



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

# **WONCA**

# **Organizational Policies**

**September 2018**

**Approved by WONCA Executive September 2018**

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**BYLAWS  
REFERENCE**

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# WONCA ORGANIZATIONAL POLICIES

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

*As approved by WONCA Executive September 2018*

## CLAUSE 1: DEFINITIONS AND INTERPRETATIONS

- 1 A word or phrase defined or used in the Bylaws and not defined in the WONCA Organizational Policies has the same meaning as in the Bylaws.
- 2 Any organizational policy made by Executive is binding only if it is in full accord with the Bylaws.
3. The WONCA Organizational Policies may be amended by an affirmative vote of at least two thirds of the members of the WONCA World Executive provided that:
  - .1 notice of the proposed amendment has been circulated to WONCA World Executive members at least one (1) month in advance of the voting
  - .2 notice of the proposed amendment or amendments is accompanied by explanatory notes regarding the significance of the proposed amendment
  - .3 Such a proposed amendment or amendments when presented at a WONCA World Executive meeting may be adopted, rejected or amended.
  - .4 Such amendment or amendments shall be operative immediately.
  - .5 All amendments made to the WONCA Organizational policies by the WONCA World Executive between WONCA World Council meetings shall be provided to the next WONCA World Council meeting for information.

## CLAUSE 2: 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.

## **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 3: ORGANIZATIONS IN COLLABORATIVE RELATIONS APPLICATION**

- 1 As an international organization with recognized worldwide structures and members, WONCA is keen to engage with other like-minded international organizations. Some organizations with a strong consistency of purpose with WONCA choose to formalize the relationship and through an official relationship agreement or through joining WONCA as an "organization in collaborative relations (OCR)" member.
- 2 Organizations are invited to apply for OCR status by writing to the Chair of Membership Committee through the CEO, providing
  - details of why the applicant feels there is a synergy between the two organizations and what future collaborations could be considered.
  - bylaws and objectives of the applicant organization.
  - demonstration that their governing body is diverse and represents several countries, not all in the same region and that activities are diverse and include participants from more than one region.
  - information on the applicant organization's website, which should be fully developed and allow Executive to make a value judgment on the merits of agreeing WONCA OCR membership.

All such material shall be supplied in English

- 3 Applicants will be required to sign a declaration confirming that they have no connections with the tobacco or firearms industries and that the vast bulk of their funding (>80%) is not from pharmaceutical companies.
- 4 The Membership Committee, prior to making its recommendation to the Executive Committee, may consult with any of the following as it sees fit: the Regional Membership Committee, any Committees of the country or countries of origin of the applicant organization, and any Member Organization or Organizations of the country or countries of origin of the applicant organization.
- 5 On the recommendation of the Membership Committee, the Executive Committee, if it concurs, shall confirm the applicant as an Organization in Collaborative Relations, and shall notify Council at its next meeting.
- 6 The CEO shall inform the applicant of the result of the application and provide the successful applicant with a Certificate of Collaborative Relationship.

#### **CLAUSE 4: HONOURS AND AWARDS**

##### **1 Fellowship**

- .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 Executive Committee will approve nominations for Fellowship. Council,
  - .1 shall not accept any nominations from the floor,
  - .2 shall ensure that the prestigious nature of Fellowship is maintained.

##### **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 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.
- .4 The Executive Committee will approve nominations for Honorary Life Direct Individual membership. Council shall not accept any nominations from the floor of the Council.
- .5 Council, on awarding Honorary Life Direct Individual Membership, shall provide to those so awarded a suitable inscribed certificate.

## **CLAUSE 5: 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 two (2) 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 31<sup>st</sup> 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 ensuing 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 ensuing 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 WONCA Organizational Policies.

### **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 in the first instance to the World and then to the Region.

### **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 two (2) ensuing years.
- .2 Direct Individual Members dues are due and payable to The Organization when levied, which will be on the anniversary of joining.

#### **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 two (2) 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.

### **CLAUSE 6: 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 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 biennium 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. This arrangement also applies to WONCA World Rural health conferences.

#### **3 Regional Rules**

Any regional rules or bylaws shall be approved by WONCA executive and should conform to the principles set out in the "Model Rules for WONCA regions"

## **CLAUSE 7: 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 a past Host Organizing Committee of a 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 a past Host Organizing Committee of a 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. The amount of the agreed levy so determined does not include any local taxes or other fees.
- .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. The total amount of the levy is as agreed at contracting and shall not be reduced by any local taxes or fees which will be an additional expense applied to the conference budget.

## **CLAUSE 8: OFFICERS OF THE ORGANIZATION**

### **1. 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 be eligible for one term of office only, except as provided for in Section 4.3.1 of this Clause.
- .3 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 in Bylaws Clause 12.

#### **.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 10 of these Organizational Policies.
- .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 Organizational Policies.
    - .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.

**2 Good Standing**

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

**CLAUSE 9: THE EXECUTIVE COMMITTEE**

**1 Chair**

In the absence of the World President, the Chair shall be the President Elect. In the case of incapacity of both the President and President Elect, 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 10 COMMITTEES OF COUNCIL**

### **1 Composition and Appointment**

#### **.1 The composition of all statutory committees should:**

- .1 meet the gender equity requirement of Bylaws Article 12.2, namely that at least 25% of the composition should be women and at least 25% should be men.
- .2 encompass diversity of regions without necessarily having one representative from each region and have no two members from the same country unless others are of co-opted status
- .3 include a minimum of one and preferably two members with a strong knowledge of WONCA through a long and relevant involvement in WONCA. Example of suitably skilled members might be:
  - past Executive members (though not the Immediate Past President),
  - Current or recent chairs of Working Parties or current or recent conveners of Special Interest Groups
- .4 include at least one member who meets the WONCA definition of a Young Doctor.
- .5 note that President and CEO are ex-officio on all committees.

#### **.2 Limit of terms**

A time limit of two terms (that is, two terms of approximately two years from World Council to World Council) maximum is ideal for standing committee appointments. This may not be always achievable especially in the case of the Finance committee may contain exceptions to this rule based on the longevity of some region treasurers.

#### **.3 Co-opted members**

All standing committees may co-opt two or three additional members to ensure appropriate skills, providing that co-options are time limited for example one term (approximately two years from World Council to World Council) renewable for a further term.

#### **.4 Appointment**

- .1 Executive Committee should work in advance of Council meetings to identify skilled individuals to ensure the pool of candidates is not limited to those present at Council or its associated regional meetings.
- .2 Standing committee members will be endorsed by Council at each of its Regular World Meetings from nominations made by the Executive Committee.
- .3 Council shall appoint on the recommendation of Executive Committee one of the members (usually a Member of the Executive Committee) as Chair.
- .4 Executive Committee has full power to complete any appointment of members or chairs not completed by World Council or required between meetings of World Council

#### **.5 Quorum**

A quorum of any WONCA Committee shall be 50% of the members, and must include at least one woman and one man.

## **2 Committees**

### **.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 six (6) 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, the Young Doctors' Movement representative and for Fellowship and for Honorary Life Direct Individual Membership.
    - .2 From qualified medical practitioners for 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 at least three (3) months prior to 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. In selecting the members consideration should be given to the need for members to demonstrate a strong organizational knowledge of WONCA and a demonstrated ability to understand what an exceptional track record of service to WONCA comprises.
  - .2 The four (4) other members shall include:
    - ◆ at least two members, with a strong background in WONCA such as a Past President or Past WONCA Executive member (but not the Immediate Past President)
    - ◆ at least one woman and one man.

### **.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 biennial 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 biennial 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, three (3) other members and any treasurer of a region, ex officio. In selecting the members consideration should be given to the need for members to demonstrate a strong organisational knowledge of WONCA and a demonstrated ability to understand financial statements.

The three other members shall

- demonstrate regional variation ~~on a world regional basis.~~
- include at least one member who has previously served on this committee
- ideally include at least one past president of WONCA.

**.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, and in selecting the members, consideration should be given to the need for members to demonstrate a strong organizational knowledge of WONCA.

The five members shall

- demonstrate regional variation
- include at least one member who has previously served on this committee

- .2 Regional Presidents shall attend the Committee when the application being considered is from the Region of the relevant Regional President.

**.4 Bylaws and Governance Committee**

.1 Powers and Duties

The Committee shall:

- .1 Advise Council on the interpretation and implementation of the Bylaws of The Organization and the WONCA Organizational Policies.

- .2 Draft any alterations or additions to the Bylaws and the WONCA Organizational Policies 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 WONCA Organizational Policies as required by Article 24 of the Bylaws and clause 1 of these Organizational Policies.

.2 Composition

- .1 The Committee shall consist of (5) members elected by Council at the time of each Regular World Meeting. In selecting the members consideration should be given to the need for members to demonstrate a strong command of legalistic English, and a strong organisational knowledge of WONCA. Ideally at least one member will have legal or substantial governance expertise.  
The five members shall
  - demonstrate regional variation
  - include at least one member who has previously served on this committee

## 5 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.
- .3 Monitor and report upon progress in equity in WONCA.
- .4 Report and make recommendations regarding additional efforts in regard to nominations of women members for office and awards within WONCA.

.2 Composition

- .1 The Committee shall consist of seven (7) members endorsed by Council at the time of each Regular World Meeting. In selecting the members, consideration should be given to the need for some members to demonstrate an awareness of equity issues within organizations, and some members to have a strong organizational knowledge of WONCA.
- .2 The seven members shall include
  - the Chair as determined by the President,
  - a representative of the WONCA Working Party on Women in Family Medicine,
  - a Young Doctors' Movement representative
  - four other members

In addition, a minimum of one person will work and reside in a developing country, as defined by WONCA, and WONCA's gender equity requirements of a minimum of 25% of the minority gender are to be met in the Council endorsed composition, and after any additional members are co-opted.

## 6 Other Committees

Council may establish such other committees, as required, provided that the guidelines outlined in Clause 10.1 above are observed.



## **CLAUSE 11: WORKING PARTIES AND SPECIAL INTEREST GROUPS**

WONCA Council may appoint such Working Parties and Special Interest Groups (WPs or SIGs) as deemed necessary for the best conduct of WONCA business.

### **1 Composition**

- .1 A WONCA Working Party or Special Interest Group (WP or SIG) may create a structure that serves its purpose to best function with endorsement of WONCA Executive. Points to be considered are that there may be any or all of the following:
  - an executive
  - a council of various representatives
  - a broader large group who communicate electronically
  - regional subgroups
  - other relevant subgroups as needed to do business
- .2 Members should hold an interest in or expertise in the interest area of the WP or SIG. The membership should follow WONCA's policy of inclusivity, with consideration given to:
  - Membership should meet WONCA's gender equity criteria as defined in the WONCA bylaws.
  - Membership should be specifically inclusive of those who meet the WONCA definition of a Young Family Doctor.
  - Inclusivity of members from various regions
- .3 In order to achieve their goals, each WP or SIG may appoint consulting members because of their relevant skills and expertise, who need not necessarily be a family doctor or a member of a Member Organization.

### **2 Chairs/ Convenors**

- .1 The chairs / convenors of a WP or SIG respectively shall be a family doctor and shall be appointed by Council or Executive Committee on the recommendation of the WP or SIG.
- .2 Chairs may serve two consecutive 'terms' of office where one term is the interval from World Council to World Council.
- .3 Other officers for example: secretary, or executive members, or regional or Young Doctors' representative may be appointed as the WP or SIG sees fit. They may also serve up to two terms consecutively.
- .4 Executive Committee may appoint from among its members an Executive Liaison Person for a WP or SIG who shall be an ex-officio member of the respective WP or SIG.
- .5 The WONCA President, and CEO shall be ex officio members of all WPs and SIGs and shall be included in any mailing list, google group or similar.

### **3 Financial Support**

- .1 Council shall provide WPs with a financial budget at their time of appointment. The budget shall be reviewed at each regular meeting of Council and may be reviewed as needed between Council meetings by the Executive Committee. SIGs will not be provided with a financial budget at their time of appointment.

- .2 A WP or SIG may not incur any non-budgeted expenses without the prior approval of the Executive Committee.
- .3 Submission may be called for by Executive, from time to time, for consideration of additional funding for ad hoc projects. All WPs and SIGs are eligible to apply.

#### **4 Reporting**

- .1 Each WP and SIG shall report activities to every World Council meeting and shall produce a programme of work for each biennium.
- .2 Each WP and SIG shall report activities annually to the Executive Committee and more frequently as required, for example to each face to face meeting of Executive Committee and for inclusion in the annual report.
- .3 Each WP and SIG shall ensure adequate information is provided to the CEO to enable a basic webpage to be created on the WONCA Website. This will in turn enable interested colleagues to request to join the WP or SIG.

#### **5 Permissions – logos conferences contracts**

##### **.1 Logo**

WPs and SIGs may develop a Logo which must include a WONCA globe and be of a colour and style that makes the logo identifiable as part of WONCA. Logos must be sent to CEO for approval.

##### **.2 Conferences**

WPs and SIGs may wish to hold themed conferences but can only do so with CEO approval and input. Only the CEO can formally contract with WP or SIG or with any outside agency.

WONCA endorsement of conferences of other organizations rests with the CEO and all such requests and suggestions should be referred to the CEO.

##### **.3 Contracts**

WP and SIG chairs/ convenors or officers have no delegation to sign contracts or enter into financial arrangements on WONCA's behalf. Any contracts involving the WP or SIG can only be signed by CEO, otherwise they have no legal force.

#### **6 Termination**

- .1 Executive Committee may take whatever steps it believes are necessary to ensure continuance of a group with low or no recent activity.
- .2 Executive shall at any time determine the continuance of the Group.

#### **CLAUSE 12: AD HOC TASK FORCES AND AD HOC WORKING 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 ad hoc Working Groups.
- 2 Ad Hoc Task Forces and ad hoc Working Groups:

- .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 Membership should meet WONCA's gender equity criteria as defined in the WONCA bylaws.
  - .2 Membership should be specifically inclusive of those who meet the WONCA definition of a Young Family Doctor.
  - .3 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.
  - .4 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. Executive Committee shall at any time determine the continuance of any Ad Hoc task Force or Group.

### **CLAUSE 13 YOUNG DOCTORS' MOVEMENT**

WONCA has a commitment to facilitate, encourage and develop Young Family Doctors (as defined in the WONCA Bylaws). The Young Doctors' Movement provides a structure within WONCA for operation on a regional basis.

- .1 The Young Doctors' Movement is comprised of the following region groups
  - AfriWon Renaissance Movement – WONCA Africa region
  - Al Razi Movement - WONCA East Mediterranean region
  - Polaris Movement - WONCA North America region
  - Rajakumar Movement - WONCA Asia Pacific region
  - Spice Route Movement- WONCA South Asia region
  - Vasco da Gama Movement - WONCA Europe region
  - Waynakay Movement - WONCA IberoAmericana CIMF region
- .2 **The Young Doctors' Movement Committee** shall be comprised of one representative from each of the Young Doctors' Movements as listed in Clause 13.1:
  - .1 The chair shall be the Young Doctors' Movement representative on WONCA Executive
  - .2 The secretary is to be elected from among the regional Young Doctors' Movements representatives.
  - .3 A treasurer be added elected from the regional movements.
- .3 **Young Doctors' Movement Council**
  1. The Council shall be comprised of:

- The Young Doctors' Movement Committee.
- The Immediate Past Young Doctors' Movement representative.
- Global leaders for worldwide projects promoted by the Young Doctors' Movement.

## **CLAUSE 14: PUBLICATIONS**

Unless determined otherwise by Council, the responsibilities of Council and Executive Committee defined in this clause shall be delegated by Council to the Chief Executive Officer (CEO). The CEO 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 and Website**

- .1 The CEO shall be responsible for ensuring the maintenance of an appropriate website presence and 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 The CEO and Editor 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 Logos of Events
  - .1 Logo of World Meetings.
    - .1 A Logo will be adopted for publicity of a specified World Meeting.
    - .2 The Logo must be approved by Executive Committee and comply with WONCA's style guidelines.
    - .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 should be adopted for publicity of a Regional Meeting.
  - .2 The Logo must be approved by the Executive Committee and comply with WONCA's style guidelines.
  - .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.
  
- .2 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 and preferably will also include the WONCA globe which is readily identifiable as the WONCA 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 15: 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 the CEO as their delegate.
  - .2 The level of any such reimbursements is determined by the CEO and Honorary Treasurer as delegates of the Executive Committee.

## **CLAUSE 16: 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 Organizational Policies 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

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**

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.