

**INTERNATIONAL ALLIANCE OF WOMEN
EQUAL RIGHTS – EQUAL RESPONSIBILITIES
BY-LAWS
REVISED 2022**



**INTERNATIONAL ALLIANCE OF WOMEN ENVISIONS A WORLD IN WHICH WOMEN AND MEN ENJOY DE FACTO EQUALITY
OF LIBERTIES, STATUS AND OPPORTUNITIES AND COOPERATE IN EQUAL PARTNERSHIP IN ALL SPHERES OF LIFE**

Ad ARTICLE I. d:

Committee on Ethics

If a possible conflict of interest is brought to the attention of the Committee: it shall ask the member involved to meet with the Committee, which will explain why the Committee thinks there is a conflict. A clarifying discussion will be held with that member and the Committee will decide what the next steps should be. If an agreement was not reached, the Committee presents its recommendations to the Board for a decision on the case.

If the person does not cooperate, the Committee will advise the Board to remove the person from a particular decision-making process or office. The Board decides by a two thirds majority of those present.

If there is a complaint: The Committee shall inform the party about whom the complaint is made. The Committee shall offer its services to clarify the complaint or engage an outside mediator. It will try to mediate in the conflict between parties.

If this is unsuccessful the Committee will make a report to the Board which decides on the consequences by a two thirds majority of those present.

Ad ARTICLE II.2:

The Board can decide to hold a meeting, as in Art. II 2 not in person but virtually.

The Executive Committee appoints a Taskforce committee to organize it. It will consist of members experienced in organizing IAW meetings and virtual meetings.

The President and the (A) Secretary General are ex officio members.

The Taskforce appoints its convener.

If the next meeting is a CONGRESS:

In derogation of art VII. 9 the Taskforce may decide on the dates of the pre- and post-Congress Board Meetings.

The Taskforce may also decide the deadline for nominating candidates for the Board (ad Art. XVII) in agreement with the Election Committee.

The Taskforce gives a full report on its decisions at the virtual Congress.

The post-Congress Board will decide the term of the Taskforce.

Rules for debates in virtual meetings

1. The President or chair for the session shall control debate and maintain order.
She may call to order speakers who wander from the subject under discussion or are disorderly and, having called them to order twice, may require them to discontinue their speech.
2. Presenters of items on the agenda must provide a paper to all participants a week in advance, also to facilitate translation.
They must use a power-point presentation during their presentation
3. The presenter generally has 5-10 minutes. Speakers discussing and commenting have max. 2 minutes.
4. People who want to speak on the item must raise their (virtual) hand and be recognized, then state their names before speaking. They must speak slowly, particularly if they have live-captioning or translators.
5. Speakers may add comments or questions in the chat.
6. After each item the chair concludes stating the decision.

Resolutions

The Resolutions Committee presents the draft resolutions on the first day of Congress.

The draft Resolutions have been sent to all participants beforehand by the proposer.

Private discussions on the Draft Resolutions may take place under the guidance of the Resolutions Committee.

On the third day the Resolutions Committee reports to Congress on its activities before the debate and voting on the drafts.

The report includes advice to Congress on the draft Resolutions submitted taking into account: consistency with the objectives of IAW.

1. The President or Chair for the session shall control debate and maintain order. She may call to order speakers who wander from the subject under discussion or are disorderly and, having called them to order twice, may require them to discontinue their speech.
2. No resolution when moved shall be debated until it has been seconded. No one shall speak more than once on a resolution or amendment except by way of personal explanation.
3. The mover of a motion shall enjoy the right of reply.
4. Amendments to a resolution may be moved during debate and when duly seconded shall be debated and disposed of before the debate on the resolution (or the resolution as amended) is resumed. When an amendment is moved, the mover shall furnish a copy of it in writing to the Chair. An amendment may be moved to an amendment.
5. It shall be open to the Board and Congress itself to fix a time limit to the duration of speeches.
6. The motion for closure of a debate shall not be voted upon until an opportunity to be heard is given to one speaker for and one against the motion. The Congress also has the right to adjourn the further discussion of a motion indefinitely.
7. At the conclusion of the debate on a motion the Chair shall state the motion in its original form or in the amended form as the case requires and put the motion to the Board or to Congress.

TECHNICAL SUGGESTIONS (TO BE SENT BEFOREHAND)

- The host puts all mics on mute and only unmutes the person who has the floor.
- Videos may have to be turned off if there are participants with unstable connections.
- If they have slow bandwidth, participants should turn off any other programmes on their computer that are slowing down their internet connection

Ad ARTICLE III.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, International Women's News), 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.

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 attends 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

Booklet of reports

Ad ARTICLE V

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 IAW, 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 and other issues of their choice. 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 (This is a provisional reminder of the database)

The Membership Officer / administrator of the database are responsible for up-to-date lists of members and subscribers/ maintenance of the database. The membership officer/ 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.

Ad ARTICLE IX

The Committee on Ethics.

The Board appoints a Committee on Ethics to monitor the implementation of the Code of Ethics and to rule on reported violations and disclosures of conflict of interests.

The Committee consists of five members from a minimum of three regions:

- three members with ten year's IAW membership;
- two members with more than three years of IAW membership;
- two board members, but not Executive Committee members,
- and three individual IAW members

Members of the Committee serve three-year terms and can be reappointed once.

The Committee shall elect its own Convener at its first meeting.

Ad 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

- a. SG is the Chief Administrative Officer and as such in charge of headquarters
- b. SG prepares meetings and is responsible for the minutes
- c. The minutes consist of proposals and decisions
- d. SG is responsible for the administrative follow-up of meetings
- e. SG registers/designates representatives to various UN and regional bodies
- f. SG produces the quadrennial report for the UN
- g. 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:

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

The Board appoints an Assistant Secretary General (ASG), whose tasks will be decided between the SG and the ASG

Membership Secretary (MS)

- a. The Board appoints a Membership Secretary (MS)
- b. The MS is in charge of the database.

- c. She keeps the data of members (cf Article III of the Constitution) updated. The MS welcomes and registers new individual members and persons expressing an interest in IAW. A text regarding privacy is on the website.
- d. She refers interested organizations to the Admissions Committee.
- e. The MS will be the Convener of the Data Protection Commission (cf Art VIIb)
- f. The Commission consists of the Convener, the (Assistant) Secretary General and members appointed by the MS
- g. The MS sees to it that IAW complies with international regulations, such as the GDPR.
- h. She administers access to the database.
- i. In cooperation with the Treasurer the MS is the contact to the provider (cf. by-law at Article XIII)

Protection of privacy

The personal data of members are provided by themselves or related to the functions they occupy/ied in IAW.

The data consist of name, address, fax- and phone number, e-mail address, year of becoming a member in IAW and, if they are given: professional qualifications and year of birth. There may be photos of IAW events.

The members of the extended board receive a list of extended board members for internal communication, under the provision that they will keep the data confidential and will not sell them. The data are used for justifiable causes: internal communication and archive purposes. (Art. 6.1(f) GDPR)

Members have the right to perusal of their data and the right to have them corrected. (cf Art 15 +16 GDPR). The contact address for this and the next paragraph is members@womenalliance.org When the members end their membership in IAW they can ask for their data to be removed. (cf Art. 17 GDPR).

No special data in the sense of GDPR are known to IAW. (Art.9 GDPR)

The data are saved in a database hosted by a professional provider based in the European Union. The Membership Secretary is responsible for the use of the database, either by herself or by authorized members, such the (A)Secretary General and Treasurer. They will get a password for that purpose.

Relevant portions of the data will be made available to Affiliate and Associate members.

The printers of IWN, the official publication of IAW, receive a file of names and physical addresses, every time it is necessary to print.

They are asked to destroy it after use.

If the system is hacked or otherwise in disarray members are informed and asked to send their corrected data. (Art. 34 GDPR)

IAW has anti-discrimination as an objective in its Constitution.

IAW will not sell or otherwise use personal data of its members for economic purposes.

Written communication in IAW using e-mails:

E-mails are personal data and should be treated as such.

IAW registers and stores general contact information about members (organisations and individuals) incl. e-mail addresses. All e-mails are stored in the database, which is kept updated by the IAW Membership Secretary.

1. President, Secretary General, Treasurer, Assistant Secretary General, Assistant Treasurer, representatives to UN organisations, commission convenors, committee convenors will use the

official IAW e-mail addresses and not use their private addresses for any IAW business. E-mails for the offices are passed from office holder to office holder and if a new office is created, an e-mail with a unique password for that office will be created and sent to the office holder at the time she enters the office. The office holder will not attach her name to the official IAW e-mail address, but rather use it in the body of the text and sign her communications with her full name.

2. Information/messages sent out to the whole membership and/or segments such as affiliates, associates and individual members within the membership must be done using the IAW MailChimp account administered by the IAW Membership Secretary or Assistant Membership Secretary.
3. The Extended Board:
 - a. After each Post-Congress Board Meeting a total list of the members of the Extended Board with contact information is drafted by the Secretary General or the Assistant Secretary General. The list is kept updated by the Secretariat in cooperation with the IAW Membership Secretary.
 - b. The Extended Board list is stored on the website in the password protected area, with Extended Board members only having access to this list.
 - c. The personal data in this list is used for internal communication within the Extended Board only and for IAW purposes only.
 - d. By virtue of their office, Members of the Extended Board give permission that their e-mail addresses are used as described above and that they will not in any way transfer the e-mail address list of the Extended Board to any third party, and that without the written permission of a member of the Extended Board, they will not in any way transfer that member's e-mail address from that list to any third party.
 - e. Information /messages sent to the whole of the Extended Board are sent BCC, with notification in the body of the e-mail as to what membership group is receiving it so that those receiving the e-mail are aware of all to whom the e-mail has gone.
4. Communication by e-mail in the Voting Board, Executive Committee, commissions, committees or working groups of different kinds may be done using CC, and members of the respective commission, committee or working group undertake to use the e-mail address list for the work of the commission, committee or working group only, and not to transmit the list or any e-mail address on it to third parties without permission of all members or individual members if transmission of one or some of the members is sought to be transmitted.

Ad ARTICLE XIII

The Financial Organisation.

Treasurer's responsibilities:

- a. Keeping the IAW accounts (income and expenses) and preparing financial reports;
 - b. Collecting dues and sending invoices;
 - c. Keeping the Treasurer's record of payments by Members;
 - d. Paying bills
 - e. Reporting to the ONG Service and to the fiscal authorities in Geneva each year
- 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 have to 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 and the Membership Secretary inform each other about payments and changes in contact information of members.

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

Ad ARTICLE XIII. 6

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 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.

Ad ARTICLE XVII.2

Registration at Congress

The organizing society together with the Treasurer is responsible for correct registration. All members presenting themselves at Congress shall be registered after paying the fee for attendance.

Registration includes:

Name

Address

E-mail Address

Name of member society

Membership of delegation

Individual membership

Financial status with IAW

Distribution of voting cards:

Distinctive voting cards and ballot forms are handed or e-mailed to heads of delegations and individual members in good financial standing.

The Elections Committee uses the registration data for the physical and virtual distribution of ballots for elections.

Ad ARTICLE XVII.3

Voting at Congress

Except when otherwise provided in the Constitution or bylaws, the decision of Congress shall be taken by a simple majority of the members entitled to vote and voting. If there is a tied vote the proposal shall be decided by the President.

All duly registered delegations and individual members receive a voting card visibly distinctive for the number of votes they may cast. In addition, they receive paper ballots.

At the beginning of a voting session all voters are asked to show their cards to establish the number of votes possible.

Voting shall be by show of cards. A vote by ballot will be held upon request when there seems to be a tie.

Virtual Voting Process

- a. Ballots will be sent by e-mail to eligible Congress attendees immediately following the candidate
- b. introductions
- c. The appropriate Ballot will be sent to the unique e-mail address used to register for Congress.
- d. Individual members who are representing Affiliates and Associates cannot use the organisations' e-mail addresses to receive their personal ballots and vice versa.
- e. Ballots are to be returned to the Election Committee at a time determined by the Committee, but by closing of the day's sessions at the latest.
- f. Ballots returned from an e-mail address that is different from the one used to register for Congress will be considered invalid.

Ad ARTICLE XVII

Elections

1. The Elections Committee provides all voting members present at Congress with a numbered ballot:
 - per delegation of an affiliate society: one marked A... (10 votes)
 - per delegation of an associate society: one marked B... (5 votes)
 - per individual member: one marked C... (1 vote)

The ballots contain information about:

The candidates, the office, the maximum number of vacancies, the minimum number of candidates to be selected and the voting method used.

Lists of candidates are in alphabetical order with the first letter decided by lot.

Names added to the ballot by the voter will not be taken into account.

2. A vote is cast:
 - A. In case there are as many candidates as vacancies by putting a cross in the desired box behind the name (yes/no/abstentions)
 - A candidate is elected with the majority of the votes cast.
 - In case the only candidate for an office does not receive a majority at the first ballot, a second vote will be held. If the candidate does not receive majority of the votes after the second vote, the Board will appoint one of its elected members to fill the vacancy at the post-congress Board meeting.
 - B. In case there is more than one candidate for the office of president, secretary or treasurer, by indicating the name of the preferred candidate on the ballot.
 - A candidate is elected with the majority of the votes cast.
 - If none of the candidates receives a majority, a second ballot is held between the two candidates with the most votes. The candidate with the most votes is then elected.
 - C. In case there are more candidates for the Board than vacancies, by indicating the name of a desired candidate.
 - No more than a maximum of 15 of candidates may be selected. Candidates for the Board with the most votes are elected.
 - If more than two candidates from the same country are elected, the candidate with the fewest votes is eliminated.
 - If candidates for the last vacancy have an equal number of votes, a candidate from a country that is not yet represented is elected. If the candidates all come from countries not yet represented or from countries already represented by one elected candidate, the lot decides.