

**The World Organization of National Colleges,  
Academies and Academic Associations of  
General Practitioners/Family Physicians**

# **Wonca**

## **Bylaws**

**May 2010**

**Approved by the Wonca Council 16 – 18 May 2010  
Cancun. Mexico**



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# BYLAWS

**The World Organization of National Colleges, Academies and Academic Associations of  
General Practitioners/Family Physicians**

**Wonca**

***As approved by Wonca Council 16 - 18 May 2010***

## **PREAMBLE**

1. Cognizant of the fundamental aspiration of all individuals, families, communities and peoples to achieve and maintain the highest quality of life:
2. Recognizing the centrality of improved and optimal health to the achievement of the highest quality of life:
3. Recalling the important provisions of the charters, declarations and instruments of the International organizations regarding human rights, equity, development, health and human dignity:
4. Recognizing that the elimination of other violations of universal human rights, equality including gender inequality, are important prerequisites for development including the improvement and achievement of optimal health:
5. Affirming that the improvement and achievement of optimal health is dependent on high standards and levels of health care provision, organization, teaching and research:
6. Convinced that general practice/family medicine is the cornerstone of the achievement of high standards and levels of health care provision, organization, teaching and research throughout the world: and
7. Noting the global benefit of organization and knowledge exchange between general practice/family medicine organizations and practitioners, and between general practice/family medicine and other organizations concerned with health and medical care:

The general practice/family medicine organizations of the world constitute themselves as the World Organization of National Colleges, Academies and Academic Associations of General Practitioner/Family Physicians.

## **ARTICLE 1: NAME**

The name of the organization is the World Organization of National Colleges, Academies and Academic Associations of General Practitioners/Family Physicians  
(Hereafter referred to as "The Organization")  
(Acronym "Wonca")  
(Short Name - "World Organization of Family Doctors")

## **ARTICLE 2: DEFINITIONS**

Chair	The person who is responsible for conducting the business of a meeting. The term embraces the terms "chair" and "chairperson" when used in a similar context.
Council:	The World Council or governing body of Wonca unless specifically and clearly used in the Bylaws and/or the Regulations of Council to refer to another organization.
Executive Committee	The Executive Committee of the Council established in accordance with the requirements of the Bylaws of The Organization.
Ex-Officio	An Ex-Officio Member of a Committee is a member by virtue of his or her office and shall not have voting rights unless otherwise specified in the Bylaws and Regulations.
Fund holders:	Persons holding offices in The Organization and who are allocated funds.
Legally registered:	Those medical practitioners who are officially recognized by the government of the country as having had the completion of their medical training certified and are currently fit and proper persons to practise medicine.
Levy:	To impose or collect a fee, or the money so raised.
Logo:	A symbol of graphic artwork designed specifically to identify The Organization, a region of The Organization, or an event or activity of any type being conducted for, or under the auspices of, The Organization.
Member/membership:	When these terms, all spelled in lower case, are included in the body of the Bylaws or the Regulations of Council, they include all categories of membership of The Organization, or any of the constituent organizations of The Organization, as indicated.
Member Organization:	A professional organization which is a Full Member or Associate Member of The Organization.
Members present (in person):	e.g. those "present" at a meeting. This term includes those physically attending the meeting, and those who hold a legitimate and certified proxy for another organization or individual.
Public Officer:	The person appointed by the Council to be the legal representative of The Organization as may be required by any national law or by any statutory authority of a country.

Recognised Health Professions:	Those professions which are concerned with health care and whose area of care is clearly defined, is based on authentic education and research, and entails a certified training programme.
Region:	A grouping of Member Organizations so defined by Council on the basis of an area considered as a unit for geographical, functional, social or cultural reasons.
Regulations:	The Regulations of Council as appended to the Bylaws of The Organization at the time of adoption of the Bylaws and any additions or amendments subsequently made in accordance with the Bylaws.
Responsible Officer	The person appointed by the Council to be responsible for the statutory and administrative affairs of The Organization as required by law or by the Bylaws of The Organization, or the Regulations of Council, or as directed by the Council.
Secretariat:	The administrative centre of an organization and in the case of The Organization, the office of the Responsible Officer.
Service activities	Those aspects of medical practice which are concerned with the process and management of the delivery of health care or patient medical care.
Significant Organization:	An organization which in general is regarded by the medical profession as an organization of academic status and consisting of a sufficient number of members that it can be regarded as representative of the general practitioners/family physicians of the country or region.
Term of Office:	The duration of time that an individual holds a position of responsibility.
Terms of Reference:	A list of duties, responsibilities and tasks to be achieved by an individual or individuals or by any committee or working party established by The Organization undertaking an assigned task for The Organization.
The Organization:	The World Organization of National Colleges, Academies and Academic Associations of General Practitioners/Family Physicians, unless specifically and clearly used in the Bylaws and Regulations of Council to refer to another organization.

## **ARTICLE 3: GOVERNANCE**

### **1 Bylaws and Regulations**

The affairs of The Organization shall be governed in accordance to these Bylaws and their accompanying Regulations of Council

## **ARTICLE 4: PURPOSE**

### **1 Mission**

The Mission of The Organization is to improve the quality of life of the peoples of the world through defining and promoting its values, including respect for universal human rights and including gender equity, and by fostering high standards of care in general practice/family medicine by:

promoting personal, comprehensive and continuing care for the individual and the family in the context of the community and society;

promoting equity through the equitable treatment, inclusion and meaningful advancement of all groups of people, particularly women and girls, in the context of all health care and other societal initiatives;

encouraging and supporting the development of academic organizations of general practitioners/family physicians;

providing a forum for exchange of knowledge and information between Member Organizations and between general practitioners/family physicians; and

representing the policies and the educational, research and service provision activities of general practitioners/family physicians to other world organizations and forums concerned with health and medical care.

### **2 Objectives**

The objectives of The Organization shall be to:

- .1 Support and facilitate the development of general practice/family medicine throughout the world, and advance the status of family doctors.
- .2 Represent the consensus view of Member Organizations in international and national fora.
- .3 Collect, collate and disseminate information concerning the educational, research and service provision aspects of general practice/family medicine.

## **ARTICLE 5: MEMBERSHIP**

### **1 Eligibility and Classification**

- .1 The membership of The Organization shall consist of:

- .1 Full Member Organizations

National organizations or a group of national organizations which are representative of general practitioners/family physicians of that country or those countries and a majority of whose constituent voting membership consists of general practitioners/family physicians who are legally registered to practise within that country or those countries. The voting membership of such organizations may include medical practitioners in training.

No component member of a Full Member Organization shall hold Full Membership in Wonca in its own right.

.2 Associate Member Organizations

National Organizations or a group of national organizations whose missions and objectives are consistent with those of Wonca and not eligible or do not seek Full Membership and of which the majority of the constituent voting membership are members of the recognized health professions as defined in these Bylaws.

.3 Direct Individual Members

Individual persons who are members of a recognized health profession and who support the Mission of The Organization and who desire affiliation.

.4 Academic Members

Academic Departments/Training Programs of general practice/family medicine which are actively involved in teaching and research, support the Mission of The Organization and desire affiliation with The Organization.

## **2 Application**

Applications for membership shall be made in accordance with the Regulations.

## **3 Termination of Membership**

.1 Membership in The Organization shall terminate upon the occurrence of any of the following:

- .1 Resignation.
- .2 Failure to maintain membership requirements in accordance with the Regulations.
- .3 Default in the payment of dues to The Organization.
- .4 Revocation of Membership by the Council in accordance with the Regulations.

## **4 Revocation**

- .1 Any Member Organization or Officer of The Organization may file a written complaint against another Member Organization alleging that that organization's policy is no longer in accord with the provisions of Article 4 of the Bylaws, in accordance with the Regulations.
- .2 The complaint shall be considered by Council and after due consideration of the complaint any decision by Council regarding the complaint shall be by a two-thirds (2/3) majority of Members of Council.



## **ARTICLE 6: ORGANIZATIONS IN COLLABORATIVE RELATIONS**

### **1 Eligibility**

International organizations whose missions and objectives are consistent with those of The Organization and who are not eligible for, or who do not seek Full or Associate Membership.

### **2 Application**

Applications for Collaborative Relations shall be made in accordance with the Regulations.

### **3 Review of Relations**

Organizations in Collaborative Relations may be reviewed by Council on the recommendation of Executive Committee. Refer to Regulations Clause 5.

## **ARTICLE 7: HONOURS AND AWARDS**

### **1 Fellow of Wonca**

- .1 Fellowship of Wonca is the most prestigious award bestowed on individuals who have rendered outstanding service to The Organization.
- .2 Fellows of Wonca shall enjoy the privileges of Honorary Life Direct Individual Membership.
- .3 The procedure for the award of Fellowship shall be made in accordance with the Regulations.

### **2 Honorary Life Direct Individual Membership**

- .1 Honorary Life Direct Individual Membership may be awarded to individuals in recognition of their contribution to the work of The Organization and/or to general practice/family medicine on a world basis.
- .2 Past Presidents of Wonca shall be awarded Honorary Life Direct Individual Membership.
3. The procedure for the award of Honorary Life Direct Individual Membership shall be made in accordance with the Regulations.

## **ARTICLE 8: DUES (Subscriptions) AND FUND RAISING**

### **1 Annual Dues of Member Organizations**

- .1 Dues
  - .1 Each Member Organization shall be required to pay annual dues which shall be recommended by Executive Committee, prescribed by Council at each of its regular meetings, and collected in accordance with the Regulations.
  - .2 Special assessments may be levied by an affirmative vote by two-thirds (2/3) of Council.

**.2 Nonpayment**

- .1** Any Member Organization which has not paid its total triennial dues or assessments at the time of the Regular World Meeting shall not be entitled to representation on Council or other Committees, and its members shall not be entitled to hold office in Wonca.
- .2** The Organization reserves the right to pursue, by any means available to it, the recovery of outstanding dues owed to it by a Member Organization whose membership has lapsed due to non-payment of dues.

**2 Annual Dues of Direct Individual Members**

Each Direct Individual Member shall be required to pay annual dues which shall be recommended by Executive Committee, prescribed by Council at each of its regular meetings, and collected in accordance with the Regulations.

**3 Annual Dues of Academic Members**

Each Academic Member shall be required to pay annual dues which shall be recommended by the Executive Committee, prescribed by Council at each of its regular meetings, and collected in accordance with the Regulations.

**4 Raising of Funds**

In furtherance of the Mission and Objectives of The Organization as contained in Article 4, The Organization may raise or acquire funds by way of commercial activities, levies, requests, donations, grants, bequests, legacies or in any such similar manner.

**ARTICLE 9: REGIONS**

**1 Regional Organization**

The Member Organizations shall be grouped into Regions which shall at all times uphold the Mission and Objectives of The Organization in accordance with Article 4 of these Bylaws

- .1** In particular each Region shall:
  - .1** Provide a forum on a regional basis for interchange of information and knowledge.
  - .2** Encourage the establishment of national academic organizations representing general practitioners/family physicians in countries of the region.
  - .3** Support and encourage the development of the Member Organizations within the region.

## **ARTICLE 10: WORLD MEETINGS**

### **1 Regular World Meetings**

- .1 To fulfill the Mission and achieve the Objectives of The Organization, there shall be a regular world meeting of The Organization held in every third calendar year, which shall include a meeting of Council, a meeting of the Executive Committee, a Scientific Conference and such other working party or committee meetings as shall be determined from time to time by Executive Committee or Council.
- .2 At each regular world meeting, Council shall reaffirm the time and place for the next regular world meeting and designate the time and place of the next subsequent regular world meeting.

## **ARTICLE 11: COUNCIL**

### **1 General Powers and Responsibilities**

- .1 The control and administration of The Organization shall be vested in the Council.
- .2 Consistent with the Mission and Objectives of the Organization, Council shall make every reasonable effort, including calls for nominations, to ensure that qualified women candidates for officer and other positions are identified.

### **2 Composition**

- .1 Voting Members of Council
  - .1 The Council shall consist of the Officers of The Organization and one representative per country or group of national organizations (reference Article 5.1.1 of these Bylaws), except as provided in point 2.1.1.2 below.
    - .1 Officers of The Organization shall have one vote each at Council.
    - .2 All Full Member Organizations that were deemed to be voting members of Council during the 1996 to 1998 triennium shall retain their status as voting members provided that there is no change in or discontinuity of their membership.<sup>1</sup>
    - .3 A Full Member Organization or a group of national organizations shall have votes according to the following schedule:

Category A: 1 to 1000 members	1 vote
Category B: 1001 to 10,000 members	2 votes
Category C: 10,001 to 25,000 members	3 votes
Category D: 25,001 to 40,000 members	4 votes
Category E: 40,001 to 60,000 members	5 votes
Category F: > 60,000 members	6 votes
    - .4 Full Member Organizations shall be entitled to only one (1) vote regardless of the membership numbers if the Executive Committee has provided a waiver or substantial reduction in the membership dues to the Full Member Organization.

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<sup>1</sup> The exceptions were the American Academy of Family Physicians, USA, the Society of Teachers of Family Medicine, USA, IMA College of General Practitioners, India, and the Indian Academy of General Practice, India.

.2 Certification

- .1 Each Full Member Organization shall notify the Responsible Officer of the name and address of its Member of Council, certify the credentials of the appointee, and inform of any subsequent changes.
- .2 During the tenure of office, the Member of Council must be a full member of the Member Organization.

.2 Non-Voting Members of Council

- .1 The certified representatives of Associate Member Organizations or Organizations in Collaborative Relations, may attend meetings of Council, and have the privileges of the floor, but shall not have the right to vote.

.3 Observers

.1 Official Observers

Council shall admit as observers to its meetings:

- .1 Past Presidents of The Organization.
- .2 Immediate Past Regional Presidents.
- .3 Chairs of Committees and convenors of Working Parties elected under the provisions of the Regulations.
- .4 The Editor of any journal, newsletter or other regular publication produced under the auspices of Council.
- .5 Presidents or official representative of a Member Organization..

.2 Other Observers

- .1 Academic Members or their certified representatives, and Direct Individual Members.
- .2 The President, with the concurrence of Council, may invite other observers for part or whole of the meeting.

.3 Privileges

All observers to Council shall have, at the discretion of the Chair, the privileges of the floor, but shall not have the right to vote.

**3 Meetings of Council**

- .1 Council shall meet at the time of each Regular World Meeting.
- .2 Extraordinary Meetings of Council may be called by the President with the concurrence of the Executive Committee, or upon the written request of not less than forty percent 40% of the current membership of Council, provided that written notice of such a meeting is given to members of Council not less than 120 days thereto.

#### **4 Voting**

- .1 Except where a two-thirds (2/3) majority is required by these Bylaws, all matters shall be decided by a majority vote of voting members of Council present in person, and those for whom a proxy has been granted.
- .2 The Chair is a voting member of Council and in the case of a tied vote, also has a casting vote.

#### **5 Proxies**

- .1 A Member Organization in good standing which is unable to send a Member of Council to a meeting of Council, may authorize, in writing, another Member Organization, through its appointed Member of Council, to represent it. No Member of Council may exercise proxy for more than one Member Organization.

#### **6 Quorum**

A quorum for the transaction of business of Council shall consist of a majority of the Officers of The Organization and two-thirds (2/3) of the members of Council representing Member Organizations in person or by proxy.

#### **7 Languages**

The discussion at any meetings of Council shall be conducted in English.

#### **8 Records**

- .1 Minutes of each meeting of Council, in English, shall be kept by the Responsible Officer.
- .2 The minutes of each meeting shall be transmitted to each Member Organization, member of Council, and Organization in Collaborative Relations not later than sixty (60) days following the meeting of Council.

### **ARTICLE 12: OFFICERS OF THE ORGANIZATION**

#### **1 The Officers of The Organization shall be:**

- .1 President.
- .2 Immediate Past President (until the conclusion of the meeting of the Executive Committee in the year after the meeting of Council).
- .3 President Elect.
- .4 Regional Presidents.
- .5 Three Members at Large from different countries, one of whom shall be appointed by the Executive Committee as Honorary Treasurer.

#### **2 Council, at each of its regular meetings shall ratify the elections of the Regional Presidents and elect the other Officers of the Organization. In order that both genders are appropriately represented, at least 25% of the Officers shall be women and at least 25% of the Officers shall be men. If the number of Officers cause the calculation to result in the required number of being a fraction of a whole number, then the fraction shall be rounded up to the nearest whole number.**

- 3 The Officers shall be elected from among bona fide members of Full Member Organizations and shall be certified in writing by a Member Organization indicating that the nominee is a recognized member of that Member Organization, has its support and endorsement, and agrees to accept the nomination.
- 4 The President, the Immediate Past President and the President Elect shall serve one term only in that particular office.
- 5 Members at Large and Regional Presidents shall be eligible for election to that position for a maximum of two (2) terms of office.
- 6 Council by Regulation shall determine the terms of office and duties, and the methods of election of the officers.

### **ARTICLE 13: EXECUTIVE COMMITTEE**

- 1 There shall be an Executive Committee of Council whose members shall be:
  - .1 The Officers of The Organization
  - .2 Chairs of Committees of Council as defined in Article 15 of these Bylaws
    - .1 If a Chair of a Committee of Council is not already an Officer of The Organization then that Chair shall be an *ex officio* non-voting member of Executive Committee.
- 2 The Executive Committee shall have full authority to act for and on behalf of the World Council between meetings of the Council.
- 3 The Executive Committee is accountable to Council and shall report to all meetings of Council.
- 4 A majority of voting members of the Executive Committee shall constitute a quorum for the transaction of business, provided that there is at least one woman and one man present.
- 5 The Chair has a deliberative vote, and in the case of a tied vote, a casting vote.
- 6 The Executive Committee shall meet:
  - .1 at the time of each Regular World Meeting, prior to and following the meeting of Council.
  - .2 at least once each calendar year in which there is not a meeting of Council.

### **ARTICLE 14: REGIONAL STRUCTURE AND FUNCTION**

#### **1 Regional Presidents**

Each Region shall elect from its Member Organizations, a Regional President, for ratification by Council, in accordance with the Regulations Clause 10.3.2.

Each Region shall make every reasonable effort to ensure that qualified women are identified, encouraged to accept nomination as candidates for Regional President and other office and supported in office once elected.

## **2 Regional Function**

- .1 On request of the Member Organizations concerned, Council may declare groups of Member Organizations as constituting a new Region of The Organization.
  - .1 When considering such a request, and before making a determination, Council shall:
    - .1 Take into consideration the geographic and international significance of such a region.
    - .2 Be satisfied that the number of Member Organizations comprising a region is adequate for meaningful dialogue and cooperation and is not so large as to prevent close cooperation and dialogue.
- .2 The composition of any recognised Region shall be maintained unless:
  - .1 Council receives a request from a two-thirds (2/3) majority of the Member Organizations of the region to alter the composition, or
  - .2 Council decides to alter the composition of the region.
- .3 The regions shall be responsible to Council and shall report to Council and Executive Committee at each of their regular meetings.
- .4 Council may approve of a corporate structure to administer the affairs of a region.
- .5 A region may form a regional council to act as a forum for discussion and decision making, and appoint office bearers, committees and working parties.
- .6 Financial responsibility for the affairs of a region shall be the responsibility of the Member Organizations of the region subject to the requirements of the Regulations.
- .7 A region may develop and operate under such rules or bylaws as are considered necessary for the management of the affairs of the region, providing that:
  - .1 the rules or bylaws are consistent with the Bylaws and Regulations of The Organization, and
  - .2 are approved by Council.

## **3 Regional Meetings**

- 1 Regions may hold Wonca Regional Conferences.
  - .1 No Regional Conference may be held within four months of a Wonca World Conference.
  - .2 The Host Organizing Committee shall consult with the Executive Committee during the planning of the Regional Conference.
  - .3 There may be a monetary levy paid to The Organization and the Region by the Host Organizing Committee in accordance with the Regulations.

## **ARTICLE 15: COMMITTEES OF COUNCIL AND WORKING PARTIES**

### **1 Committees of Council**

- .1 Council shall appoint a:
  - .1 Nominating and Awards Committee
  - .2 Finance Committee
  - .3 Membership Committee
  - .4 Bylaws and Regulations Committee
  - .5 Publications and Communications Committee
  - .6 Organizational Equity Committee
- .2 Other Committees of Council may be appointed by Council at any of its regular meetings when it is considered that the objectives determined by Council cannot be achieved by a Working Party.

These Committees may be disbanded or discontinued by Council at any of its meetings.
- .3 Committees shall:
  - .1 be provided with specific objectives and terms of reference,
  - .2 be responsible to Council and report to Council at each of its regular meetings, and to Executive at such other times as requested,
  - .3 have their role and function reviewed by Council at each of its meetings,
  - .4 publicize their work regularly in Wonca publications.

### **2 Working Parties**

- .1 Council or Executive Committee may establish at any of their regular meetings Working Parties to facilitate business and to achieve the Objectives of The Organization.
- .2 Working Parties shall:
  - .1 be provided with specific objectives and terms of reference
  - .2 be given a specific date for reporting to Council or Executive Committee
  - .3 cease to exist on completion of their final report to Council or Executive Committee
  - .4 publicize their work regularly in Wonca publications.



### **3 Powers, Duties, Composition and Election**

- .1 The powers, duties, composition and election of Committees of Council and Working Parties shall be determined by Regulation of Council, unless otherwise stated in these Bylaws, providing that at all times the composition includes at least one member of Executive Committee or Council, and the Chair is appointed by Council unless otherwise stated in these Bylaws or Regulations.
- .2 Council shall make reasonable efforts to ensure that all Committees of Council and Working Parties have an equitable gender balance and promote women in leadership positions and roles.

### **ARTICLE 16: REIMBURSEMENTS**

#### **1 Reimbursements**

Officers and other persons on official business of The Organization may be reimbursed for expenses incurred in the execution of their duties, in accordance with the Regulations Clause 16.

### **ARTICLE 17: WORLD SCIENTIFIC CONFERENCES**

- 1 In pursuance of Article 10.1.1 of these Bylaws, Council may by a majority decision either accept responsibility for arranging a World Scientific Conference or delegate such authority to a Member Organization, which shall be identified as the Host Organization.
- 2 If responsibility for arranging a World Scientific Conference is delegated to a Member Organization then Council shall by Regulation:
  - .1 Determine the process for liaison and cooperation between the Host Organization and the Council for the planning and conducting of the conference.
  - .2 Determine the level of a monetary levy payable to The Organization.

*Reference Regulations Clause 9*

### **ARTICLE 18: PUBLICATIONS AND MEDIA**

#### **1 Regular Newsletter, Periodical or Journal**

- .1 Council may from time to time approve the publication of a regular newsletter, periodical and/or journal and make such arrangements as it sees appropriate for the preparation, publication and circulation of such newsletter, periodical and/or journal.

#### **2 Books, Manuscripts, Publications, Audio Visual Material, Electronic Material and Other Information Media**

- .1 No books, manuscripts, publications, audio visual material, electronic material or other information media of any nature may be published and/or distributed in the name of The Organization in any manner whatever without the approval of Council.
- .2 Any royalties which result from the sale, publication or distribution of any such book, manuscript, publication, audio visual material, electronic material or other

information media shall be payable to Council, which may disburse such funds in any way it so decides.

- .3 Regional publications normally will be approved by the region.

### **3 Copyright and Intellectual Property**

- .1 Any printed material, audiovisual material, electronic material or other information media published by Council, Executive Committee, Committees and Working Parties of Wonca, or persons working under the directions of any of these so named, shall be identified as the property of The Organization and shall be copyright in the name of The Organization, unless approved by Council to be otherwise.
- .2 The use of any Wonca emblem, logo, trade mark, or its name for any meeting or publication of any nature, must be approved by Council.

## **ARTICLE 19: ADMINISTRATION OF THE ORGANIZATION** *(Reference Regulations Clause 17)*

- 1 Council shall delegate to the Executive Committee the administration of The Organization, including any associated or subsidiary entities that may be created from time to time, under the guidance of Council and these Bylaws and the Regulations of Council.
- 2 Executive Committee shall ensure that at all times there is at least one person employed, identified as "the Responsible Officer", who has the responsibility, under the direction of and responsible to Executive Committee, to direct and manage the affairs of The Organization, including the necessary financial management, and carry out such duties as are required by the Bylaws and Regulations. In the absence of such an appointed responsible officer, the President shall act as the Responsible Officer.
- 3 Executive Committee may purchase, hire or otherwise acquire such property and facilities as are considered necessary for the attainment of the Objectives of The Organization.

### **4 Contracts**

The Council or the Executive Committee may authorise any officer or officers, agent or agents of The Organization to enter into any contract or execute and deliver any instrument in the name of, and on behalf of The Organization, and such authority may be general or confined to specific instances.

- .1 No contract or other financial arrangement may be entered into on behalf of the Organization, or identified with The Organization, except by an officer or agent authorized by Council or Executive Committee.
- .2 Any contract or other financial arrangement entered into on behalf of the Organization, or identified with The Organization, by an authorized officer, must be reported to the Executive Committee as soon as practicable and at latest by the next meeting of Executive Committee.

## **ARTICLE 20: FINANCIAL RECORDS AND REPORTS**

- 1** The fiscal year of The Organization shall end on the thirty first (31st) day of December of each year.
- 2** A balance sheet and financial statement for the past year ending 31 December, shall be prepared, audited and certified by a public accountant and approved by Executive Committee. The statements shall be provided to Member Organizations and Members of Council.
- 3** Full Members of The Organization shall at all times have the right and privilege to inspect all financial books, records and documents of The Organization, at a World and their respective Regional level, and the Honorary Treasurer shall be responsible to facilitate such inspections when so requested, providing such requests do not imply any financial responsibility by The Organization for the process of inspection.
- 4** Where funds of The Organization are allocated to its fund holders by virtue of their position, such funds must be audited each fiscal year by the auditors of The Organization, or other auditor approved by Executive Committee.

## **ARTICLE 21: WAIVER OF NOTICE**

Whenever any notice whatever is required to be given under the provisions of the laws of the state of incorporation, Articles of Incorporation or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE 22: COMMON SEAL**

- 1** The Organization shall have a registered Common Seal.
- 2** The Trustees of the Seal shall be the President, the President Elect, and the Honorary Treasurer.
- 3** The Seal shall be affixed to all documents and papers as is required by Custom or Law.
- 4** The signatories to the Seal shall be any two of the Trustees of the Seal.
- 5** The safe custody of the Seal shall be the responsibility of the Responsible Officer.

## **ARTICLE 23: RULES OF ORDER**

The most current version of Robert's Rules of Order Revised, except when the same are in conflict with these Bylaws, shall control all parliamentary proceedings of the meetings of The Organization.

## **ARTICLE 24: AMENDMENTS TO THE BYLAWS OF THE ORGANIZATION AND THE REGULATIONS OF COUNCIL**

### **1 The Bylaws**

- .1 The Bylaws of The Organization may be amended by an affirmative vote of at least two-thirds (2/3) of the members of Council present and voting at any meeting of Council provided that:
  - .1 Notice of the proposed amendment or amendments are given to the Responsible Officer or to the President, at least fifteen (15) months prior to the next meeting of Council.
  - .2 The proposed amendment or amendments are initiated by one or more Member Organizations, Council, or by the Executive Committee.
  - .3 Notice shall be given to the Member Organizations, by mail or official publication, of the proposed amendment or amendments at least twelve (12) months prior to the date fixed for the next meeting of Council.
  - .4 The notice of the proposed amendment or amendments is accompanied by explanatory notes regarding the significance of the proposed amendment or amendments, prepared both by the proposer and by the Executive Committee.
- .2 Such a proposed amendment or amendments when presented at Council may be adopted, rejected or amended by Council during the Council meeting.
- .3 Such amendment or amendments shall be operative from the conclusion of that Council Meeting.

### **2 Regulations of Council**

- .1 Regulations of Council may be amended by an affirmative vote of at least two-thirds (2/3) of the members of Council present and voting provided that:
  - .1 Notice of the proposed amendment or amendments are given to the Responsible Officer or to the President, at least nine (9) months prior to the next meeting of Council.
  - .2 The proposed amendment or amendments are initiated by one or more Member Organizations, Council, or by the Executive Committee.
  - .3 Notice shall be given to the Member Organizations by mail or official publication of the proposed amendment or amendments at least six (6) months prior to the date fixed for the next Council meeting.
  - .4 The notice of the proposed amendment or amendments is accompanied by explanatory notes regarding the significance of the proposed amendment or amendments prepared both by the proposer and by the Executive Committee.
  - .5 Such a proposed amendment or amendments when presented at Council may be adopted, rejected or amended by Council during the Council meeting.
- .2 Such amendment or amendments shall be operative immediately upon approval by Council.

## **ARTICLE 25: DISSOLUTION**

### **1 Decision to Dissolve**

A decision to dissolve The Organization shall require a two-thirds (2/3) affirmative vote of the Member Organizations and shall be made at a properly constituted meeting of Council.

In the event two-thirds (2/3) of the Member Organizations are not present at such meeting, the question of dissolution shall be determined by a written referendum of all Full Member Organizations conducted under the direction of Council.

### **2 Distribution of Assets**

If in accordance with Section 1 of this Article a decision to dissolve The Organization is resolved in the affirmative, then

- .1 A distribution of any surplus assets (after all liabilities have been discharged) shall be made to those Member Organizations which have been members for the six (6) consecutive calendar years immediately preceding the date of dissolution and the basis of distribution of assets shall be made to them in the same proportion as their respective dues paid bear to the total of dues paid by all Members over the previous six (6) consecutive years.
- .2 Should a Member not have completed six (6) years' continuous Membership immediately preceding the date of dissolution, then the proportionate dues paid will rank for distribution of surplus assets.
- .3 If any Member has ceased to be a member within a period of six (6) years immediately preceding the date of dissolution then the proportionate dues paid by it in the previous six (6) years, immediately prior to dissolution, will rank for distribution of surplus assets.
- .4 Direct Individual Members and Academic Members shall not be entitled to rank for any return of surplus assets.
- .5 The return of the surplus assets will be made on the express provision that the surplus funds so returned to Members will be utilized for charitable, scientific or educational purposes.

**The World Organization of National Colleges,  
Academies and Academic Associations of  
General Practitioners/Family Physicians**

# **Wonca**

## **Regulations of Council**

**May 2010**

**Approved by Wonca Council 16 – 18 May 2010  
Cancun. Mexico**





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# REGULATIONS OF COUNCIL

The World Organization of National Colleges, Academies and Academic Associations of  
General Practitioners/Family Physicians

Wonca

*As approved by Wonca Council 16 – 18 May 2010*

## CLAUSE 1: DEFINITIONS AND INTERPRETATIONS

- 1 A word or phrase defined or used in the Bylaws and not defined in the Regulations has the same meaning as in the Bylaws.
- 2 “Bylaws” means the Bylaws of the World Organization of National Colleges, Academies and Academic Associations of General Practitioners/Family Physicians.
- 3 Any regulation made by Council is binding only if it is in full accord with the Bylaws.

## CLAUSE 2: OBJECTIVES

- 1 The objectives of The Organization are defined in Bylaws Article 4.2.1

## CLAUSE 3: VOTING MEMBERS OF COUNCIL

1. Full Member Organizations as defined and identified as full voting members of Council in Bylaws Article 11 sections 2.1.1.1 and 2.1.1.2 shall be full voting members of Council.
2. If two or more organizations from one country cannot come to a consensus, that country would lose its vote.
  - .1 The USA and India exceptions do not need to reach a consensus, as provided for under Article 11.2.1.1.3

## CLAUSE 4: MEMBERSHIP APPLICATION AND ELECTION

### 1 Full Members

- .1 Organizations seeking Full Membership shall make application to the Responsible Officer.
- .2 Such application shall include copies of the bylaws, details of membership and current financial statements of the applying organization. All such material shall be supplied in English and certified as accurate by two officials of the organization.
- .3 A non-refundable application fee, in an amount determined by Council, shall accompany the application.

- .4 The applicant must provide evidence that it is a significant organization in that country or those countries and fulfils the requirements for Full Membership and that its objectives are consistent with those of Wonca.
- .5 On receipt of the application and the application fee, the Responsible Officer shall submit the application to the Membership Committee for consideration of eligibility and for recommendation to the Executive Committee. Copies of the application shall be sent by the Responsible Officer to the Regional Membership Committee, where it exists, or its equivalent, and if a Full Member Organization already exists in the country, to that Member Organization.
- .6 The Membership Committee prior to making its recommendation shall consult with the Regional Membership Committee, where it exists, or its equivalent, and the Member Organization for the country if it exists.
- .7 On the recommendation of the Membership Committee, Executive Committee, if it concurs, shall elect the applicant to Full Membership, and shall notify Council at its next meeting.
- .8 The Responsible Officer shall notify the applicant of the result of the application and provide the successful applicant with a Certificate of Membership.
- .9 The Responsible Officer shall inform The Organization of the election as soon as it is practical.

## **2 Associate Members**

- .1 Organizations seeking Associate Membership shall make application to the Responsible Officer.
- .2 Such application shall include copies of the bylaws, details of membership and current financial statements of the applying organization. All such relevant material shall be supplied in English and certified as accurate by two officials of the organization.
- .3 A non refundable application fee, in an amount determined by the Council, shall accompany the application.
- .4 On receipt of the application and the application fee, the Responsible Officer shall submit the application to the Membership Committee for consideration of eligibility and recommendation to the Executive Committee. Copies of the application shall be sent by the Responsible Officer to the Regional Membership Committee, where it exists, or its equivalent, and if a Full Member Organization already exists in the country, to that Member Organization.
- .5 The Membership Committee prior to making its recommendation shall consult with the Regional Membership Committee, where it exists, or its equivalent, and the Member Organization for the country if it exists.
- .6 On the recommendation of the Membership Committee, Executive Committee, if it concurs, shall elect the applicant to Associate Membership, and shall notify Council at its next meeting.
- .7 The Responsible Officer shall notify the applicant of the result of the application and provide the successful applicant with a Certificate of Membership.
- .8 The Responsible Officer shall inform The Organization of the election as soon as it is practical.

### **3 Lapsed Members**

When an application for Membership or Associate Membership is made by an organization which has ceased to be a member under the provisions of the Bylaws, such application will be deemed to be not eligible until such time as all previously unpaid dues have been received by the Responsible Officer. Council, if it considers that the dues were unpaid for reasons which were extenuating, may declare the application to be eligible in respect of this clause, by waiving the outstanding unpaid dues.

### **4 Revocation Proceedings**

- .1 Any Member Organization or Officer of The Organization may file a written complaint against another Member Organization alleging that that organization's policy is no longer in accord with the provisions of Article 4 of the Bylaws. Such complaint must be filed with the Responsible Officer of The Organization and must state the conduct or policy complained of with reasonable particularity, and must be signed by the secretary and president of the Member Organization filing the complaint.
- .2 Upon receipt of the said complaint
  - .1 the Responsible Officer shall cause a copy to be submitted by registered mail to a Complaints Committee of three persons appointed by the Council/Executive Committee who will review the complaint within six weeks of receipt of the complaint from the Responsible Officer to rule on the complaint.
  - .2 In the event that the complaint is deemed to have no merit, the Complaints Committee shall recommend to the Responsible Officer to reject the complaint giving valid reasons for doing so.
  - .3 If the complaint is deemed to have merit, the Complaints Committee shall request the Responsible Officer to write to the Honorary Secretary of the offending Member Organization to request an explanation and reply to the complaint within six weeks.
  - .4 The Complaints Committee shall review the reply from the offending Member Organization and recommend to the Responsible Officer its reasons for accepting or rejecting the explanation from the offending Member Organization.
  - .5 The Executive Committee may take any appropriate action within six months of such recommendation.
  - .6 Such action may be in the form of a warning, suspension or expulsion.
- .3 At the Council meeting which considers the complaint both the complainant and the respondent shall be given reasonable opportunity to be heard.
- .4 After due consideration of all the facts, Council shall determine by a two-thirds (2/3) majority vote of members of Council present whether the charges should be dismissed or whether the membership should be revoked.

### **5 Direct Individual Members**

- .1 Individuals seeking Direct Individual Membership shall submit to the Responsible Officer an application with supporting evidence of their status as a member of a recognised health profession.

- .2 Upon determination by the Responsible Officer of the suitability for Direct Individual Membership, the Responsible Officer shall inform the individual, and, at each meeting of Council, shall inform Council of the total number of Direct Individual Members.
- .3 Direct Individual Members shall be issued with a Certificate of Membership, shall receive copies of any newsletter or other publication which is regularly circulated by The Organization, shall be entitled to wear any authorised badge, tie or other apparel which incorporates the official insignia of The Organization, and shall be provided with some form of recognition at World Meetings of The Organization, the nature of such recognition being determined from time to time by Council.

## **6 Academic Members**

- .1 Academic Departments/Training Programmes of general practice/family medicine seeking Academic Membership shall submit to the Responsible Officer an application with supporting evidence of their status as academic department or recognised training programmes in general practice/family medicine.
- .2 On receipt of the application, the Responsible Officer shall submit the application to the Membership Committee for consideration of eligibility and for recommendation to the Executive Committee. Copies of the application shall be sent by the Responsible Officer to the Regional Membership Committee, where it exists, or its equivalent, and if a Full Member Organization already exists in the country, to that Member Organization.
- .3 Upon determination by the Membership Committee of the suitability for Academic Membership, the Executive Committee, if it concurs, shall admit the Academic Department/Training Programme as an Academic Member.
- .4 The Responsible Officer shall inform the Academic Department/Training Programme of the decision of the Executive Committee and at each meeting of Council, the Responsible Officer shall inform Council of the total number of Academic Members.
- .5 Academic Members shall be issued with a Certificate of Membership, shall receive copies of any newsletter or other publication which is regularly circulated by the Organization, and shall be provided with some form of recognition by the Organization, the nature of such recognition being determined from time to time by Council.

## **CLAUSE 5: ORGANIZATIONS IN COLLABORATIVE RELATIONS APPLICATION**

- 1 Organizations seeking Collaborative Relations with The Organization shall make a written application to the Responsible Officer. Such application shall provide full details of the bylaws and objectives of the applicant organization. All such material shall be supplied in English.
- 2 On receipt of the application, the Responsible Officer shall refer the application to the Membership Committee for consideration of eligibility and for recommendation to Executive Committee.
- 3 The Membership Committee, prior to making its recommendation to the Executive Committee, shall consult with the Regional Membership Committee or Committees of the country or countries of origin of the applicant organization, if it or they exist, or their equivalent, and the Member Organization or Organizations of the country or countries of origin of the applicant organization, if it or they exist.

- 4 On the recommendation of the Membership Committee, the Executive Committee, if it concurs, shall elect the applicant as an Organization in Collaborative Relations, and shall notify Council at its next meeting.
- 5 The Responsible Officer shall inform the applicant of the result of the application and provide the successful applicant with a Certificate of Collaborative Relationship.
- 6 The Responsible Officer shall inform The Organization of the election as soon as is practical.

## **CLAUSE 6: HONOURS AND AWARDS**

### **1 Fellowship**

- .1 At each of its meetings Council shall determine the total number of persons living who shall hold Fellowship of Wonca
- .2 In considering nominations for Fellowship, Council,
  - .1 shall not accept any nominations from the floor,
  - .2 shall ensure that the prestigious nature of Fellowship is maintained.
- .3 Council, on awarding Fellowship, shall provide to those so awarded a suitable inscribed certificate.

### **2 Honorary Life Direct Individual Membership**

- .1 Council shall at each of its meetings determine the total number of Honorary Life Direct Individual Memberships which may be held, providing that at any one time the number, excluding Past World Presidents, shall not exceed twenty five (25) persons living.
- .2 In considering nominations, Council shall not accept any nominations from the floor of the Council.
- .3 Council, on awarding Honorary Life Direct Individual Membership, shall provide to those so awarded a suitable inscribed certificate.

## **CLAUSE 7: DUES (Subscriptions)**

### **1 Annual Dues of Member Organizations**

- .1 Dues
  - .1 Council at each of its regular meetings, on the recommendation of Executive Committee, shall set the annual dues for Member Organizations for the next three (3) years.
  - .2 The Responsible Officer shall notify Member Organizations of the level of dues within two months of their determination by Council.
- .2 Time of Payment
  - .1 Annual Dues are due and payable to The Organization by 31st March of each year.
  - .2 Dues of a new Member shall be prorated as follows: If enrolment occurs after July 1 but prior to December 1, dues for the balance of the calendar

year shall amount to one-half (1/2) the annual dues; if enrolment is completed after December 1, dues for the current calendar year shall be waived, but annual dues for the ensuring calendar year shall immediately become due and payable.

**.3 Nonpayment**

Any Member Organization which has not paid its dues in full at the time of the Regular World Meeting shall not be entitled to representation on Council or other Committees, and shall not be entitled to have office-holders from among its membership. Any Member Organization which has not paid its dues at the end of the calendar year shall be notified thereof, by registered mail, to the Member's address of record. Unless payment is received within ninety (90) days thereafter, the Responsible Officer shall cause the Member Organization to be stricken from the membership roll. If a Member Organization thus stricken from the roll shall pay the amount due prior to the end of the ensuring calendar year, the Council may, at its discretion, reinstate the said member. If at the end of the calendar year the amount due remains unpaid, the Member Organization which has been stricken from the roll, shall acquire Membership only in the same manner set forth in the Bylaws and Regulations.

**2 Annual Dues levied by Regions**

- .1 Regions may determine to levy annual dues from the constituent Member Organizations of the Region.
- .2 Regions shall notify the Executive Committee of the level of dues at least three months prior to the implementation of the dues.
- .3 The Regional dues shall be paid to The Organization at the same time and in the same manner as the annual dues of The Organization
- .4 The Responsible Officer shall remit to the Regions all Regional dues quarterly, or as otherwise mutually agreed.
- .5 Where both World and Regional dues are payable, in the event of the full amount of World and Regional dues not being paid at the one time, the dues shall be allotted to the World and Region pro rata.

**3 Annual Dues of Direct Individual Members**

- .1 Annual dues for Direct Individual Members shall be prescribed by Council, on the recommendation of the Executive Committee, for the next three (3) ensuing years.
- .2 Direct Individual Members dues are due and payable to The Organization by 31st March of January of the year in which the Direct Individual Member is levied.
- .3 Direct Individual Membership in a Region
  - .1 In those regions which have developed an arrangement whereby the individual members of the constituent organizations of the region are offered the opportunity to pay a composite fee which includes Direct Individual Membership of Wonca and of the Region, and, possibly other regional benefits, the composite fee shall be payable to the secretariat of The Organization. The Responsible Officer shall remit the portion of the fee due to the region quarterly to the regional secretariat.

- .2 All such composite fees shall include a moiety to cover at least the costs incurred by the secretariat of The Organization in servicing the Direct Individual Membership.
- .3 The level of the service fee shall be determined annually by the Responsible Officer, and confirmed by Executive Committee.
- .4 Reconciliation between the secretariats of The Organization and the Region of the division of the composite fees must be completed within three months of receipt of fees by either secretariat.

#### **4 Annual Dues of Academic Members**

- .1 Annual dues for Academic Members shall be prescribed by Council, on the recommendation of the Executive Committee, for the next three (3) ensuing years.
- .2 Academic Member dues are due and payable to The Organization by 31st March of the year in which the Academic Member is levied.
- .3 Dues of a new Academic Member shall be prorated as follows: If enrolment occurs after July 1 but prior to December 1, dues for the balance of the calendar year shall amount to one-half (1/2) the annual dues; if enrolment is completed after December 1, dues for the current calendar year shall be waived, but annual dues for the ensuing calendar year shall immediately become due and payable.

#### **5 Appeals Against the Level of Organization or Regional Dues**

- .1 A Member Organization may apply to the Executive for a reduction in the level of dues payable, both to The Organization and to a Region.
- .2 The application must be based on financial hardship and must be accompanied by a certified financial statement and budget of the Member Organization.
- .3 In the case of an application for a reduction in Regional dues, the application must have the support of at least a majority of the Member Organizations of the Region.
- .4 If the application is rejected by the Executive, the Member Organization may appeal to the Council
- .5 Prior to consideration by Council, all appeals shall be considered by the Executive Committee which shall report to Council.
- .6 In the case where an appeal is upheld by Council, then Council shall determine either to waive the dues or to levy a lower level of dues.
- .7 Where Council or Executive Committee make a determination in accordance with this Clause in respect of a Full Member, Council or Executive may reclassify, with the approval of the Member Organization, its membership category to that of Associate Membership for the remainder of the triennium. Where such a reclassification occurs, the membership classification would revert to Full Membership in the next triennium providing the appropriate dues are paid for that triennium within the prescribed time.



## **CLAUSE 8: REGIONS**

### **1 Membership of Regions**

- .1 Member Organizations and Associate Member Organizations geographically within a region shall be members of that region.
- .2 If a Member Organization or Associate Member Organization wishes to be a member of a region other than its geographical region, it may apply to Council or the Executive Committee to do so. Such application shall state clearly the reasons for the request.
  - .1 The application may be approved by a majority vote of the Executive Committee, or a two thirds (2/3) majority of Council
- .3 If a professional group within a nation which has not established a formal national college, academy or academic association of general practitioners/family physicians so wishes, it may apply to Council to be recognised as being in the appropriate Wonca Region.

### **2 Regional Conferences or Meetings**

- .1 In accordance with the Bylaws, a Region may hold Wonca Regional Conferences.
- .2 During the triennium between meetings of the World Council, an agreed levy from the Wonca Regional conferences organized by the Region will be paid by the Region to Wonca World. Levies will only be paid to Wonca World from those conferences where the Region receives its own levy. The Wonca World levy shall be payable to The Organization within ninety (90) days of the conclusion of the Conference.

### **3 Financial Records and Reports**

- .1 If a region establishes its own secretariat and administration office, it shall keep accurate books of accounts and full records of all financial affairs, and:
  - .1 The region shall have those financial records audited by the auditors approved by The Organization.
  - .2 That these financial records may be viewed by the Honorary Treasurer, CEO or any other person nominated by Council, at any time.

## **CLAUSE 9: WORLD SCIENTIFIC CONFERENCE**

### **1 Conference Planning**

When the responsibility to organize a world scientific conference is delegated to a Member Organization, designated as the Host Organization, Council shall:

- .1 Confirm that the Host Organization has developed an adequate and appropriate committee, designated the Host Organizing Committee, which is responsible for planning, developing and managing the conference.
- .2 Appoint the CEO and the Chair of the Host Organizing Committee of the immediate past World Scientific Conference, who shall be designated the Conference Liaison Persons, and who shall be responsible for liaison between the Council and

Executive Committee and the Host Organization in respect of the planning of the conference.

- .3 Appoint a Conference Planning Committee which shall consist of the CEO, the Chair of the past Host Organizing Committee of the World Scientific Conference and the Chair of the Host Organizing Committee.
- .4 The Conference Planning Committee shall be responsible to ensure:
  - .1 That the conference is in accord with the Mission and Objectives of The Organization.
  - .2 That the scientific content of the conference is adequate and appropriate.
  - .3 That the venue and facilities for the conference are adequate and appropriate.
  - .4 That in all respects the conference is of a high standard and maintains the integrity, reputation and status of Wonca.
  - .5 That the Conference Planning Committee meets at least annually during the planning of the conference and that:
    - .1 Facilities for these meetings be provided by the Host Organization.
    - .2 The most economical transportation cost by the shortest convenient route and subsistence for the duration of the meeting for the members of the Committee, unless provided in pursuance of Section 1.1 of Article 16 of the Bylaws, be the responsibility of the Host Organizing Committee.

## **2 Conference Levy**

- .1 Council shall determine the amount of levy for each World Scientific Conference in consultation with the Host Organizing Committee.
- .2 The levy shall be included in, and form part of, the registration fee payable by each fully paid registrant to the conference.
- .3 The Host Organization shall be responsible for collecting the levy on behalf of The Organization and shall pay the total amount to the Responsible Officer within ninety (90) days of the conclusion of the conference.

## **CLAUSE 10: OFFICERS OF THE ORGANIZATION**

### **1 Terms of Office**

- .1 The term of office of all Officers, other than the World President Elect and the Immediate Past World President, shall commence at the conclusion of the Regular World Meeting at which election occurred and shall expire at the conclusion of the next Regular World Meeting.
- .2 The term of office of the World President Elect shall commence at the conclusion of the Regular World Meeting at which election occurred and shall expire at the conclusion of the second Regular World Meeting following the Regular World Meeting at which election occurred.

- .3 The term of office of the Immediate Past World President shall commence at the conclusion of the term as World President and shall end at the conclusion of the first annual meeting of the Executive Committee after a meeting of the World Council.

## **2 Duties**

- .1 The World President
  - .1 The World President shall act as the chairman of the Executive Committee and of the Council. With the approval of the Executive Committee, the World President may nominate a member of the Executive Committee to act as chairman of Council. Such a nominee must be notified to the Member Organizations as soon as possible prior to the meeting of Council.
  - .2 The World President shall perform all other duties that custom and parliamentary practice and usage may require.
- .2 The World President Elect
  - .1 The World President Elect shall be a member of the Executive Committee and of the Council.
  - .2 The World President Elect shall succeed to the office of President at the expiration of the term of office of the President, or as provided for in Section 4.3.1 of this Clause.
  - .3 The World President Elect shall be eligible for one term of office only, except as provided for in Section 4.3.1 of this Clause.
  - .4 The World President Elect shall serve as Chair of the Nominating and Awards Committee.
- .3 The Immediate Past World President
  - .1 The Immediate Past World President shall be a member of the Executive Committee and of the Council during the term of office as defined under Clause 10.1.3.
  - .2 After the conclusion of the term of office, the Immediate Past World President shall not be eligible for appointment as an officer of The Organization, but shall be eligible for appointment to Council or to any working party or committee of the Council or The Organization.
- .4 Regional Presidents
  - .1 Regional Presidents shall be members of the Council and of the Executive Committee.
  - .2 The term of office of Regional Presidents shall be from the conclusion of the Regular World Meeting at which they are appointed or at the time of appointment, if later, until the conclusion of the next Regular World Meeting.
  - .3 In respect of their individual regional function, each Regional President shall:
    - .1 Be responsible to and report to the World President and the Member Organizations of the region.
    - .2 Represent the World President in the Region in the absence of, or at the request of the World President.

- .3 Foster cooperation between Member Organizations of the Region.
  - .4 Support the development of Family Medicine/General Practice in the Region.
  - .5 Be a member of the planning committee of Regional Conferences.
  - .6 Act as Liaison Person to the Executive in respect of Regional Conferences.
  - .7 Be an ex officio member of the Membership Committee as provided for in Clause 12, Section 3.2.2 of these Regulations.
- .5 Members at Large of the Executive
- .1 Shall be members of the Executive Committee and Council.
  - .2 Shall be eligible for election to that position for a maximum of two (2) consecutive terms of office.
- .6 Honorary Treasurer
- .1 The Honorary Treasurer shall be chairperson of the Finance Committee.
  - .2 The Honorary Treasurer shall:
    - .1 Keep, or cause to be kept, adequate and proper accounts of the property and funds of The Organization.
    - .2 Deposit, or cause to be deposited, all monies and other valuables in the name of, and to the credit of The Organization with such depositories as may be designated by Council.
    - .3 Disburse, or cause to be disbursed, the funds of The Organization as may be directed by Council, the Bylaws or these Regulations.
    - .4 Render to Council and Executive Committee whenever they so request, an account of all transactions and of the financial status of The Organization.
    - .5 Have such other powers and duties as prescribed by Council or the Bylaws.

### **3 Election and Appointments**

- .1 World President Elect and Members at Large of the Executive Committee.
  - .1 Nominations for these Officers shall be made to the Nominating and Awards Committee in accordance with Clause 12 Section 1.2.1.1 of the Regulations.
  - .2 Nothing shall preclude additional nominations being made from the floor at the Council meeting, provided that such nominations are made by the end of the first day of the meeting of Council, and that appropriate supporting information is provided to the Nominating and Awards Committee.
  - .3 All nominations, however made, shall be certified in writing by a Member Organization indicating that the nominee is a recognised member of that Member Organization, has its support and endorsement, and agrees to accept the nomination.

- .2 Regional Presidents
  - .1 Council shall ratify a Regional President for each Region on the nomination of the Member Organizations of the Region.
  - .2 Such nominations must be supported by certified evidence that the nomination has the support of the majority of the Member Organizations of the Region.
  - .3 A Regional President may be elected for a maximum of two consecutive terms.
  - .4 If a Regional President is elected to the office of President Elect, then another Regional President shall be elected and ratified for that Region in the same manner as the original appointee.
- .3 The Honorary Treasurer

The Honorary Treasurer shall be elected by the Executive Committee at its first meeting from among the Members at Large.

#### **4 Voting and Ratification Procedure**

- .1 The election and/or ratification of Officers, Chairs of Committees, members of Committees and Convenors of Working Parties as required by the Bylaws or the Regulations shall be taken in the following order:
  - .1 Regional Presidents
  - .2 The World President Elect
  - .3 Members at Large of the Executive Committee
  - .4 Chair of the Membership Committee
  - .5 Chair of the Bylaws and Regulations Committee
  - .6 Chair of the Publications and Communications Committee
  - .7 Chair of Organizational Equity Committee
  - .8 Members of the Nominating and Awards Committee
  - .9 Members of the Finance Committee
  - .10 Members of the Membership Committee
  - .11 Members of the Bylaws and Regulations Committee
  - .12 Members of the Publications and Communications Committee
  - .13 Members of the Organizational Equity Committee
  - .14 Chairs of other committees as identified in Clause 12 Section 6 of these Regulations
  - .15 Convenors of working parties as identified in Clause 13 of these Regulations
- .2 The election of the World President Elect and Members at Large of Executive Committee shall be by ballot at meetings of World Council.
  - .1 World President Elect
    - .1 If only one nomination has been received at the time of closing of nominations, then that candidate shall be declared elected by Council.
    - .2 If there are only two nominations, then election shall be by a majority vote of those present and voting.
    - .3 If there are three or more nominations and no one received an absolute majority vote on the first ballot, then a second ballot shall be

taken between the two candidates receiving the highest number of votes on the first ballot, providing, however, that if there is a tie for the second place, the candidate receiving the highest numbers and those tying for second place shall be included in the second ballot, and the balloting shall continue in a like manner until a majority is attained.

.2 Members at Large of the Executive

- .1 The President shall announce the minimum number of women and men Members at Large required to be elected to satisfy the requirements of Article 12.2.
- .2 Provided that sufficient nominations from women and men candidates have been received to allow the election of the required number of Members at Large, the election shall be conducted as follows:
  - .1 Voters shall cast votes for their three (3) candidates of choice.
  - .2 The scrutineers shall tally the votes received for all candidates and convey the results, in the order of votes received, to the President.
  - .3 The President shall declare elected the required number of women and men candidates according to the order of votes received and then any remaining successful candidates according to the absolute number of votes received, irrespective of gender.
  - .4 In the event of a tied vote, additional ballots shall be taken as required to complete the election of three (3) Members at Large as described above.
- .3 If sufficient nominations from candidates have not been received so as to allow the election of the required number of women and men Members at Large, then the President may call for further nominations from the floor of Council. If sufficient nominations are thereby received, then an election may proceed as provided above.
- .4 If the requirements of Article 12.2 cannot be satisfied by the election of three (3) Members at Large, a Fourth Member at Large may be elected.
- .5 If sufficient nominations from women candidates have still not been received so as to allow the election of the required number of women and men Members at Large, then the President may declare that one or more Member at Large positions shall remain vacant and be filled by appointment by Executive at a subsequent meeting as necessary to satisfy the requirements of Article 12.2.

.3 World President, President World Elect and Members at Large vacancies

- .1 In the event of the death, resignation or incapacity of the World President, or if the World President should become ineligible for the office, the World President Elect shall assume the office of World President for the unexpired portion of the World President's time, on completion of which shall fulfill the elected term of World President. In the event of the death, resignation or incapacity of the World President Elect, or if the World President Elect should become World President during the term of office as World President Elect, then Council shall elect another World President Elect for the

unexpired portion of the appropriate term or terms, in such a manner as outlined in these Regulations.

- .2 In the event of death, resignation or incapacity of any of the Members at Large, then Council shall elect another Member at Large for the unexpired portion of the term of office, in such manner as here outlined.
- .3 The Responsible Officer shall call for nominations from Member Organizations for the vacant position or positions, notify the closing date for nominations, and at the same time inform members of Council that there will be an election by postal vote by members of Council to be held fifty six (56) days following the time notified for the closing of nominations.
- .4 The Responsible Officer shall inform Member Organizations and members of Council the names of those so nominated together with a biographic sketch of each nominee no later than twenty eight (28) days after the closing of nominations.
- .5 The Responsible Officer shall conduct the postal vote as outlined in sub clause .3.3 above.
- .6 A member of the Executive Committee who is not a nominee shall be appointed by the Responsible Officer as scrutineer for the election and shall declare the successful candidate elected.

.4 Regional Presidents

In the event of the death, resignation or incapacity of any Regional President or if any Regional President should become ineligible to continue to hold office, the Responsible Officer shall seek a nomination from the Member Organizations of the appropriate region or regions, for ratification by the Executive Committee. Such nomination shall satisfy the requirements Clause 10, Section 3.2 of these Regulations.

**5 Good Standing**

Those seeking election by Council shall be of good standing in their profession and community.

**CLAUSE 11: THE EXECUTIVE COMMITTEE**

**1 Chair**

In the absence of the World President, the Chair shall be the nominee of the President. In the case of incapacity of the World President, the members of the Executive Committee shall appoint a Chair from among its members.

**2 Quorum**

A quorum of the Executive Committee shall be 50% of the members, one of whom must be the World President or the World President Elect, and must include at least one woman and one man.

## **CLAUSE 12: COMMITTEES OF COUNCIL**

### **1 Nominating and Awards Committee**

#### **.1 Powers and Responsibilities**

- .1 There shall be a Nominating and Awards Committee which shall be responsible to receive all nominations for Officers of Wonca, Fellowships and Honorary Life Direct Individual Memberships, and any other awards which may be made from time to time.
- .2 The Committee shall make every reasonable effort in all calls for nominations to ensure that qualified women members are identified, encouraged to accept nomination, and facilitated in office once elected.
- .3 The Committee shall make every reasonable effort in all calls for nominations to ensure that qualified women are identified and considered for awards.

#### **.2 Duties**

- .1 The Nominating and Awards Committee shall, at least 12 months prior to each Regular World Meeting, call:
  - .1 From each Full Member Organization nominations for World President Elect and three Members at Large of the Executive Committee and for Fellowship and for Honorary Life Direct Individual Membership.
  - .2 From qualified medical practitioners applications for the Wonca Foundation Award.
- .2 The Nominating and Awards Committee may receive also nominations from the Council or the Executive Committee in the same manner.
- .3 The Nominating and Awards Committee shall meet immediately prior to each Regular World Meeting and shall:
  - .1 Confirm the eligibility of all nominations received.
  - .2 Consider the nominations for Fellowship, Honorary Life Direct Individual Membership or other awards and prepare recommendation of such awards for Council.

#### **.3 Composition and Election**

- .1 The Nominating and Awards Committee shall consist of the World President Elect, who shall be Chair, and four (4) other members, at least one of whom shall be a woman.
- .2 The four (4) members shall be:
  - .1 Members of Council.
  - .2 Elected by Council at each of its Regular World Meetings from nominations made from the floor of the meeting.
- .4 The Nominating and Awards Committee shall report to the Executive Committee at its meeting prior to a Regular World Meeting and to Council. Such reports shall list all eligible nominations received for officers and its recommendations for awards.



## **2 Finance Committee**

### **.1 Powers and Duties**

There shall be a Finance Committee which shall be responsible to Executive Committee and Council. It shall:

- .1 Approve triennial budgets for presentation to Executive Committee, and for adoption by Council, and recommend the level of dues.
- .2 Recommend to Executive Committee the level of the Membership application fees.
- .3 Recommend financial policy to Executive Committee.
- .4 Recommend policy for the investment of money not provided for in an annual or triennial budget.
- .5 Recommend an auditor for The Organization.
- .6 Consider and make recommendations on other matters referred to it from time to time by Executive Committee or Council.

### **.2 Composition**

The Committee shall consist of the Honorary Treasurer, who shall be Chair, and three (3) other members of Council, elected by Council, and any treasurer of a region, ex officio.

### **.3 Election**

Council shall elect at each of its meetings the members of the Finance Committee.

## **3 Membership Committee**

### **.1 Powers and Duties**

There shall be a Membership Committee which shall consider all applications for Membership to The Organization and for Organizations in Collaborative Relations, and shall recommend to Council on such applicant's eligibility for Membership or Collaborative Relations in accordance with the requirements of Articles 5 and 6 of the Bylaws.

### **.2 Composition**

- .1 The Committee shall consist of five (5) members, not all necessarily members of Council, and selected on a world regional basis.
- .2 Regional Presidents shall be ex officio members of the Committee when the application being considered is from the Region of the relevant Regional President.

### **.3 Election**

- .1 The Chair shall be elected by Council on the recommendation of Executive Committee from the membership of the Executive.
- .2 The Council shall elect at each of its meetings the members of the Membership Committee.

#### **4 Bylaws and Regulations Committee**

##### **.1 Powers and Duties**

The Committee shall:

- .1 Advise Council on the interpretation and implementation of the Bylaws of The Organization and the Regulations of Council.
- .2 Draft any alterations or additions to the Bylaws and the Regulations of Council which would be required to implement any decisions of Council.
- .3 Submit such alterations and additions for the consideration of Executive Committee prior to the giving of notice of amendments to the Bylaws and the Regulations as required by Article 25 of the Bylaws.

##### **.2 Composition and Election**

- .1 The Committee shall consist of three (3) members elected by Council at the time of each Regular World Meeting.
- .2 Council shall appoint on the recommendation of Executive Committee one of the members as Chair.

#### **5 Publications and Communications Committee**

##### **.1 Powers and Duties**

- .1 Advise Council on all issues concerning official publications of Wonca.
- .2 Advise Council on all issues concerning communication strategies and formats.
- .3 As directed by Council, the Committee shall be responsible for the implementation of Clause 15 of these Regulations.

##### **.2 Composition and Election**

- .1 The Committee shall be elected by Council at the time of each Regular World Meeting. Up to three members may be nominated from the floor of Council.
- .2 Council shall appoint on the recommendation of the Executive Committee one of the members as Chair.
- .3 The Medical Editor and Webmaster of Global Family Doctor, the Editor of Wonca News and the Honorary Treasurer of Wonca shall be *ex-officio* full members of the Committee.
- .4 The Editor of a Journal of a Wonca Region shall be *ex-officio* a full member of the Committee
- .5 Executive may appoint additional full members to the Committee as required.

## **6 Organizational Equity Committee**

### **.1 Powers and Duties**

There shall be an Organizational Equity Committee which shall be responsible to Executive and Council.

The Committee shall:

- .1 Advise Council on all issues concerning equity within Wonca.
- .2 Measure and monitor the effectiveness of equity policies of Wonca Council and Executive.
- .2 Monitor and report upon progress in equity in Wonca.
- .3 Report and make recommendations regarding additional efforts in regard to nominations of women members for office and awards within Wonca.

### **.2 Composition and Election**

- .1 The Committee shall be elected by Council at the time of each Regular World Meeting. The number of members of the Committee shall be determined by Council on the recommendation of the Executive Committee.
- .2 Council shall on the recommendation of the Executive Committee appoint one of the members as Chair.
- .3 The membership of the Committee shall be arrived at in accordance with the policy on gender equity, and taking into account of the special needs of any other identifiable groups.

## **7 Other Committees**

### **.1 Composition**

- .1 The number of persons appointed to other committees shall be not more than is reasonably necessary to achieve the allotted task.
- .2 The members shall be selected from the membership of Member Organizations so as to provide representation on an international and, where appropriate, a gender equity basis, but it shall not be a requirement that all Member Organizations or all Regions of Wonca are represented on any or all committees.
- .3 In order to achieve the defined tasks or the determined objectives, committees may appoint consulting members who need not necessarily be a member of a Member Organization, nor need they require endorsement of a Member Organization.

### **.2 Qualifications and Elections**

- .1 Members appointed by Council to a committee shall be members of a Member Organization and shall receive endorsement of the Member Organization before membership of the committee is confirmed.

- .2 Members appointed to a committee shall be recognised as having special expertise in, or knowledge of, the objectives of such a committee.
  - .3 Chairs of Committees shall be appointed by Council on the recommendation of Executive Committee at each of its regular meetings.
- .3 Financial Support
- .1 Council shall provide committees with a financial budget at their time of appointment. The budget shall be reviewed at each regular meeting of Council.
  - .2 Committees may not incur any non budget expenses without the prior approval of Council or Executive Committee.

### **CLAUSE 13: WORKING PARTIES OF COUNCIL OR EXECUTIVE COMMITTEE**

#### **1 Composition**

- .1 The number of persons appointed to a working party shall be not more than is reasonably necessary to achieve the allotted task.
- .2 The members shall be selected from membership of Member Organizations so as to provide representation on an international and, where appropriate, a gender equity basis, but it shall not be a requirement that all Member Organization or all Regions of Wonca are represented on any or all working parties.
- .3 In order to achieve the specified terms of reference, each working party may appoint consulting members who need not necessarily be a member of a Member Organization, nor need they require endorsement of a Member Organization.

#### **2 Qualifications and Elections**

- .1 Members appointed by Council to a working party shall be members of a Member Organization and shall receive endorsement of the Member Organization before membership of the working party is confirmed.
- .2 Members appointed to a working party shall be recognised as having special expertise in, or knowledge of, the objectives of such a working party.
- .3 The convenors of working parties shall be appointed by Council or Executive Committee.
- .4 Members of Working Parties are to be selected by the Convenor and notified to Executive Committee.
- .5 Executive Committee shall appoint from among its members an Executive Liaison Person for each Working Party.

#### **3 Financial Support**

- .1 Council shall provide committees with a financial budget at their time of appointment. The budget shall be reviewed at each regular meeting of Council.

- .2 Committees may not incur any non budget expenses without the prior approval of Council or Executive Committee.

#### **CLAUSE 14: AD HOC TASK FORCES AND SPECIAL INTEREST GROUPS**

- 1 In order to facilitate the work and/or the responsibilities of the Council or Executive Committee or to further the Mission and Objectives of The Organization, Council or Executive Committee may appoint on a temporary basis ad hoc Task Forces or Special Interest Groups.
- 2 ad hoc Task Forces:
  - .1 Shall be provided with a specific task which is to be achieved within a specified time.
  - .2 The members shall be appointed by Council or Executive Committee
    - .1 If one or more members of Executive Committee is or are appointed to the Task Force one of these members shall be appointed as the Convenor of the Task Force by Executive Committee.
    - .2 If no member of Executive Committee is appointed to the Task Force, Executive Committee shall appoint one of the Executive Committee as Executive Liaison Person to the Task Force.
  - .3 Shall receive financial support to an extent to be determined by Executive Committee and may with the approval of Executive Committee receive external funding.
  - .4 Shall be responsible to Executive Committee and report annually or more frequently if required until the task is completed at which time the Task Force shall be disbanded.
- 3 Special Interest Groups
  - .1 Groups of individuals who share a common interest which is consistent with the Mission and Objectives of The Organization may on submission to Executive Committee be designated as a Special Interest Group of The Organization.
  - .2 Council or Executive Committee shall approve a Convenor.
  - .3 The Convenor shall select the members of the Special Interest Group.
  - .4 Administrative support of an amount determined by Executive Committee may be provided.
  - .5 The Convenor shall report its activities annually to Executive Committee.
  - .6 Executive Committee shall at any time determine the continuance of the Group.

#### **CLAUSE 15: PUBLICATIONS**

Unless determined otherwise by Council, the responsibilities of Council and Executive Committee defined in this clause shall be delegated by Council to the Publications and Communications Committee. The Committee shall report its activities regularly to Executive and, in particular, shall notify Executive as soon as practicable of matters relating to appointments, copyright and intellectual property.

## **1 Regular Newsletters**

- .1 Council shall be responsible for the publication and distribution of a regular newsletter to Member Organizations, Direct Individual Members and such other organizations or persons as determined from time to time.
- .2 Council shall determine the editorial policy of the newsletter.
- .3 Council shall appoint an editor at each of its regular meetings
- 4 The editor shall report to the Council and Executive Committee at each of their regular meetings.

## **2 Books, Manuscripts, Publications, Audiovisual Material, Electronic Material and Information Media**

- .1 In approving material for publication in any format, Council shall ensure that the proprietorship of such material is identified clearly, and carries the Name and Logo of The Organization.
- .2 The identity of the author or authors, compiler or compilers and others involved in the production of such material must be approved by Executive Committee prior to publication.

## **3 Copyright**

If Council is of the opinion that a publication of any nature should be free of copyright restrictions, then this shall be stated clearly on or in the published material.

## **4 Logos**

- .1 Logo of The Organization
  - .1 The Council shall develop and approve of an official Logo of The Organization.
  - .2 The Logo in use at the time of the adoption of these Regulations shall be the official Logo until such time it is altered by Council by Regulation.
  - .3 The logo may only be used in the form or forms approved by the Executive Committee.
  - .4 The Logo is to be used on all material of all forms prepared by, or in the name of, or on behalf of The Organization.
  - .5 The Logo shall be used in all published material in association with all World, Regional or Committee meetings or conferences of The Organization, in compliance with the requirements of Sections 2, 3 and 4 of this Clause.
- .2 Logos of Events
  - .1 Logo of World Meetings.
    - .1 A Logo may be adopted for publicity of a specified World Meeting.
    - .2 The Logo must be approved by Executive Committee.
    - .3 The Logo must include the word Wonca in its body or in the typeset accompanying and forming part of the Logo.

- .4 On all occasions that the Logo of a World Meeting is used, the Logo of The Organization must be used also in an appropriate manner approved by the Executive Committee.
- .2 Logos of Regional Meetings
  - .1 A Logo may be adopted for publicity of a Regional Meeting.
  - .2 The Logo must be approved by the Executive Committee.
  - .3 The Logo must include the word Wonca in its body or in the typeset accompanying and forming part of the Logo.
  - .4 On all occasions that the Logo of a Regional Meeting is used, the Logo of The Organization and the Logo of the Region must be used in an appropriate manner approved by the Executive Committee.
  - .5 In granting such approval, the Executive Committee shall ensure that the Logos of The Organization and the Region are visibly apparent but not necessarily of the same prominence as the Logo of the Regional Meeting.
- .3 Logos of Other Events
  - .1 Executive may approve a Logo for events other than World or Regional meetings but conducted under the auspices of, or in the name of, The Organization.
  - .2 At all times, such Logos must comply with the same requirements as for a Regional Meeting, but need not include a Logo of the Region.
- .3 Logos of Associated Bodies
  - .1 Executive may approve a Logo for an organization or body which forms part of The Organization or of a Region but is not a certified Member of The Organization.
  - .2 The Logo must include the word Wonca in its body or in the typeface accompanying and forming part of the Logo.
  - .3 On all occasions that the Logo is used, the Logo of The Organization or the Logo of the Region must be used in an appropriate manner approved by the Executive Committee.

## **CLAUSE 16: REIMBURSEMENTS**

### **1 Members of the Executive**

- .1 Each member of Executive Committee shall be reimbursed for reasonable travel expenses incurred in attending meetings of the Executive Committee in the most cost effective manner, and a per diem payment for other expenses.
- .2 The amount of the per diem payment shall include payment of the actual days of the meeting of the Executive Committee together with payment for one day before and one day following the Executive Meeting, unless there are extenuating travel

circumstances in which case the CEO in consultation with the Executive will make the appropriate adjustments.

- .3 The level of the per diem payment shall be decided by the Executive Committee and reported to Council.

## **2 Persons on official business of The Organization**

- .1 Persons on official business of The Organization may be reimbursed for travelling, other expenses and provided with a per diem payment, provided that:
  - .1 Prior approval is granted by Executive Committee or Council.
  - .2 The person to be reimbursed is a member of a Member Organization.
  - .3 The level of any such reimbursements is determined by Executive Committee and reported to Council.

## **CLAUSE 17: STAFF AND FACILITIES**

*(Reference Bylaws Article 19)*

### **1 Staff**

- .1 The Responsible Officer
  - .1 Chief Executive Officer
    - .1 Council shall delegate its responsibility to appoint the Responsible Officer, in accordance with Article 19 Section 2 of the Bylaws, to the Executive Committee who shall report to Council within one month of any such appointment.
    - .2 The title of the Responsible Officer shall be the Chief Executive Officer.
    - .3 Executive Committee shall determine the term of office, conditions of employment and remuneration of the Chief Executive Officer.
    - .4 The Chief Executive Officer reports to and is responsible to the Executive Committee.
    - .5 Duties

The Duties of the Chief Executive Officer shall be:

      - .1 Those as identified for the Responsible Officer in the Bylaws of The Organization.
      - .2 Those as identified for the Responsible Officer in the Regulations of Council of The Organization.
      - .3 Those that normally pertain to such an officer, including authorization to enter into any contract or execute and deliver any instrument in the name of, and on behalf of The Organization as provided in Bylaws Article 19.
      - .4 To act as Secretary of Council and Executive Committee.



- .5 Such other duties as from time to time be determined by Council or Executive Committee.
- .6 To assist the Honorary Treasurer in fulfilling the responsibilities of that office.
- .7 To act as Public Officer of The Organization.
- .8 To keep the Common Seal of The Organization in safe custody at all times.
- .9 To be responsible for the occupational health and safety of any employees or voluntary workers of The Organization.
- .10 To provide the Executive Committee at each of its meetings, a report of activities undertaken on behalf of The Organization.

.6 Attendance at Committee Meetings

- .1 The Chief Executive Officer shall attend all meetings of Council, Executive Committee and the Finance Committee.
- .2 The Chief Executive Officer may attend any meetings of any other committee and working party established by Council.

.2 Other Employees

- .1 Executive shall delegate to the Chief Executive Officer the responsibility to engage, hire or employ or dismiss such other staff as the Chief Executive Officer considers is necessary for the work of The Organization, providing that such action is reported at least annually to the Executive Committee.

## **2 Facilities**

- .1 The Executive Committee shall be responsible to ensure that administrative and office facilities are available and adequate for the efficient conduct of the business of The Organization.