two delegates, and a roll call or secret ballot shall be taken at the request of ten delegates.
- 8.E.14 A delegate may move that parts of a motion or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given to only two speakers in favor and two speakers against. If the motion for division is carried, those parts of the motion or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the motion or of the amendment have been rejected, the motion or the amendment shall be considered to have been rejected as a whole.
- 8.E.15 When an amendment is duly moved and seconded the amendment shall be voted on first. When two or more amendments are moved to a motion, the Congress shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendments shall not be put to the vote. If one or more amendments are adopted, the amended motion shall be voted upon. A motion is considered an amendment to a motion, if it merely adds to, deleted from, or revises part of that motion.
- 8.E.16 If two or more motions relate to the same question, the Congress shall, unless it decides otherwise, vote on the motions in the order in which they have been submitted. The Congress may, after each vote on a motion, decide whether to vote on the next motion.

8.F. Commissions and Committees

- 8.F.1. Each delegate may take part only in the work of one of the commissions and one of the committees, unless otherwise determined by the Steering Committee.
- 8.F.2. Upon designation by the Executive Committee or by commission chairpersons, advisors, technical advisors, experts or persons of similar status may act and vote as members of the commission. Persons of this status shall not, however, be eligible for appointment as chairpersons or rapporteurs of commissions unless otherwise determined by the Steering Committee.
- 8.F.3. Official observers from member organizations shall be entitled to speak but not to vote in commissions.

8.G. Elections of Officers and Council

- 8.G.1. All contested elections of officers and Council members shall be by secret ballot. The Credentials, Nominations and Statutes Committee shall be responsible that all delegates be provided with:
- a list of retiring Council members
 - a list of members appointed by WFM member organizations to the new Council
 - a list of candidates nominated by Member Organizations before Congress.
- 8.G.2. The Committee shall accept nominations of candidates for election to the Council in accordance with Article 6 of the Statutes. Nominations of candidates for the Council must include the assurance of the candidate that he/she will, if elected, attend Council meetings as regularly as possible. Staff members shall not be eligible as candidates for Council.
- 8.G.3. The Committee shall ensure that the Council election shall be completed at least one day before the end of the Congress.
- 8.G.4. The Committee shall determine and make known to delegates a closing time for the reception of nominations. All nominations shall be delivered to the Committee in sealed envelopes before such closing time and these envelopes shall not be opened before that time.
- 8.G.5. The Committee shall determine the validity or otherwise of all nominations and shall issue to accredited delegates at the appropriate time a separate ballot paper for each contested election. The ballot paper shall contain in alphabetical order the names of all candidates who have been validly nominated.
- 8.G.6. No candidate whose name appears on the ballot paper may be permitted to withdraw except as laid down in subsection G.10 below.
- 8.G.7. The Committee shall appoint a Ballot Committee to consist of not less than three members, none of whom may be candidate for office or candidate for the Council.
- 8.G.8. The Ballot Committee shall determine and make known to delegates the hours during which ballot papers must be delivered to the Ballot Committee under secret cover.
- 8.G.9. Ballot papers containing more votes than there are vacancies for officers or Council members shall be invalid. The decisions of the Ballot Committee on the validity of a ballot paper for this or any other reason shall be final and binding.
- 8.G.10. In the event of a tie for the last place or places in the election to the Council, any candidate so trying may be permitted to withdraw his/her candidature. If an insufficient number of candidates withdraw, a further ballot shall be held to fill the last place or places from among those candidates who tie and have not withdrawn.

- 8.G.11 The voting figures from the election of Councillors shall be announced to Congress at the same time as the result of the elections.

Article 9 - EXPULSION OF MEMBERS (Article 12 of the Statutes)

- 9.A. Expulsion of organizations or individuals
- 9.A.1. Expulsion of any individual member or member organization can be initiated by the Council and the Executive Committee.
- 9.A.2. Any such proposal shall be sent to the Head of the WFM Secretariat and by him/her be submitted to the members of the Executive Committee and the Credentials, Nominations and Statutes Committee with simultaneous information to the charged party.
- 9.A.3. If the Executive Committee decides, in consultation with the Credentials, Nominations and Statutes Committee, to make a recommendation for expulsion, the charged party will be suspended by registered letter without delay and the case will be circulated to all WFM organizations.
- 9.A.4. Decisions shall be taken at the first following meeting of the Council by a two-thirds majority vote of the Councillors present and voting.
- 9.A.5. An expelled party may appeal to the Congress by information to the Chairperson of the retiring Council prior to the opening of the Congress. Such an appeal shall be placed on the agenda before any voting is done.
- 9.A.6. The charged party has the right to be represented during discussions in Council and Congress.
- 9.B. In cases of MO dissolution or withdrawal of WFM recognition of a Member Organization, the WFM members of the MO may, if desirable, register as Individual Supporters of WFM, pending the re-establishment of a new Member Organization. The fee structure for members of the former Member Organization shall be set with regard to membership fees of the former MO.