



BYLAWS 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, June 1995, November 2008, October 2009, October 2010, October 2011, July 2012 and November 2015 and by Congress in July 2018.

Article 1 MEMBERSHIP

- 1.a Annual membership dues for Member Organizations (MOs), Associated Organizations (AOs), or other Congress-recognized groups shall be set by the Congress at the recommendation of the Treasurer and the Executive Committee. The burden of demonstrating to the satisfaction of the Executive Committee that special rates should apply rests with that particular organization; otherwise, the Congress-defined rates shall apply.
- 1.b The 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. Any payment of dues shall automatically be applied to the furthest remote arrears.
- 1.c Dues shall be paid on a quarterly basis. Any MO or AO which has not fully paid their dues by the end of the previous quarter prior to the Congress session shall be considered delinquent. Any delinquency or penalty may be waived at the discretion of the Treasurer.
- 1.d Member organizations shall commit to carrying out one or more programmes devised by the Congress as described in Article 3.a of the Statutes, consistent with the fundamental policies adopted by Congress.
- 1.e Upon receipt of a notice of a meeting of Congress, MOs and AOs shall provide a report of their activities since the previous meeting, the names of appointed delegates and Councilors for the upcoming meeting, proposed items for the meeting agenda (including proposed motions), nominations for Officers, and other information as requested in the announcement by the Credentials, Nominations and Statutes Committee or the Secretariat. MOs and AOs shall provide this report not less than three months before the meeting.
- 1.f The CNSC shall establish and apply membership requirements and review membership applications throughout the year, recommending appropriate action to the Executive Committee. If membership requirements are not met, the Executive

Committee may, in special circumstances, make exceptions to them. Such exceptions shall be reported to the Congress.

- 1.g Expulsion of any individual member or member organization can be initiated by the Executive Committee. 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 CNSC with simultaneous information to the charged party. If the Executive Committee decides, in consultation with the CNSC, 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. Decisions shall be taken at the first following meeting of the Congress by a two-thirds majority vote of the delegates present and voting. An expelled party may appeal to the next Congress. Such an appeal shall be placed on the agenda before any voting is done. The charged party has the right to be represented during discussions in Congress.

Article 2 CONGRESS

- 2.a The Congress shall be composed of delegates appointed by Member and Associated Organizations, and ex officio delegates.
- 2.b Each Member Organization with 20 to 200 members shall be entitled to 2 delegates; those with 201 to 800 members shall be entitled to 3 delegates; those with 801 to 2000 members shall be entitled to 4 delegates; those with 2001 or more shall be entitled to 5 delegates. Associated Organizations shall be entitled to send one delegate each to the Congress.
- 2.c The CNSC shall calculate the number of votes at the Congress on the basis of the number of paid-up members in the previous year. The Secretariat shall so notify the organizations of the delegates to which it is entitled at least five calendar months prior to the opening of the Congress per Article 2.f. No organization can have more than 25% of the total vote.
- 2.d The Officers and Executive Committee Members shall be ex officio delegates to Congress. The Head of the WFM Secretariat shall be an ex officio observer with the right to speak, but not to vote. If the Assistant Treasurer is not already a delegate, he/she shall be an ex officio observer.
- 2.e Each delegate shall have one vote. Each delegate may also, upon presentation to the Chair of the session of a written authority to act, cast proxy votes for his/her organization only, but not exceeding five votes in all. Staff members may not serve as proxies for delegates.
- 2.f Notice of the meeting of the Congress shall be sent to all members as recognized in accordance with Article 1 of the Statutes so as to be received not later than five months before its commencement. Information received in response from Member and Associated Organization per Article 1.e and a provisional agenda of the meeting shall likewise be circulated to the same parties not less than one month before the meeting date.
- 2.g The Congress shall establish its own rules of procedure, which must be in conformity with the Statutes. Congress shall establish a Steering Committee to assist in the

general conduct of the work of the Congress. The Steering Committee's composition and role shall be defined in Congress's rules of procedure.

- 2.h The Executive Committee shall submit a report to Congress on the work of the WFM since the previous Congress. A condensed report shall be submitted to all participating organizations by the Head of the WFM Secretariat after review of the Chairperson of the Executive Committee.
- 2.i 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.
- 2.j Any delegate otherwise eligible to participate and vote is entitled to participate virtually via online communications. The delegates who participate virtually shall be able to participate in discussions, make motions, and cast votes, in the same way as delegates who are physically present. Any delegate intending to participate virtually must notify the Secretariat in writing by the meeting registration deadline(s) as stipulated by the Secretariat. In the event of an emergency, a waiver to this deadline can be granted by Congress Chair.
- 2.k Those years when Congress is not called, the Executive Committee shall arrange other events; in particular regional meetings, networking, recruiting and educational events. These events should be subject to budget and activity level in each region.

Article 3 EXECUTIVE COMMITTEE

- 3.a The Executive Committee shall consist of
 - all Officers elected by Congress in accordance with Article 4 of the Statutes
 - four additional members elected by Congress
 - the Head of the WFM Secretariat as a non-voting member
- 3.b Members of the Executive Committee may not appoint alternates or substitutes or vote by proxy. The Executive Committee may, however, decide to admit guests. 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.
- 3.c The Secretary shall be responsible for ensuring the preparation and distribution of the minutes of meetings of the Congress and Executive Committee.
- 3.d The members of the Executive Committee shall be entitled to be reimbursed for traveling and lodging expenses when attending meetings of the Congress and Executive Committee subject to the availability of funds.

Article 4 COMMITTEES

- 4.a The Congress shall appoint the following continuing committees: Credentials, Nominations and Statutes Committee; Policy Review Committee; and Membership and Recruitment Committee. In addition, the Executive Committee may each set up ad hoc committees and task forces between meetings of Congress. The membership

of such committees shall be established so as to satisfy, to the largest possible extent, the organizational interests of the Member Organizations.

- 4.b The Chairperson of the Executive Committee shall also in consultation with the Head of the WFM Secretariat be authorized to nominate delegates to represent WFM at appropriate national and international conferences.
- 4.c Committees and task forces shall report to the Executive Committee and the Congress. They will inform, plan, and collaborate with the Head of the Secretariat.

Article 5 ELECTIONS

- 5.a All contested elections of Officers and the Executive Committee shall be by secret ballot. The Credentials, Nominations and Statutes Committee (CNSC) shall be responsible that all delegates be provided with a list of delegates and a list of candidates nominated by Member Organizations before Congress, and with support from the Secretariat shall provide the means for all delegates participating in person or virtually to vote.
- 5.b The CNSC shall accept nominations of candidates for election to Officers and the Executive Committee in accordance with Article 3.a of the Bylaws. The CNSC shall determine and make known to delegates a closing time for the reception of nominations. Nominations for the election of President(s), Honorary Officers or Advisory Board cannot be given from the floor of the Congress but must be submitted in advance. The CNSC shall make a recommendation regarding which offices in the Executive Committee should be filled for 4-year and 2-year periods, respectively.
- 5.c No officer shall be eligible to serve simultaneously for more than one of the offices listed in Article 4 of the Statutes. Staff members shall not be eligible as candidates for any office or for the Executive Committee.
- 5.d In the case of contested elections of officers or of the 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. In the event of a tie, a further ballot shall be held from among those candidates who have not withdrawn their names. In the event of a continued tie between two candidates, the election shall be decided by drawing lots.
- 5.e The voting figures from the elections of Officers and the Executive Committee shall be made available upon request following the announcement of those elected.

Article 6 ACCOUNTABILITY

- 6.a The Head of the WFM Secretariat, in cooperation with the Treasurer, shall twice a year circulate to the Executive Committee statements of receipts, disbursements and obligations in due time before the Executive Committee meetings.
- 6.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 Congress. The fiscal year of the Movement is the calendar year.

- 6.c Officers empowered to sign legal and policy documents are the Chairperson of the Congress together with the Chairperson of the Executive Committee.
- 6.d The Executive Committee shall determine from time to time who shall be authorized to sign on the Movement's behalf checks, notes, drafts, acceptances, bills of exchange, and other orders or obligations for the payment of money; to enter into contracts; or to execute and deliver other documents and instruments. No individual shall be authorized to bind the Movement to any obligation unless expressly authorized by the Executive Committee.
- 6.e In all other matters, documents shall be signed by the Head of the WFM Secretariat, or the officer designated by him/her.
- 6.f The Head of the WFM Secretariat shall in political matters be guided by the advice of the Chairperson of the Congress and, when dealing with major issues of organization and finance, shall provide prompt and complete reports to the Chairperson of the Congress, the Chairperson of the Executive Committee and the Treasurer. When Congress 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(s), the Chairperson of the Congress and the Chairperson of the Executive Committee.