

## Attachment 10c

### By-laws to the IAW Constitution adopted 2017

*The bylaws refer to the articles of the Constitution*

#### **Ad ARTICLE IV.3/ Admissions**

On reception of an application the Admissions Committee sends a note to tell the organization that the application has been received. The note includes information about IAW (Constitution, Newsletter, IWNNews), indicates the probable time it will take to decide, at the latest on the occasion of the next board meeting and contains the financial obligations on acceptance. If the applicant has not sent its constitution, a financial statement **and an activities report** in the application, the Committee asks for these documents. The Admissions Committee bases its decision on the criteria in the IAW constitution Art IV.2 and gives reasons for its decision.

To be deleted:

If the Admissions Committee decides to reject the application the applicant organization can send an appeal, stating why the decision is wrong, to the Appeals Committee within three months of the date of communication off the decision.

The Appeals Committee is instituted by Congress.

The Appeals Committee hears both sides (orally or in writing).

The Appeals Committee gives a recommendation to the next Congress, which decides.

#### **Ad ARTICLE IV / Membership fees and the Rights of Members**

**1. (a)** individual members who join at Congress pay for the whole Triennium.

**1. (b)**

The phrase on the invoice that non payment within a certain time constitutes a reason to lose membership is considered the first formal appeal.

A reminder containing the same phrase is considered the second formal appeal. IAW has to make sure that the reminder is received. It can be sent by (registered) mail, fax, E-mail, even by hand.

If the organization turns up at Congress with all the payments due it will be considered not to have lost membership.

**1. (c)**

The Executive Committee will inform the organization within three months of its decision.

**2. (a), (b) / rights**

Information to be received by member organizations:

The website and e-mail of IAW

The Action Programme

Newsletter

List of member organizations

List of individual members in their country,

List of the Extended Board Members and their functions in the Board

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## Booklet of reports

### Ad ARTICLE VI / Publications and other media

**A.** The editors of the journal are responsible for periodic publication.

They decide on the content provided it is in line with the objects and mission of IAW and sources are acknowledged.

They may make rules for the length of articles sent by members.

They accept communications for publication from the President, the Board, the Executive Committee, Commission and Committee Convenors and appointed representatives, relevant to IAW work and policy. They may edit these communications after consultation with the author. Authors remain responsible for their texts.

The editors are responsible for costs staying within the budget decided by Congress. They report to the Treasurer before each printed publication, in order to obtain her approval for payment.

Significant changes in the appearance of the journal must be approved by the Board.

Congress decides if advertisements will be accepted.

**B.** The editors of the website, the E-newsletter and other media decide on the contents of the media – keeping in mind the vision and mission of IAW and ensuring that sources are acknowledged.

The editors accept communications from the President, the Board, the Executive Committee, Commission and Committee Convenors and appointed representatives, relevant to IAW work and policy and suited for the medium in question. They may edit these communications after consultation with the author.

Authors remain responsible for their texts.

The editors are responsible for costs staying within the budget decided by Congress.

**C.** Members of the Executive Committee, Member organizations, international representatives, regional vice presidents, regional coordinators, commission conveners and members holding other offices are expected to report on relevant matters, either in IWN, the Newsletter or on the web site.

Before a Triennial Congress, International Meeting or Board Meeting these members are required to report on their activities in relation to the IAW Programme of Action.

An editor appointed by the Board compiles the reports in a booklet which is published on the web site and copied for each participant in the Meeting.

The cost of the copying is foreseen in the IAW budget.

Extra copies are sent to the relevant authorities for legal or fiscal purposes.

Major changes in the content or format of the booklet are to be decided by the Board.

#### Distribution of Journal

The treasurer and the membership secretary/ administrator of the database are responsible for up to date lists of members and subscribers./ maintenance of the database.

The membership secretary/ administrator of the database ensures that the printers of the journal have the most current list of members and subscribers for purposes of mailing.

There may be a list of exchange subscriptions checked once a year by the Executive Committee. Board members and members may ask for additional copies for promotion purposes. No one shall receive more than two free issues of the printed journal.

**Article X ( Art X.4 and XIII.7) Authority to sign:**

**The President** signs statements, petitions and letters about issues concerning the objectives of IAW.

The President can give a mandate to sign on her behalf communications within their job to representatives to international or sister-organisations. The representatives send a copy to the President and the Secretary.

The President can give a mandate to sign on her behalf to regional vice-presidents/coordinators within their region. They send a copy to the President and the Secretary General.

**The Secretary General** designates representatives and delegates to international or sister organisations. She signs internal communications, whether or not they are sequels of decisions of the Board or the Executive Committee. She signs external communications concerning business decided by the Congress, the Board or the Executive Committee.

**The Treasurer** makes payments provided the expense has been foreseen in the budget.

The treasurer may commit IAW provided the expense has been foreseen in the budget.

If the amount surpasses 3000 Euros the Treasurer must be authorized by the President or the Executive Vice-President designated by the Executive Committee.

A decision of the Executive Committee is necessary before commitments are engaged in that are not in the budget.

The treasurer signs bills and requests for payment

**Commission and Committee Conveners** sign the internal communications about their work.

**In doubt** it is always the President's authority to sign.

**Ad Article X . 3. The Secretary General**

1. In charge of headquarters

- Receives and distributes relevant information to members, individuals, organizations, office bearers
- Cooperates with other office holders: President, Treasurer, Membership Officer, Communications Unit, Editors, etc
- Assists members in all matters
- Communicates with the UN via the CSO Civil Society Network <http://esango.un.org/>

2. Preparing meetings

- The SG takes the initiative in preparing the next meeting and is the key person in preparations. Once the hostess is known, the SG must make sure that the dates of the next meeting are set and made known to all the membership

**The time and place for Congress must be set 9 months ahead. For other meetings 6 months ahead at the very latest.**

- The SG assists the hostess in organizing the meeting by working out a draft schedule, a draft registration form both to be negotiated with the hostess. She also assists the hostess in the practical organization of possible local/ national events (panel discussions, workshops or whatever). In cooperation with the treasurer she assists in setting the conference fee incl. working out a description of what the fee covers.

The SG is responsible for writing letters of invitation to members who need an invitation to obtain a visa

- She assists the President in working out the agenda for the business sessions, distributes the draft agenda and helps finalize it.
- She sends out the relevant documents (invitation, draft programme/schedule, draft agenda, registration form, information about venue and accommodation etc.) as early as possible and resends the documents at least once again before the deadline for registration for the meeting.
- She keeps lists of participants with their contact information and prepares the roll call. For congress she prepares voting cards, candidates' list and other relevant material.
- Together with the president she prepares the list of executive decisions since the last meeting

3. During meetings:

- The SG is responsible for keeping the minutes. The minutes consist of decisions or recommendations ( to be discussed)
- Supports the president in running the meeting

4. After meetings:

- Minutes must be sent out to participants to be "agreed on." After having been "agreed on" the minutes must be sent to all the membership.
- Minutes must be "adopted" at the next meeting.
- After Congress:
  - .i. Board info list must be updated and circulated to the new board
  - .ii. Action programme must be translated into French
  - .iii. Action programme must be published in all IAW media in cooperation with communications unit
  - .iv. Resolutions must be translated into French
  - .v. Resolutions must be published in all IAW media

- .vi. The UN and other international agencies must be informed of the change in leadership, if any, via the UN website, letters (EWL, UNESCO, WILPF, International Women's Council etc) or by whatever means of communication is required.

5. UN and other international bodies

- SG is responsible for registering IAW international representatives – for the UN via the CSO Civil Society Network.
- Other organizations may want to be informed by letters
- Each year – middle of December /beginning of January - IAW must designate our representatives to the UN in New York, Geneva and Vienna. It is done via the csonet. This is an extremely important thing, and must be done timely and with great care. It is necessary to read about procedures each year, because suddenly there are changes. The SG is responsible for this.
- Other organizations such as WHO must receive a formal letter
- For FAO, ESCARP and Nairobi, designation is done by letter for the individual meetings.
- **Quadrennial report**  
Every four years each NGO in consultative status with the UN must submit a report of the work done in relation to the UN over the past 4 years. Our status depends on it, so it is extremely important. There are comprehensive guidelines, which must be adhered to meticulously
- **Commission on the Status of Women**  
As soon as the CSW webpage is open and the dates for the next CSW have been set, all membership (board, affiliates, associates and as many individual members as possible) must be informed by the SG. Similarly deadlines for the submission of written and oral statements must be made known to all members.
- The SG is responsible for inviting members to attend CSW and for designating those who wish to **attend CSW** on the CSW website. It is important to read all the details, because changes take place all the time. The password and access code must be obtained from the outgoing secretary general  
This code should not be made available to members. The secretary general must designate and send documents to the participants
- To upload documents search the CSW website
- There are similar procedures for other UN events

6. Reporting and contact with Geneva

- Each year the SG sends an annual report (the booklet) and a financial report to the ONG Service and to the Fiscal authorities.

7. Subscriptions:

SG subscribes at least to WURN, but it is a good idea to be updated through several

newsletters

8. Archives

The SG is responsible for IAW archives. Relevant documents must be sent to **ATRIA, Institute for Gender Equality and Women's History** in Amsterdam, The Netherlands.

Examples of relevant material

- The booklet from each year
- The agendas and minutes from meetings
- Congress resolutions, which would usually be included in the minutes
- The Newsletters
- International Women's News

9. Updating of by-laws of SG

It is the duty of the SG to update these by-laws when necessary.

**ad article 13 the Financial Organisation.**

**The treasurer is responsible for:**

- I. Keeping the IAW Accounts (Income and Expenses) and preparing the Financial Reports
- II. Collecting dues and sending Invoices
- III. Keeping the Treasurer Record of Payments by Members
- IV. Paying bills

The Treasurer is responsible for an **up to date record of payments by** individual members and member organisations. This record is used for registration at Congress to decide on the right to speak and vote at Congress.

The treasurer collects any outstanding fees at congress.

The treasurer and the membership secretary inform the Executive Committee about any demand for waiving or reduction of fees as in Article 4 (1) c.

The treasurer presents to the board a list of members in arrears of payment. The board decides whether they will be deleted.

The treasurer and the membership secretary inform each other of payments and any changes in contact information of members

Expenses subtracted from dues-payments should be visible and entered separately into the accounts.

**Treasurer's responsibilities:**

- I. Keeping the IAW accounts (income and expenses) and preparing financial reports;
- II. Collecting dues and sending invoices

- III. Keeping the Treasurer's record of payments by members;
- IV. Paying bills

The Treasurer sends invoices to all Members and Subscribers at the beginning of each year, together with reminders for unpaid previous years.

The Treasurer sends reminders of unpaid invoices at the second half of the year.

The Treasurer can delegate the task of collecting dues to National Collectors.

The Treasurer sends instructions to the National Collectors, which includes from whom they are supposed to collect dues: from Individual Members only or also from Affiliates and Associates.

The National Collectors send the money collected to the IAW account and inform the Treasurer giving a detailed report who paid for which year.

Payment of bills paid or expenses subtracted from the money collected by the National Collector must be approved by the Treasurer. These expenses are in general included in the official IAW budget approved at Congress.

Dues collected should be entered in the IAW accounts as well as in the record of payments.

The Treasurer uses the record of payments at Congress to decide on the financial status of members .

The Treasurer and the Membership Secretary inform the Executive Committee of any demand for waiving or reduction of fees as in Article IV.

The Treasurer co-ordinates the work of all persons within IAW involved with financial transactions.

The treasurer keeps the membership secretary informed of payments and any changes in contact information of members

### **Article XIII (6) Financial Advisory Committee**

#### **Financial Advisory Committee**

The Financial Advisory Committee (FAC) shall consist of three members:

The immediate past treasurer

A board member with financial knowledge

A person with financial experience who is not a board member. This person can be an individual member or a member of a member organisation.

The FAC assists the treasurer whenever she asks its advice. The treasurer is in communication with the FAC at least twice a year.

The FAC advises the treasurer about placement and withdrawal of funds.

The FAC advises the treasurer about the use of funds when contributions are not sufficient to cover budgeted costs.

The FAC is the auditor between congresses and has access to all information about IAW accounts and financial documents.

## **Ad ARTICLE XIV / Resolutions**

1. Before Congress the Board appoints a Resolutions Committee.

The committee shall have five members from different countries and include two Board members. The committee shall appoint one of their number as chair.

2. Draft-Resolutions for the consideration by Congress may be submitted by the President, the Executive Committee, the International Meeting, the Board, one or more member organizations, a group of 10 individual members, Commissions and Committees.

3. Draft-Resolutions, preferably in both English and French, together with the name and status of the Proposer(s) shall be received by the Resolutions Committee on the first day of Congress. The Board establishes a form for resolutions.

4. The Resolutions Committee may amend, redraft or combine one or more resolutions as a composite resolution. However before any of these actions are taken the Resolutions Committee must consult with the proposer(s) of the resolution(s).

5. The Resolutions Committee reports to Congress on its activities before the debate and voting on the drafts. The report includes an advice to Congress on the draft-resolutions submitted, taking into account:

- consistency with the objectives of IAW
- the form

6. The proposer and seconder must be available to introduce the resolutions to Congress, and to deal with any comments or queries.