

## BY-LAWS

### By-law 1. SEAT

The constitutional seat is located in Lausanne.

### By-law 2. APPLICATION FOR MEMBERSHIP

Application for membership shall be sent to Headquarters.

The application must be accompanied by evidence of affiliation to IFUW and national legal status.

### By-law 3. LOSS OF MEMBERSHIP

1. The Assembly shall decide if any of the first four conditions set out in Article 6 of the Constitution is fulfilled.
2. A member may be excluded by the Assembly if
  - (a) the member ceases to meet its liabilities to UWE, or
  - (b) the member acts contrary to the Constitution, By-laws or decisions, or in a way that harms UWE.

Having been notified of the reason for the proposed exclusion 60 days before the meeting of the Assembly, the member shall have the right to defend its position.

A decision to exclude a member requires a two-thirds majority of the members entitled to vote and voting.

Within 10 days of the meeting of the Assembly, the Secretary must, by registered letter, inform the member of this decision, stating the date of termination and giving the reason.

In case of default in payment, the provisions of By-laws 18 shall be applied before an exclusion decision is taken.

### By-law 4. ATTENDANCE

1. Each representative is entitled to be accompanied by no more than two persons who must be members of her national federation/association.  
These persons have the right to speak but not to vote.
2. Other persons being members of the national federations/associations of UWE may attend business sessions as observers and, at the discretion of the Executive, may speak.
3. Representatives of European federations/associations affiliated to IFUW, before they apply for membership of UWE, may attend two Assembly meetings as observers with the right to speak.
4. Independent members of IFUW, resident in Europe, may attend as observers and, at the discretion of the Executive, may speak.
5. The Executive shall have discretion to allow members of non-European federations/associations and independent members of IFUW to attend and to speak.

### By-law 5. AUTHORISATION

The authorisation of the representatives, as described in Article 7.2 of the Constitution, shall be examined by the President who shall make a list of the persons entitled to vote.

### By-law 6. MEETINGS

1. The Assembly shall determine the date and place of its next meeting.  
In the event of an emergency which prevents the meeting being held, the Executive is empowered to postpone the meeting or to change the place thereof.
2. The preliminary agenda for the meeting shall reach all members at least 30 days in advance.

All documents relating thereto shall be sent to all members so as to reach them at least 10 days before the meeting.

3. During a meeting the use of German or other languages in addition to the official languages is permitted provided that immediate translation is available.
4. Unless otherwise expressly stated, decisions shall be taken by a show of hands and simple majority of members entitled to vote and voting.

Whenever a two-thirds majority is required, if not reached in the first ballot a second ballot shall take place and if still no such majority is reached a simple majority shall suffice.

5. The Secretary shall keep a record of decisions.

#### By-law 7. MOTIONS

Every motion submitted by a member during a meeting of the Assembly must have a seconder.

#### By-law 8. MINUTES

Draft minutes of the meeting drawn up by the Secretary, including a list of participants, shall be sent to all members as soon as possible for comments or corrections to be submitted within 30 days after dispatch.

The finalised minutes shall be subject to formal adoption at the following meeting of the Assembly.

#### By-law 9. POSTAL VOTE

1. Should the Assembly be of the opinion that it is not possible or desirable to postpone a decision or an approval of past decision until the next meeting of the Assembly the President shall submit them to the postal vote of the members.
2. The postal vote shall be in the form of a ballot with two envelopes, the inner one being blank and the other one addressed to the Secretary, who shall forward the blank envelopes to the Executive.
3. Failure to reply within the time limit set out by the Executive in the ballot shall be considered as an abstention.

#### By-law 10. ELECTIONS

Candidates for the offices of President, Vice-President and Treasurer can be proposed by any member of UWE.

Nominations shall reach Headquarters at least 60 days before the date of the elections and be accompanied by a letter from the candidate that she has agreed to her nomination and will accept her election.

Election shall be decided by a two-thirds majority of the members entitled to vote and voting.

If not reached in the second ballot, a third ballot shall take place in which a simple majority shall suffice.

Should there be a tied vote then the election shall be decided by the drawing of lots.

#### By-law 11. EXECUTIVE

The Executive shall meet at least at the time of a meeting of the Assembly.

#### By-law 12. REPRESENTATION

1. The President shall represent UWE for external relations. Excepting the duties stipulated in Article 20 of the Constitution, she may delegate specific functions to other members of the Executive.
2. Should the case arise, she may delegate a specific function to one of the representatives defined in Article 7.2 of the Constitution.  
Such delegation shall be for a specific task and shall be submitted for the Approval of the Executive.
3. In any case where neither a member of the Executive nor a representative as defined in Article 7.2 of the Constitution is available, the President, after consultation with the other members of the Executive, may choose a qualified member from the member federations/associations.

By-law 13. FUNDS

1. The funds of UWE are to be banked in the country of residence of the Treasurer or/and Switzerland.
2. The Treasurer shall perform all duties pertaining to her office and in particular supervise current financial transactions. Every year, the Treasurer shall submit to the Assembly a financial statement for the past and a provisional budget for the coming year.
3. The accounts shall be audited yearly either by a professional auditor in the country of residence of the Treasurer or by two members of the Assembly.  
Every year, after the approval of the accounts for the past year, the Assembly shall decide how the auditing for the coming year will be done, and designate, if necessary, the members who shall do the auditing.

By-law 14. SECRETARIAT

The nomination of the Secretary as stipulated in Article 15 of the Constitution shall be submitted for the approval of the Assembly.

The Secretary shall perform all duties pertaining to her office and those which may be assigned to her by the Executive or the President or arising out of the provisions of the Constitution and/or By-Laws.

By-law 15. DOCUMENTS

The Officers of UWE shall keep all documents relevant to their functioning and shall transfer them to their successors within one month after leaving office.

By-law 16. STANDING COMMITTEES; WORKING PARTIES

1. Standing Committees

- 1.1. For the matter of ongoing interest a Standing Committee shall be established by the Executive, with the agreement of the Assembly.
2. The President or Vice-President or Treasurer shall be ex officio a member of a Standing Committee.
3. Each member federation/association may appoint one of their members to serve on each Standing Committee.  
Each appointed member shall serve for a term of three years, renewal once.
4. The Assembly shall choose one of the appointed members of the Standing Committee to be the Convener. The Convener shall chair all meetings, and shall be responsible for the functioning of the Standing Committee.
5. Other members of the member federation/associations may attend all meetings as observers.
6. Unless on special authorisation of the UWE President, all external relations go through UWE Headquarters.
7. The Standing Committee shall report to the Executive at least once a year.

2. Working Parties

- 2.1. The Executive, with the agreement of the Assembly, may set up working parties for specific purposes.
2. The President or Vice-President or Treasurer shall be ex officio a member of a working party.
3. Each member federation/association may appoint one of their members to serve on each working party.
4. The Executive shall choose one of the appointed members of the working party to be the Convener.  
The convener shall chair all meetings, and shall be responsible for the functioning of the working party.
5. Other members of the member federations/associations may attend all meetings as observers.
6. Unless on special authorisation of the UWE President, all external relations shall go through UWE Headquarters
7. The working party shall report to the Executive at least after each meeting of the working party.

By-law 17. WITHDRAWAL

A decision on withdrawal of a member shall be submitted to the President by registered letter.  
In that event the federation/association concerned shall cease to be a member of UWE at the end of the period for which dues have been paid.  
The provision of Article 21 of the Constitution shall apply.

By-law 18. DUES

1. The annual dues shall be fixed in Swiss francs and paid in the currency of the country of residence of the Treasurer at the rate of exchange at the first of January each year.  
The dues must be paid by the first of June.  
After this date the Treasurer will send a reminder by registered letter.
2. The Assembly may, in carrying out Article 21 of the Constitution, determine lower rates for the annual dues of members having less than 300 paying members. The lowest rate may not be less than 50% of the highest one.
3. Failure on the part of a member to have paid on the first of October shall be considered as a contravention and be brought to the attention of the Assembly.  
The member concerned may plead an alleviation of the dues.  
The Assembly shall decide, after the member has had the opportunity to put its case, how the member is to meet its liabilities to UWE.

By-law 19. AMENDMENTS

The provisions of Article 24 of the Constitution shall apply.

By-law 20. PROCEDURE OF AMENDMENTS

Notice of proposed amendments to the Constitution or By-laws must reach the Secretary at least 90 days before the date of the meeting at which they are to be considered.  
The proposal shall reach all members at least 60 days before the date of the meeting.

By-law 21. COMING INTO FORCE

These By-laws come into force immediately after approval by the Assembly on October 1<sup>st</sup> 1988.