



IFUW

IFUW CONSTITUTION AND BY-LAWS

As amended by the 29th IFUW Conference, 2007

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CONSTITUTION

Article I - NAME AND PURPOSE

1. The name of the organization shall be the International Federation of University Women, hereinafter referred to as IFUW.
2. IFUW, founded in 1919, is a worldwide, non-governmental organization of women graduates, whose purpose is to:
 - promote lifelong education for women and girls;
 - promote international cooperation, friendship, peace and respect for human rights for all, irrespective of their gender, age, race, nationality, religion, political opinion, gender and sexual orientation or other status;
 - advocate for the advancement of the status of women and girls; and
 - encourage and enable women and girls to apply their knowledge and skills in leadership and decision-making in all forms of public and private life.
3. To achieve these aims, IFUW shall:
 - provide an interdisciplinary approach to issues;
 - enable graduate women to use their expertise to effect change at all levels;
 - represent and advocate the views of graduate women in international fora; and
 - promote cooperation, networking, support and understanding among graduate women.

Article II - MEMBERSHIP

1. A national federation or association of graduate women comprising at least twenty individual members who fulfil the membership requirements stated in Article III, may become a member of the IFUW as provided in Article II.2.
2. (1) The Membership Committee shall examine the constitution and by-laws of a national federation or association applying for membership and report to the Council of IFUW. If the Council finds such constitution and by-laws to be consistent with those of the IFUW, it shall decide upon the admission of such national federation or association to membership.
(2) Only one federation or association in each country shall be admitted to membership, unless a special situation is recognized by the Council.
3. There shall be a three-year probationary period following admission to membership before a national federation or association is granted permanent status in IFUW.
4. Graduate women in two or more small countries may join together to form a federation or association. Such associations or federations shall comprise at least 20 members and shall have the same status, rights and obligations as all national federations and associations.
5. Individual members are:
 - (1) all full members of national federations and associations who meet the eligibility criteria in Article III; and
 - (2) other graduate women who meet the eligibility criteria in Article III and are admitted by the IFUW Board of Officers as independent members.
6. A national federation or association loses membership if:
 - (1) in the opinion of the Council it ceases to meet the requirements for membership as laid down in the Constitution;

- (2) it has allowed arrears in payment of annual dues to accumulate over a period of three years, except in the case of circumstances beyond control; or
 - (3) it is dissolved for any reason.
7. An independent member loses membership:
 - (1) if she has accumulated arrears of one year in payment of dues;
 - (2) in case of resignation; or
 - (3) in case of death.
8. Loss of membership for reason of non-payment of dues takes effect automatically at the end of the periods stated above.
9. In the case of loss of membership for reasons other than non-payment of dues, the concerned party or parties must be given the opportunity to present arguments in writing to the Council before any decision is taken. The Council's decision takes effect immediately and requires no further justification.

Article III - ACADEMIC REQUIREMENTS FOR MEMBERSHIP

1. The academic qualifications required for membership of a national federation or association admitted as a member of the IFUW shall be subject to the approval of the Council. They shall be determined with a view to encouraging a high level of education for women.
2. The requirements for individual membership in a national federation or association and for independent members shall be study at an institution of higher education followed by the award of a degree, diploma or equivalent qualification.
3. Notwithstanding any requirements in paragraph 2, all women who have been accepted for a master's or doctoral programme at a recognised tertiary institution are eligible for IFUW membership.

Article IV - ADMINISTRATION

1. The governing bodies of the IFUW shall be the Conference, the Council and the Board of Officers, with the powers and duties provided for in Articles V, VI and VII below.
2. A written record of the meetings of these bodies shall be kept. An official copy of this record with numbered pages shall be approved by the body concerned at the following session and be signed and dated by the President and one Vice-President. This copy shall be kept at the IFUW Headquarters and shall be available to the membership.

Article V - THE CONFERENCE

1. The supreme authority of the IFUW shall be vested in the Conference. In order for it to exercise this authority, at least one third of the national federations and associations must be represented.
2.
 - (1) The Conference shall meet every third year. It shall determine the date and place of its future meetings, or may delegate this duty to the Council or to the Board of Officers.
 - (2) In the event of exceptional circumstances which prevent the meeting of the Conference, the Council or the Board is empowered to postpone the meeting or to change the place thereof. Such decision shall be taken at a special meeting or by a written vote of the Council. If this is not possible the decision shall be taken at a special meeting or by a written vote of the Board of Officers.
 - (3) In the event of exceptional circumstances, an extraordinary meeting of the Conference may be called by the Board of Officers or at the request of one third of the federations and associations. Twenty-eight days notice of such a meeting must contain sufficient information for the federations and associations to make an informed decision.

3. The national federations and associations may accredit voting delegates to the Conference in accordance with the provisions below:
 - (1) Each national federation or association is entitled to send at least one voting delegate to the Conference.
 - (2) Any national federation or association having more than two hundred, four hundred, six hundred, eight hundred, one thousand, one thousand five hundred, two thousand, two thousand five hundred, five thousand, ten thousand, fifteen thousand, twenty thousand, thirty thousand, forty thousand, sixty thousand, one hundred thousand, one hundred and fifty thousand, two hundred thousand, three hundred thousand, four hundred thousand members shall be allowed respectively one, two, three, four, five, six, seven, eight, nine, ten, eleven, twelve, thirteen, fourteen, fifteen, sixteen, seventeen, eighteen, nineteen, twenty additional votes maximum. (See Chart Showing Voting Entitlement on page X)
4. Each voting delegate shall be an individual full member of her national federation or association and shall be appointed according to the constitution of her national federation or association.

Article VI - THE COUNCIL

1. There shall be a Council which shall serve as the executive body of the Conference and shall have the special duty of ensuring that the purpose and principles of the IFUW are duly observed. It decides upon all major policy questions between conferences and reports all such decisions to Conference.
2. The Council shall consist of the President, the four Vice-Presidents and the Treasurer of the IFUW, together with one member accredited by each national federation or association.
3. Past Presidents shall be honorary life members of the Council, with the right to speak but not to vote.
4. The Conveners of the standing committees, the Conveners of the special committees, the two Assistant Treasurers and the Coordinators of the teams of Representatives of the IFUW to inter-governmental organizations shall be members of the Council with the right to speak but not to vote.
5. The President of the IFUW shall be the presiding officer of the Council. She may call on another officer to preside.

Article VII - THE BOARD OF OFFICERS

1. There shall be a Board of Officers composed of the President, four Vice-Presidents, each of equal ranking, and the Treasurer of the IFUW, all of whom shall be elected by the Conference for a term of office which begins immediately following the conclusion of the Conference and continues until the conclusion of the next. No individual shall serve on the Board for more than two consecutive terms except to accede to the presidency.
2. A member of the Board of Officers may be removed for failure to meet her obligations to IFUW by a three-fourths majority written vote of Council of those eligible to vote and voting.
3. The President of the IFUW shall be the presiding officer of the Board and promote the work of IFUW. She may call on another officer to preside when appropriate. In the absence or disability of the President, the Board may designate one of the Vice-Presidents to act in her place. Should this absence or disability extend for three months or beyond, Council will be required to verify such delegation.
4. The President represents IFUW in all legal matters and may be replaced only by a representative duly authorized by the Board of Officers. The President must inform the Board immediately of any actions brought against IFUW before initiating any legal action. She must inform the Board regularly of developments in any litigation.

5. The Board of Officers shall be responsible for carrying out the decisions of the Conference and the Council and is empowered to take all decisions necessary to implement these provided that it takes no action involving financial commitments without prior consultation with the Finance Committee. Any action taken by the Board by virtue of this paragraph shall be subsequently reported to the Conference or the Council, whichever is appropriate.

Article VIII - COMMITTEES

There shall be standing committees established as laid down in the By-laws. The Conference shall establish such other standing committees as may be required and shall lay down their terms of reference.

Article IX - SECRETARY GENERAL

1. There shall be a salaried Secretary General who shall be appointed by the Board of Officers. The Secretary General is responsible to the Board. The Secretary General shall attend all meetings of the Conference, the Council, the Board of Officers and committees whenever possible to do so. She may designate another member of the Headquarters staff to attend a meeting in her stead. During her/his tenure of office the Secretary General shall not be entitled to vote at any meeting of the IFUW.
2. During her/his tenure of office the Secretary General shall not be entitled to vote at any meetings of the IFUW.

Article X - HEADQUARTERS

The Headquarters of the IFUW shall be in a country designated by the Conference. The place of the Headquarters within a country shall be determined by the Board of Officers in consultation with the Finance Committee.

Article XI - FINANCIAL RESOURCES AND DUES

1. The financial resources of IFUW shall consist of dues, private or public grants, donations and all other resources not prohibited under current law and regulations.
2. National federations and associations and independent members shall pay annual dues to the IFUW at a rate to be determined by the Conference. The amount of dues shall be reviewed at every Conference.

Article XII – RESPONSIBILITY OF MEMBERS

1. IFUW alone is responsible for the debts legally incurred in its name, which shall be guaranteed by its funds.
2. Individual members, the national federations and associations of IFUW, the Board of Officers, committees and staff shall not be liable for contracts, debts, or other obligations incurred by IFUW.

Article XIII - AMENDMENTS

1. Power to amend the Constitution shall be vested in the Conference.
2. Amendments may be proposed by the Conference, the Council, the Board of Officers, and the national federations and associations.
3. Notice of proposed amendments must reach the Secretary General at least nine months before the date of the Conference. A copy of the proposed amendments shall be circulated to the national federations and associations six months before the date of the said meeting. A two-thirds

majority of the members of the Conference entitled to vote and voting shall be required for the adoption of any amendment. Unless otherwise provided, an amendment shall come into effect immediately after the close of the Conference at which it was adopted.

Article XIV - DISSOLUTION

1. Notice of proposed dissolution of the IFUW must reach the Secretary General at least eighteen months before the date of a Conference. A copy of the proposal shall be circulated to the national federations and associations six months before the date of the said meeting.
2. A vote to dissolve the IFUW can be passed only:
 - (1) by a Conference at which (according to Article V.1) at least one third of the national federations and associations are represented;
 - (2) if three fourths of the voting delegates present vote to dissolve the IFUW;
 - (3) if the vote to dissolve the IFUW is later ratified by two thirds of the national federations and associations. Immediately after the Conference, national federations and associations shall be notified of the decision to dissolve. Unless more than one third of the national federations and associations formally oppose the decision within six months after notification, the vote to dissolve shall be confirmed.
3. IFUW will be considered lawfully dissolved in case of bankruptcy or when its governing bodies can no longer be constituted in accordance with these statutes
4. In case of dissolution, the Conference which votes to dissolve shall appoint one or more liquidators charged with overseeing the liquidation process. Upon its completion, they shall distribute any remaining assets to national federations and associations for international fellowships for higher education for women in accordance with guidelines established by the Conference having voted the dissolution.

BY - L A W S

Chapter I - THE CONFERENCE

By-law 1 - AGENDA

1. A preliminary agenda for the Conference shall be sent to national federations and associations nine months before the date of the Conference.
2. Items for inclusion in the agenda may be submitted by national federations or associations. All such items shall reach the Secretary General six months before the date of the Conference.
3. The final agenda shall be approved by the Board of Officers. It shall be sent to the national federations and associations three months before the date of the Conference.
4. If the Board of Officers considers that the inclusion in the agenda of any item submitted by a national federation or association is inopportune, the Board shall not be required to include it but shall report it to the Council which may place such item on the agenda of the immediately forthcoming or of a later Conference.
5. No further items may be placed on the agenda, except by decision of the Council in matters of urgency, or by a two-thirds majority of the members of the Conference entitled to vote and voting.

By-law 2 - MEETINGS

1. The meetings of the Conference shall be open to the members of the national federations and associations who are not delegates and to independent members. The Conference or Council may call a closed session of members of the Conference as defined in Constitution Article V, paragraphs 5, 7 and 8.
2. At each Conference there shall be meetings open to the public.

By-law 3 - REPRESENTATION

1. Delegates of a national federation or association may vote at the Conference, as defined in Article V.3 (2), only if their federation or association has paid its dues up to and including the year of that Conference or has made arrangements to the satisfaction of the Board of Officers for the payment of these dues.
2. In case of a national federation or association's unforeseeable financial difficulties, the Board of Officers shall have discretion to grant the right to vote conditional upon the national federation or association endorsing a schedule providing full payment of dues, in accordance with the provisions of By-law 33, on or before 31 December of the year immediately following the Conference.
3. The national federations and associations may accredit an alternate delegate for each voting delegate.
4. The national federations and associations shall notify the Secretary General of the names of the voting delegates and alternates and of the members designated in Article V.3 (1) of the Constitution. They shall provide such delegates and alternates with credentials which must be presented at the latest on registration at the Conference.
5. If a national federation or association is unable to send the full number of delegates which it is entitled to send, the delegates whom it accredits may cast the full number of votes to which the national federation or association concerned is entitled.
6. No member of the Conference may vote in more than one capacity.

By-law 4 - VOTING

1. Except where otherwise provided in the Constitution or By-laws, the decisions of the Conference shall be taken by a simple majority of the members of the Conference entitled to vote and voting. If there is a tied vote, the proposal shall be deemed to be rejected.
2. In the case of voting on resolutions, any national federation or association eligible to vote and unable to send any delegates to a conference, shall have the right to designate another voting delegate present to cast votes on its behalf as its proxy, according to a procedure to be determined by the Council on the recommendation of the Board of Officers.
3. Elections are by ballot. The election of the President shall take place first, followed by the election of the Vice-Presidents and the Treasurer, in that order. The three elections shall be conducted according to preferential voting. The method of preferential voting shall be determined by the Council in response to a recommendation of the Board of Officers. There shall be a single ballot for all vice-presidential positions, conducted according to preferential voting.
4. Any national federation or association eligible to vote and unable to send any delegates to the Conference, shall have the right to vote by postal ballot for the elections of the President, Vice-Presidents and Treasurer, according to a procedure determined by the Council on the recommendation of the Board of Officers.
5. The quorum at the Conference shall be one third of the registered members having the right to vote and representing one third of the national federations and associations, together with two members of the Board of Officers.

By-law 5 - RESOLUTIONS

1. Resolutions may be submitted and amended only by IFUW national federations and associations, the Board of Officers, standing committees and special committees of IFUW.
2. Resolutions shall be received by IFUW Headquarters not later than six months before the Conference.
3. Resolutions on public policy shall be consistent with the purposes of IFUW.
4. Only an issue which requires immediate action on the part of IFUW and which has arisen after the deadline for submission of resolutions may be dealt with as an emergency resolution. An emergency resolution must be received and announced by the Presiding Officer at the latest twenty-four hours before being put to the Conference and not later than forty-eight hours before the termination of the Conference. A two-thirds majority of the members of Conference entitled to vote and voting is required for a resolution to be accepted for debate. If so approved, the resolution requires only a simple majority vote for its adoption.
5. A resolution seeking to reaffirm existing policy may be introduced when restatement is advisable. It shall incorporate reference to relevant earlier resolutions.
6. At the Conference, emergency resolutions may be submitted only by members of the Conference entitled to vote, Conveners of IFUW standing committees, and Conveners of IFUW special committees.

By-law 6 - EXPENSES

1. The expenses of the Conference shall be met by the IFUW by enrolment fees and contributions. Estimates for each Conference shall be prepared by the Finance Committee and submitted to the Board of Officers for approval.
2. All members of the Conference shall pay an enrolment fee.

Chapter II - THE COUNCIL

By-law 7 - MEETINGS

1. The Council shall meet immediately before and immediately after each Conference.
2. Special meetings of the Council may be called at the discretion of the Board of Officers or at the written request to the IFUW President of more than a third of the national voting members of the Council. At least three months' notice of a special meeting shall be given to the national federations and associations. The Board of Officers shall decide the date and place of such meeting.
3. An issue outside the jurisdiction of the Board of Officers, arising between Conferences and requiring timely decision and/or action, may be taken by written vote of Council.
4. The Coordinator for International Relations (CIR) shall represent her national federation or association when written vote of Council is required.

By-law 8 - AGENDA

Items for inclusion in the agenda for the Council shall reach the Secretary General at least six months before the date of the meeting, to enable her to send out the provisional agenda to the national federations and associations three months before that date.

By-law 9 - REPRESENTATION

1. Each national federation or association shall appoint to represent it on the Council a member qualified to do so by her knowledge and experience of the work of her own federation or association and of the activities of the IFUW.
2. Each national federation or association may accredit an alternate Council member.
3. One Council member of each national federation or association shall be eligible to receive a travel grant for attendance at an IFUW Council meeting.
4. Such Council member shall be eligible to receive a travel grant for attendance at an IFUW Council meeting and to vote only if her national federation or association has paid its dues up to and including the year of the Council or has made arrangements for the payment of these dues to the satisfaction of the Board of Officers.
5. In case of a national federation or association's unforeseeable financial difficulties the Board of Officers shall have discretion to grant the right to vote conditional upon the national federation or association endorsing a schedule providing full payment of dues, in accordance with the provisions of By-law 33, on or before 31 December of the year immediately following the Council.

By-law 10 - VOTING

1. Except where otherwise provided in the Constitution or By-laws, the decisions of the Council 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 deemed to be rejected.
2. The election of the Convenors of committees and committee members shall be conducted according to preferential voting. The method of preferential voting shall be determined by the Council in response to a recommendation from the Board of Officers.
3. The procedure when a written vote is taken under Article V.2(2) of the Constitution or under By-law 7.3 shall be determined by the Board of Officers.
4. A quorum of the Council shall be the representatives of one third of the national federations and associations, and two members of the Board of Officers.

By-law 11 - REPORTS TO THE COUNCIL

1. For the meeting of the Council immediately prior to the Conference:
 - (1) The Board of Officers shall prepare a written report on the work of the Board since the last meeting of the Council, which shall be circulated to the Council members before the meeting.
 - (2) The Secretary General shall prepare a written report to the Council on the work of the Headquarters. After the report is approved by the Board of Officers, it shall be circulated to the Council members before the meeting.
 - (3) Each national federation or association shall submit a written report, and may be invited to make an oral report to the Council.
 - (4) Each Convener of the standing and special committees shall submit a written report to the Council, which shall be circulated to the Council members before the meeting.
 - (5) Each Coordinator of the teams of Representatives of IFUW to inter-governmental organizations shall submit a written report to the Council, which shall be circulated to the Council members before the meeting.
2. All written reports received by the Council shall be included in the conference documentation.

By-law 12 - DUTIES AND POWERS

The Council, among its other duties, shall:

1. Adopt its own working rules;
2. At its meeting immediately prior to the Conference,
 - (1) receive and consider the report of the Board of Officers;
 - (2) receive and consider the report of the Secretary General;
 - (3) receive and consider the reports of the national federations and associations;
 - (4) receive and consider the reports of the Conveners of the standing and special committees;
 - (5) receive and consider the reports of the Coordinators of the teams of Representatives of the IFUW to inter-governmental organizations;
3. On the report of the Membership Committee, approve any amendments made to their constitutions by any of the IFUW national federations or associations;
4. On the report of the Membership Committee, decide upon the admission of national federations and associations to membership of the IFUW;
5. On the report of the Membership Committee, approve degrees submitted by any IFUW national federation or association for recognition by the IFUW;
6. On the report of the Finance Committee, examine and approve the financial policies and administration of the IFUW, examine and approve annual estimates, the audited accounts and proposals concerning annual dues, and travel grants.
7. Elect the members and Conveners of committees and appoint the Assistant Treasurers;
8. Confirm the appointment by the Board of Officers of Representatives to inter-governmental organizations and determine the policy of the IFUW in relation to such organizations;
9. Decide upon the inclusion of supplementary items in the final agenda of the Conference;
10. At its discretion, propose to the Conference the names of candidates for election to the Board of Officers in the circumstances laid down in By-law 13.2.
11. At the meeting held immediately after the Conference, the Council shall conduct all business required by Conference.

Chapter III - THE BOARD OF OFFICERS

By-law 13 - NOMINATIONS

1. One year before the Conference, IFUW national federations and associations shall be informed by the Secretary General which members of the Board of Officers are ineligible to stand for re-election. Each national federation or association shall be invited to send to the Secretary General, six months before the Conference, nominations for the offices of President, the Vice-Presidents and Treasurer; nominees may be either existing Board members eligible for another term or new names.
2. In the case of failure on the part of the national federations and associations to nominate candidates for election to the Board of Officers, or in the case of withdrawal of candidates, the Council may propose to the Conference the names of candidates for election to the Board.
3. In the case of a vacancy occurring between Conferences, the Board is empowered to make temporary appointment to fill such vacancy.

By-law 14 - MEETINGS

1. The Board of Officers shall meet before and after the Conference, yearly at the same time as the IFUW committees and at other times if considered necessary. The Secretary General shall attend all meetings. She may designate another member of her staff to attend a meeting in her stead.
2. The agenda shall be drawn up by the Secretary General in consultation with the President. Any Board member may propose items for inclusion in the agenda.
3. A quorum shall be a majority of all the Board members.
4. The Board of Officers may meet with the Conveners of committees, Assistant Treasurers and Coordinators of the teams of Representatives to inter-governmental organizations as an Advisory Group in order to discuss the programme. The Board may invite members of all committees when appropriate to meet with the Advisory Group to discuss issues of concern.
5. An emergency meeting of the Board may be called at the discretion of the President, or at the written request to the Secretary General of three members of the Board.
6. The procedure when a written vote is taken by the Board of Officers under Article V.2.(2) of the Constitution shall be determined by the President in consultation with two Vice-Presidents.

By-law 15 - USE OF NAME AND LOGO

IFUW is owner of its name, its acronym, its logo and any resulting trademarks. Their use in all printed and electronic media is subject to written authorisation of the Board of Officers.

Chapter IV - SECRETARY GENERAL

By-law 16 - SECRETARY GENERAL

1. The Secretary General shall be responsible for the execution of decisions and policies officially adopted by the Conference, the Council and the Board of Officers.
2. She shall recommend to the Board of Officers the appointment of the administrative staff, and appoint all other personnel in accordance with policies adopted by the Board of Officers.
3. The Secretary General shall prepare a written annual report to the Board of Officers for its first meeting of each year.

Chapter V - NATIONAL FEDERATIONS AND ASSOCIATIONS

By-law 17 - COORDINATOR FOR INTERNATIONAL RELATIONS (CIR)

Each IFUW national federation or association shall appoint or elect a member of its executive body as Coordinator for International Relations (CIR), for a term not normally exceeding six years. She shall have responsibility for promoting the aims of IFUW, for stimulating interest in international relations and for cooperating with the other national federations and associations and shall be the liaison officer between her national federation or association and the IFUW Headquarters.

By-law 18 - TEMPORARY VISITING MEMBERS

IFUW national federations and associations shall make provision entitling temporary visiting members from other IFUW national federations and associations to attend meetings and to enjoy such privileges as may be offered to them. Independent members shall also have this opportunity.

Chapter VI - IFUW REGIONAL GROUPINGS

By-law 19 - IFUW REGIONAL GROUPINGS

Where there are regional groupings of IFUW national federations and associations, the members of such groupings shall be members of IFUW. Their policies shall be consistent with those of IFUW.

Chapter VII - RELATIONS WITH INTER-GOVERNMENTAL ORGANIZATIONS

By-law 20 - POLICY

The Council shall be responsible for deciding IFUW policy in relation to the work of the inter-governmental organizations, and the Board of Officers shall be responsible for supervising the implementation of that policy.

By-law 21 - REPRESENTATIVES TO INTER-GOVERNMENTAL ORGANIZATIONS

1. The Board of Officers shall accredit Representatives of IFUW to the inter-governmental organizations with which IFUW has consultative relations. More than one Representative may be accredited to each organization. Such Representatives shall work together as a team in each UN Centre. Each team shall appoint its own coordinator.
2. Each Representative shall be appointed for the triennium and shall be eligible for re-appointment.
3. The Coordinator of each team of Representatives shall submit a written report at appropriate intervals to the Board of Officers and to the Council.

Chapter VIII - COMMITTEES

By-law 22 - STANDING COMMITTEES

There shall be the following standing committees: the Committee for the Award of International Fellowships, the Finance Committee, the Status of Women Committee, the Membership Committee and the Resolutions Committee. They shall have the terms of reference and rules of procedure set out below.

By-law 23 - MEMBERSHIP OF STANDING COMMITTEES

1. Unless otherwise provided, the members and Conveners of standing committees shall be elected by Council members during the Conference for a term which begins immediately following the conclusion of the Conference and continues until the conclusion of the next. No person may serve on any given committee for more than two consecutive terms, except to serve as Convener for one further term. The Convener shall be eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.
2. One year before the Conference, IFUW national federations and associations shall be informed by the Secretary General which members of standing committees are ineligible to serve another term. Each national federation or association shall be invited to send to the Secretary General six months before the Conference, nominations for membership of standing committees, either existing committee members eligible for another term or new members. National federations and associations may propose as many names for committees as there are vacancies but among these not more than one from any one national federation or association for each committee. All nominees must be individual members of IFUW. A candidate may be nominated for one committee only.
3. In the case of failure on the part of the national federations and associations to nominate at least as many candidates as there are openings on standing committees, the Board of Officers is empowered to nominate candidates for election or appointment in accordance with By-laws 23.1, 26.2, 27.2 (2) and 30.3.
4. The President of the IFUW shall be an *ex officio* member of all standing committees. The Board of Officers shall nominate one of its own members to serve on each standing committee. Such a person shall have no voting rights.
5. In the case of a vacancy occurring among the Conveners or members of the standing committees, the Board of Officers is empowered to make temporary appointment to fill such vacancy.
6. The Board of Officers may replace a convener or any member of a committee who, without giving a satisfactory explanation, fails to exercise her functions for a period of three months.
7. The Board of Officers, after discussion with each standing committee, may invite on a voluntary basis one or two consultants to complement the expertise of the members of each committee where indicated by the work expected of the committee. Such consultants shall be non-voting members of the committee and shall be invited for a term not exceeding the remainder of the triennium in which they are invited.

By-law 24 - ACTIVITIES OF STANDING COMMITTEES

1. Standing committees shall examine questions within their terms of reference as well as all matters referred to them by the Conference, the Council or the Board of Officers, and shall make recommendations to the Board of Officers.
2. The Convener of a standing committee shall submit a written report at appropriate intervals to the Council and to the Board of Officers on the activities of the committee and its programme of work.
3. Proposals for urgent action by a standing committee between meetings of the Council require the approval of the Board of Officers.

By-law 25 - MEETINGS

Standing committees shall meet at a time and place to be decided by the Board of Officers in consultation with Conveners and members of the committees.

By-law 26 - COMMITTEE FOR THE AWARD OF INTERNATIONAL FELLOWSHIPS, GRANTS AND OTHER AWARDS

1. The Committee for the Award of International Fellowships, Grants and Awards shall select and appoint holders of IFUW fellowships, grants and awards and consider and advise the Council on conditions governing such fellowships, grants and awards.
2. The committee shall consist of four members who shall be appointed for a term of three years by the Board of Officers from a list of names submitted by the national federations and associations.
3. The members of the committee shall be eligible for re-appointment. No member shall serve on the committee for more than two consecutive terms, except to serve as Convener for one further term. The Convener shall be eligible for re-appointment for one term, unless she has previously served two consecutive terms as an ordinary member.
4. The committee may consult experts in evaluating applications for fellowships, grants and other awards.

By-law 27 - FINANCE COMMITTEE

1. The Finance Committee shall recommend for the approval of the Council, for subsequent presentation to the Conference, the rate of annual dues payable to the IFUW by the national federations and associations; shall prepare annual estimates for the approval of the Council; shall supervise the annual expenditure of the IFUW and the use and investment of its funds. It shall be responsible for ensuring that the expenditure of the IFUW remains within the terms of the budget approved by the Council.
2. The Finance Committee shall consist of:
 - (1) the Treasurer, who shall be a member *ex officio*;
 - (2) two Assistant Treasurers appointed by the Council; one Assistant Treasurer shall be a member of, and nominated by the national federation or association of the country in which the Headquarters of the IFUW is situated; the other shall be a member of, and nominated by the federation or association which pays the largest amount of annual dues; and
 - (3) two members elected by the Council.
3. There should not be more than two members on the committee from any one national federation or association.
4. The Treasurer and Assistant Treasurers shall decide among themselves which one of them shall be the Convener, and also which one of the Assistant Treasurers shall, in the absence of the Treasurer, act as her deputy at meetings of the Council and of the Conference.
5. The two Assistant Treasurers shall be eligible to serve for two further terms.
6. No bank account shall be opened in the name of the IFUW except with the sanction of the Board of Officers.
7. The funds of the IFUW or any part thereof may be invested in the purchase of or at interest upon the security of such stocks, shares, securities or other investments or property of whatsoever nature and wheresoever as the Council shall, in its absolute discretion, have approved in principle.

By-law 28 - STATUS OF WOMEN COMMITTEE

1. The Status of Women Committee shall devise and activate programmes that promote the purposes, mission and policies of IFUW and its liaison with international and inter-governmental bodies.
2. The committee shall consist of six elected members.
3. The Convenor of the Resolutions Committee shall also serve as an *ex officio* member of the committee.
4. The Representatives of the IFUW to inter-governmental organizations shall be consultants to the committee.

By-law 29 - MEMBERSHIP COMMITTEE

1. The Membership Committee shall examine all applications received for admission to the IFUW from national federations and associations of graduate women and shall report to the Council on their eligibility and suitability for membership, from the point of view of Articles I and II of the Constitution.
2. The committee shall review all amendments to the constitutions and by-laws of IFUW national federations and associations, examine the requirements for additional degrees proposed by federations and associations for recognition by the IFUW and report the findings to the Council from the point of view of Articles I and II of the Constitution.
3. The committee shall develop policies and programmes that:
 - (1) study trends in higher education that may affect membership of IFUW
 - (2) strengthen and support existing national federations and associations
 - (3) encourage the formation of new affiliates.
4. The committee shall consist of five elected members.

By-law 30 - RESOLUTIONS COMMITTEE

1. The Resolutions Committee shall call for Resolutions to be submitted by national federations and associations, the Board of Officers, Standing Committees and Special Committees of IFUW.
2. The committee shall supervise the presentation of Resolutions at Conference and assist with policy implementation by national federations and associations during the triennium.
3. The Committee shall consist of three to five members who shall be appointed by the Board of Officers, from a list of names submitted by national federations and associations. It shall serve from the end of the Council held immediately after the Conference until the end of the Council held immediately after the next Conference.

By-law 31 - SPECIAL COMMITTEES

The Board of Officers, Council and Conference may establish and dissolve special committees and working groups as required and set their terms of reference. All special committees and working groups shall report to the Board of Officers unless otherwise stated in their terms of reference.

Chapter IX - FINANCE

By-law 32 - FINANCIAL YEAR

The financial year of the IFUW shall be 1st January to 31st December inclusive.

By-law 33 - DUES

1. The annual dues payable by the national federations and associations shall be fixed on a *per capita* basis by the Conference, on the advice of the Council and the Finance Committee, subject to the special provision in paragraph 2. The dues shall be expressed in the currency of the country in which the Headquarters of the IFUW is situated.
2. The *per capita* basis paid by each national federation and association shall be calculated using a formula approved by the Council and reviewed on a regular basis.
3. In the event of an appreciable change in the rate of exchange between the currency of the Headquarters country and the currency of the country of a national federation or association, the Board of Officers may grant alleviation of full dues based on the percentage of depreciation between the two currencies during the year. This alleviation shall not exceed 60% of full dues. The Board shall report the matter to the Council.
4. Any proposal affecting the rate of the annual dues shall be sent out to national federations and associations nine months before the meeting of the Council held immediately before the Conference at which a vote on the proposal is taken.
5. The total amount of the dues payable annually by each national federation or association shall be calculated on the basis of the number of members of that national federation or association at the date of the closure of its financial year immediately preceding the beginning of the financial year of IFUW.
6. Independent members shall pay annual dues at a rate to be determined by the Board of Officers.

Chapter X - MISCELLANEOUS

By-law 34 - AMENDMENTS

These By-laws may be amended at any Conference by a simple majority of the members entitled to vote and voting. Proposed amendments may be submitted by national federations and associations, the Conference, the Council, the Board of Officers and the IFUW committees. Such amendments must reach the Secretary General nine months before the Conference. The Secretary General shall send these amendments to national federations and associations not less than six months before the date of the Conference. Any amendment to By-laws required consequent upon constitutional amendments passed by the Conference may be dealt with by the Council immediately following the Conference and passed by a simple majority of the members entitled to vote and voting. Unless otherwise provided, an amendment shall come into effect immediately after the close of the Conference or the Council at which it was adopted.