

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

MWIA

STATUTES AND BY- LAWS



Revised 2004

STATUTES
for
THE MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

ARTICLE 1
NAME

Under the name of "Medical Women's International Association", is founded an Association according to the present regulations and to Section 60 and following of the Swiss Civil Code.

The emblem of the Association is the figure of Hygeia with the motto "Matris Animo Curant" (They heal with the spirit of a mother).

ARTICLE 2
HEAD OFFICE

The legal Head Office of the Association is in Geneva, Switzerland where the Association was first incorporated. The General Assembly shall at all times be able to change the locality of its Head Office, similarly for the Secretariat of the Association.

ARTICLE 3
OBJECTS

The objects are:

- a) To promote the cooperation and general interests of Medical Women worldwide and to develop friendship and understanding among all Medical Women without regard to race, religion or political views.
- b) To offer Medical Women the opportunity to meet so as to confer upon questions concerning the health and well-being of humanity.
- c) To work actively towards equity and equality between female and male doctors in all aspects of their medical career.
- d) To encourage worldwide a gender awareness of differences in health, health care and health research between women and men.
- e) To promote the empowerment of medical women and patients to work towards gender equity and equality

ARTICLE 4
NATURE

The activity of the Association is only engaged in the interest of medicine. The Association is politically neutral and non-sectarian. It has no profit-seeking aims. It is a Non-Governmental Organization (N.G.O.).

ARTICLE 5 MEMBERS

The following are eligible to be members of the Association:

a) The affiliated National Associations

Which must admit only qualified Medical Women according to the rules applicable to the medical profession in their countries. The Officers of the

affiliated Associations as well as their delegates at the General Assembly of the Association must be freely elected by the members of their Associations. The constitutions of the affiliated National Associations must be accepted by the Executive Committee of the Association. There can be only one affiliated National Association for each country.

b) Individual Members

Any Medical Woman belonging to a country which does not have an affiliated National Association and who has filed an application directly with the Association and whose application has been accepted by the Executive Committee as an Individual Member.

c) Honorary Members

Any member of a National Association or Individual Member who has rendered to the Association or the medical profession any outstanding services deserving acknowledgement, can be awarded the title of Honorary Member of the Association on proposal of the Executive Committee and approval by the General Assembly.

d) Members of Honour

Any person not being a member of the Association, who has rendered to the Association or the medical profession any outstanding services deserving acknowledgement, can be awarded the title of Member of Honour on proposal of the Executive Committee and approval by the General Assembly. The Members of Honour do not have any voting rights. They may attend the General Assembly as observers.

ARTICLE 6

The members of the Association must undertake to abide by the Statutes and By-Laws.

ARTICLE 7 GENERAL ASSEMBLY

The General Assembly is the highest authority of the Association.

ARTICLE 8

The General Assembly elects the Executive Committee and settles all business which is not within the mandate of the other Statutory Bodies.

The General Assembly is made up of the delegates of the National Associations, the delegates of the Individual Members and members of the Executive Committee. Only these three categories hold voting rights.

Members of Honour, other members of National Associations and other Individual Members who are not delegates can be present at the General Assembly as observers.

National Associations hold the following voting rights (delegates) according to the numbers of their members:

Under	-	200 members	5 votes	(5 delegates)
201	-	500 members	7 votes	(7 delegates)
501	-	1000 members	10 votes	(10 delegates)
1001	-	1500 members	15 votes	(15 delegates)
1501	-	2000 members	20 votes	(20 delegates)
Above	-	2000 members	25 votes	(25 delegates)

The maximum number of voting rights is 25.

The Individual Members will be represented on the same basis as the National Associations for voting rights.

ARTICLE 9

The General Assembly is held at least once in three years, upon summons by the Executive Committee.

The General Assembly chooses the country in which its meeting shall be held and approves the dates.

In default the Executive shall make these decisions.

At the request of ten National Associations from at least two Regions the Executive must summon an extraordinary General Assembly as soon as possible.

ARTICLE 10 QUORUM

Any ordinary meeting of the General Assembly shall only be able to deliberate validly if at least one hundred delegates are present representing at least 10 National Associations from 2 Regions.

An Extraordinary meeting of the General Assembly shall only be able to deliberate validly if at least 50 delegates are present representing 10 National Associations from at least 2 Regions.

The Executive Committee shall only be able to deliberate validly if a majority of its members is present.

**ARTICLE 11
VOTING**

Decisions are taken by the majority vote of the delegates or members present except in cases where the By-Laws provide for a qualified majority.

**ARTICLE 12
EXECUTIVE COMMITTEE**

The General Assembly elects the members of the Executive Committee which is usually known as THE EXECUTIVE. The By-Laws set their number. As such, this Committee shall comprise:

- a) The President
- b) The President-Elect
- c) The Secretary-General
- d) The Treasurer
- e) The Vice-Presidents
- f) The Immediate Past President

The conditions of their eligibility, of their re-eligibility, those concerning the presentation of their candidature at the General Assembly, the general obligation of the members of the Executive and the duration of their office are set by the By-Laws.

ARTICLE 13

In case of resignation, or incapacity to fill her office, or death of one of the Executive members, the Executive shall nominate a substitute for the remaining current period. In the case of the President this substitute shall be the President-Elect.

ARTICLE 14

The Executive Committee shall meet at least once a year.

**ARTICLE 15
EXTERNAL AUDIT**

The General Assembly shall employ an external auditing firm of international standing to control the presentation of the accounts. The duties are stated in the By-Laws.

ARTICLE 16
ASSETS
(revised 1998)

The General Assembly sets the annual subscription of the affiliated National Associations and of the Individual Members.

Non payment of the annual subscription within 12 months of the due date will result in suspension of membership unless a justifiable delay had been agreed on by the Executive Committee.

Non-payment of the subscription for 3 years, except in the case of a justified delay, entails loss of statutory rights.

Membership shall be reinstated on payment of subscriptions owed or such amount as agreed by the Executive Committee.

The Executive Committee is entitled to accept gifts or legacies and manage them.

ARTICLE 17
COMMITTEES

The General Assembly shall be able to create standing and ad hoc committees.

The Executive Committee shall be assisted by a Standing Finance Committee.

The Chairman and members of the Standing Finance Committee and all other Committees are appointed by the Executive.

ARTICLE 18
ALTERATION OF STATUTES

The General Assembly only has the authority to alter the Statutes.

Motions involving alteration of the Statutes must be sent to the Secretary-General at least one year before the date set for the next General Assembly. These motions are then sent by the Secretary-General not later than 6 months before the next General Assembly to the National Associations and to the Individual Members.

Decisions related to an alteration of the Statutes require a majority of two thirds of the members voting.

ARTICLE 19
DISSOLUTION

The decision to dissolve the Association requires two thirds of the votes of the members at the General Assembly specially summoned for this purpose. If two thirds of the members are not represented at this General Assembly the decision shall be submitted to all National Associations and Individual Members by referendum.

In case of dissolution of the Association, the remaining assets are handed over, through the Executive Committee to organizations whose aims are close to those of the Association after settlement of all liabilities of the Association.

BY-LAWS
for
THE MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

HEAD OFFICE
ARTICLE 1

The legal Head Office of the Association is in Geneva, Switzerland, in the Chambers of Mr. Alfred Borel, 2 Rue Jargonnant, 1211 Geneva 6.

The Association maintains an office for its Secretariat.

GENERAL ASSEMBLY
(ARTICLE 2-6)
ARTICLE 2

Each National Association and the Individual Members shall inform the Executive Secretary in writing of the names of their delegates and substitutes in good time before the meeting of the General Assembly.

ARTICLE 3

In the absence of a delegate, her voting right is exercised by her official substitute.

As far as possible, the MWIA National Coordinator of each National Association shall be a delegate.

ARTICLE 4

Meetings of a scientific and professional nature must take into account the aims of the Association and be approved by the General Assembly.

ARTICLE 5

The official language of the Association is English but the country in which the meeting is held may use its own language provided that simultaneous translation is available and the expenses due to this are borne by the National Association concerned.

ARTICLE 6

The minutes of the meeting of the General Assembly are published by M.W.I.A. and distributed to the National Associations and Individual Members within 12 months.

THE EXECUTIVE COMMITTEE
(ARTICLE 7-18)
ARTICLE 7
(revised 2001)

The Executive Committee (known as The Executive):

- 1) Reviews and evaluates the activities of the Association and recommends to the General Assembly practices and projects suitable to further the activities of the Association.
- 2) Assures the management functions for which it is responsible.
- 3) Appoints the chairmen and members of committees.
- 4) Receives and evaluates the reports of all the committees.
- 5) Appoints representatives to other international organizations to whom MWIA is affiliated.
- 6) Adopts the budget on the basis of the budget proposed by the Treasurer and the Finance Committee.
- 7) Reports to the General Assembly on the financial aspects and other activities of the Association.
- 8) Undertakes all other obligations provided for by the Statutes and By-Laws.
- 9) In an emergency situation the Executive will assure the arrangements of the Congress. The Executive recommends to the General Assembly the appropriate venue after investigation considering economic and geographic factors.

ARTICLE 8
(revised 2001)

The President directs the administration of the Association and is responsible for carrying out the policy of the Association. She serves for one term only and is not eligible for re-election.

The President:

- 1) Presides over all the meetings of the General Assembly and of the Executive.
- 2) Is an ex officio member without voting rights of all committees.
- 3) Signs all legal documents authorized by the Executive and within the limits of the Association's concerns.
- 4) Proceeds with nominations and appointments required by the activities of the Association which are not stated in the Statutes and By-Laws.
- 5) Represents the Association at meetings of other organizations or if indicated arranges for representation, representatives being nominated by the Executive committee. If votes for two candidates are even the President will have the final decision.
- 6) Manages, through the Secretary-General, the activities of the Secretariat.
- 7) Is responsible for all the activities dependent on her office.

ARTICLE 9

The President-Elect takes over the Presidency of the Association at the end of her term of office.

The President-Elect:

- 1) Is an ex officio member without voting rights of all committees.
- 2) Assumes the office of President at the end of the last session of the next General Assembly.
- 3) Assumes the Presidency in case of death or inability of the President to carry out her duties during the President's term of office.
- 4) The Executive appoints at that time the candidate second on the list of voting at the last General Assembly as acting President-Elect until the next General Assembly.

ARTICLE 10

The Secretary-General holds office for one term. She is eligible for re-election.

The Secretary-General:

- 1) Is an ex officio member without voting rights of all committees.
- 2) Assures that the activities of the Association are carried out in consultation with the President and the Executive.
- 3) Keeps the minutes of the Executive meetings.
- 4) Is responsible for preparing the minutes of meetings of the General Assembly and for their publication in the official report of the Association.
- 5) Is responsible for preparing the reports concerning the activities of the Association.
- 6) Executes functions which may be specially assigned to her.

ARTICLE 11

(revised 1998)

The Treasurer holds office for one term. She is eligible for re-election.

The Treasurer:

- 1) Is an ex officio member without voting rights of any committee concerned with financial business.
- 2) Is responsible for precise keeping of accounts of all assets, funds, investments and other properties of the Association. She shall seek financial advice as necessary.
- 3) Collects all amounts and fees owed.
- 4) Makes all payments as required.
- 5) Presents the audited accounts to the Executive annually.
- 6) Presents written reports at each meeting of the Executive.
- 7) Presents the Executive with the annual budget in consultation with the Finance

Committee.

- 8) The Treasurer's annual report and budget will be circulated to the National Associations and Individual Members upon request.
- 9) Is a member of the Management Group of the Executive.
- 10) Coordinates the financial affairs of MWIA.
- 11) Is responsible for all correspondence on financial matters, including any members' questions re finances.

This review of the Treasurer's duties is necessary due to the centralisation of the accounts in the Dortmund office.

ARTICLE 12

The Vice-Presidents:

- 1) The Vice-Presidents hold office for one term and are eligible for re-election for a second term.
- 2) Each Vice-President represents a geographic region.
- 3) They are nominated by their regions.
- 4) The National Associations in each region should have equal opportunity to be represented.
- 5) Individual Members are also eligible to represent the region to which they belong.

Each Vice-President within the limits of her region:

- 1) Shall encourage interest in the Association.
- 2) Studies and reports on professional problems and organizes exchanges of information on matters that concern medical women.
- 3) Organizes, as far as possible, regional meetings to discuss the business of the Association, scientific and professional matters which take into account the aims of the Association.
- 4) Includes the Individual Members of her region in her activities.
- 5) Encourages the establishment of new National Associations.

ARTICLE 13

The Immediate Past-President is a member of the Executive for the ensuing term.

ARTICLE 14

A term of office for members of the Executive means the time interval between one General Assembly and that following.

ARTICLE 15

The nomination of candidates for the Executive by the National Associations and Individual Members must be accompanied by a curriculum vitae and by their acceptance of the nomination in writing.

ARTICLE 16

The nomination of candidates to the Executive is made as follows:

Through the Secretariat, the Executive invites the National Associations and the Individual Members to submit the names of their candidates for the offices of President-Elect, Secretary-General, Treasurer and Vice-Presidents at least eighteen months before the next General Assembly. The Vice-President for each region is nominated only by the members of that region.

The Executive reviews the nomination of candidates as to their eligibility for presentation to the General Assembly. The nominations are to be received by the Secretary-General at a date to be determined which will be at least 12 months before the next General Assembly.

The list of candidates to be presented to the General Assembly is circulated with a summary of each curriculum vitae to the National Associations and Individual Members at least six months before the next General Assembly.

Comments concerning nominations must reach the Secretariat at least three months before the next General Assembly.

ARTICLE 17

Members of the Executive must receive 2/3 (two thirds) of the votes of those voting in order to be elected. If this majority is not obtained after the first ballot a second ballot is taken and the candidate obtaining the highest number of votes is elected.

If there are two or more nominations for the same office in the Executive, the election is conducted by secret ballot.

ARTICLE 18

On the recommendation of the Secretary-General, the Association employs an Executive Secretary, who ensures the management of the Association's office, directed by the Secretary-General, and the President.

MWIA NATIONAL COORDINATOR

ARTICLE 19

Each National Association has an MWIA National Coordinator who is responsible for liaison with the Association.

She presents an annual report on the activities of the members of her National Association and provides the MWIA Secretariat with required information. She performs other duties as necessary.

ASSETS
ARTICLE 20
(revised 1998)

The annual subscription is due on the first of July each year.

The MWIA dues for members of affiliate associations shall be increased from 6 Swiss francs to 8 Swiss francs as from July 1999.

The dues of Individual members of MWIA be increased from 10 to 20 Swiss francs.

COMMITTEES
ARTICLE 21

The Executive, according to need, creates standing or ad hoc Committees.

Any Committee created must be confirmed by the next Assembly. The Executive sets the terms of reference for these Committees.

The Executive appoints the Chairman and members of the Committees. Such appointments shall be reviewed at the beginning of each term.

EXTERNAL AUDITORS
ARTICLE 22

The external auditors shall audit the accounts annually or more often as required by the Executive or at least 5 National Associations in two regions.

LIABILITY OF THE OFFICERS
ARTICLE 23

No officer shall be personally liable for any action undertaken on behalf of the Association.

REVISION OF THE BY-LAWS
ARTICLE 24

Complete revision of the By-Laws shall be approved by the General Assembly.

SUSPENSION OF MWIA
ARTICLE 25

In the event of war or other disaster MWIA may go into temporary suspension.