

**ORGANIZATION FOR WOMEN IN SCIENCE**

**FOR**

**THE DEVELOPING WORLD**

**STATUTES AND RULES OF PROCEDURE**

Approved June 29, 2010

## STATUTES

### Article 1: Establishment

- 1.1 The Organization for Women in Science for the Developing World (hereinafter referred to as "Organization"), formerly known as the Third World Organization for Women in Science or TWOWS, is a non-profit, international non-governmental organization.
- 1.2 The Statutes and Rules of Procedure of the Organization have been approved at the founding meeting of the Organization's General Assembly on 29 June 2010, at Beijing, China.

### Article 2: Objectives

The Organization shall pursue the following objectives:

- a. Increase the participation of women in developing countries in scientific and technological research, teaching and leadership;
- b. Promote the recognition of the scientific and technological achievements of women scientists and technologists in developing countries;
- c. Promote collaboration and communication among women scientists and technologists in developing countries and with the international scientific community as a whole;
- d. Increase access of women in developing countries to the socio-economic benefits of science and technology;
- e. Promote participation of women scientists and technologists in the development of their country; and
- f. Increase understanding of the role of science and technology in supporting women's development activities.

### Article 3: Activities

In pursuing its objectives the Organization may, *inter alia*, undertake the following activities:

- a. Improving access to educational, training and professional development opportunities for women scientists and technologists in developing countries;
- b. Recognizing scientific excellence and other achievements of women scientists and technologists in developing countries;
- c. Enhancing opportunities and developing strategies for the participation of women in the development and utilization of new technologies;
- d. Developing strategies for the participation and leadership of women in national and international science and innovation systems;
- e. Making science more responsive to the needs of society, especially those of women and of women's development activities;
- f. Promoting the involvement of women in harnessing science and technology for sustainable development; and
- g. Undertaking such projects and actions as it deems appropriate for achieving its objectives.

### Article 4: Membership

- 4.1 Eligible for Membership of the Organization are:
  - a. As Full Member: women scientists or technologists who have completed a master-degree or higher in the sciences, engineering or related fields and who are committed to the objectives of the Organization.

- b. As Associate Member: scientists, technologists and scholars who have completed a master-degree or higher at a recognized university and who are committed to the objectives of the Organization; and
  - c. As Affiliate Member: women scientists or technologists who have completed a bachelor's degree or equivalent in the sciences, engineering or related fields and who are committed to the objectives of the Organization.
- 4.2 An organization wishing to support the work of the Organization may become a Partner of the Organization. Partners may send observers to all meeting of the Organization and may participate in all its activities.
- 4.3 The total number of members who work in a developed country shall not exceed 20 percent of total membership. The total number of members who have a discipline other than natural sciences or engineering shall not exceed 20 percent of total membership.
- 4.4 Individuals who wish to become Member shall submit a written application to the Executive Board. The Board shall decide on the application within three months, also determining the category of Membership. Decisions of the Board on Membership shall be final.

#### **Article 5: General Assembly**

- 5.1 The General Assembly is composed of those Members who attend a meeting of the General Assembly convened by the Executive Board in accordance with paragraph 5.5 below.
- 5.2 As the highest decision-making body of the Organization, the General Assembly shall be empowered, subject to the provisions of these Statutes, to make decisions on all matters affecting the Organization.
- 5.3 In particular, the General Assembly shall make the following decisions:
- a. Approve the general strategies and policies of the Organization;
  - b. Approve reports of the Executive Board on the functioning of the Organization since the last General Assembly meeting;
  - c. Elect the President of the Organization, the Vice-Presidents of the Organization and the Ordinary Members of the Executive Board;
  - d. Direct the Executive Board to carry out any tasks deemed necessary for achieving the objectives of the Organization; and
  - e. Adopt and amend the Statutes and the Rules of Procedure of the Organization, as well as such other Regulations as it deems appropriate.
- 5.4 All Members shall be invited to attend the meetings of the General Assembly and all Members have the right to participate in its deliberations, but only Full Members have the right to vote in formal decision-making.
- 5.5 The General Assembly shall meet at regular interval to be determined by the Executive Board. All Members shall be notified at least twelve months in advance of a planned meeting of the General Assembly and they shall receive a draft agenda with draft decisions at least three months before the meeting is to take place.
- 5.6 If a meeting has been convened in accordance with paragraph 5.5 above, the General Assembly may take formal decisions regardless of the number of Members present at the meeting, provided that the decision has been sent to all Members as a draft in accordance with paragraph 5.5 and provided that any comments received from Members who do not attend the meeting are communicated to the Members present at the meeting.
- 5.7 Unless explicitly provided otherwise in these Statutes or in Rules of Procedure, the General Assembly shall decide by a majority vote of Full Members, abstentions not considered a vote. A vote shall be taken by hand raising unless at least ten Full Members request a secret ballot. Decisions relating to a specific person or persons shall always be taken by a secret ballot.

- 5.8 The Executive Board may invite organizations and individuals to participate as observers without the right to vote in a meeting of the General Assembly.

#### **Article 6: The Officers of the Organization**

- 6.1 The General Assembly shall elect from among the Full Members of the Organization the President of the Organization and four Vice-Presidents of the Organization, as well as four Ordinary Members of the Executive Board. Each of the four regions of the developing world (Africa, Arab Region, Asia & Pacific and Latin America & the Caribbean) shall have one Vice-President and one Ordinary Member.
- 6.2 The President, Vice Presidents and Ordinary Members shall be women scientists working and living in developing countries.
- 6.3 The term in office of the President of the Organization, of the Vice-Presidents of the Organization and of the Ordinary Members of the Executive Board shall begin at the closure of the meeting of the General Assembly in which they are elected and it shall end at the closure of the next meeting of the General Assembly. They may be re-elected only once.
- 6.4 The President shall preside over the meetings of the General Assembly and the Executive Board. If the President is unable to attend a meeting, she shall designate a Vice-President to take her place.
- 6.5 If a President, a Vice-President or an Ordinary Member of the Executive Board resigns before the end of her term or is otherwise unable to continue as President, Vice-President or Ordinary Member, the Executive Board shall appoint one of its members as acting President or Vice-President for the remainder of the term of the original President or Vice-President.
- 6.6 If an Ordinary Member of the Executive Board resigns before the end of her term or is otherwise unable to continue as Ordinary Member, the Executive Board shall leave the position open until the next regular elections.

#### **Article 7: Executive Board**

- 7.1 Members of the Executive Board are: the President of the Organization, the four Vice-Presidents of the Organization and the four Ordinary Members elected in accordance with article 6.1 above. The most recent former President of the Organization shall be an *ex officio* member of the Board.
- 7.2 The Board may designate one of the Vice-Presidents as Secretary-General of the Organization and charge her with the task of overseeing the Secretariat in the handling of all the official correspondence of the Organization.
- 7.3 Subject to the provisions of these Statutes and the decisions of the General Assembly, the Executive Board shall take such initiatives and actions as are necessary for the achievement of the objectives of the Organization.
- 7.4 In particular, the Executive Board shall be responsible for:
- a. Setting the time and venue for the meetings of the General Assembly;
  - b. Preparing the agenda and the decisions of the General Assembly;
  - c. Implementing the decisions taken by the General Assembly;
  - d. Deciding on Membership applications under article 4.4 above;
  - e. Developing from time to time a strategic action plan;
  - f. Securing funding for programmes and activities;
  - g. Approving programmes and activities, as well as their budgets; and
  - h. Ensuring that actual spending is in accordance with these budgets.
- 7.5 The Executive Board may only take formal decisions if at least six members are represented at a meeting. The Executive Board shall decide by a majority vote, abstentions not considered a vote. In case of a tie, the vote of the President shall decide. At meetings a vote shall be taken by hand raising unless at least two

members request a secret ballot. Decisions relating to a specific person or persons shall always be taken by a secret ballot.

- 7.6 In the interval between meetings a vote may be taken by email provided that at least seven members participate in the vote, a non-reply considered an abstention and not a vote. If a vote by email relates to a specific person or persons, the individual votes of members shall be kept confidential.

#### **Article 8: Secretariat**

- 8.1 Under the guidance of the President or the Secretary-General the Secretariat of the Organization shall support the General Assembly and the Executive Board in the discharge of their respective tasks and responsibilities.
- 8.2 The staff of the Secretariat shall be appointed by the host academy. The Executive Board may adopt rules and regulations governing the tasks and responsibilities of the Secretariat.

#### **Article 9: Finances**

- 9.1 The funds of the Organization shall be derived from Membership fees, grants, subsidies, bequests, prizes, revenue from investments and from such other sources as are accepted by the Executive Board.
- 9.2 The Executive Board shall set the annual fees to be paid by Members. It may differentiate between Full Members and Associate Members on the one hand and Affiliate Members on the other.
- 9.3 The Executive Board shall prepare each year an audited account of all incomes and expenditures of the Organization.

#### **Article 10: Amendments**

- 10.1 The General Assembly may amend the Statutes of the Organization with a two-thirds majority vote, abstentions not considered a vote, provided that the amendments have been submitted to all Members at least six month in advance of the meeting and provided that no more than 10 percent of all Full Members have expressed opposition to the proposed amendments.
- 10.2 The General Assembly may amend the Rules of Procedures of the Organization with a simple majority vote, abstentions not considered a vote, provided that the amendments have been submitted to all Members at least six month in advance of the meeting and provided that no more than 20 percent of all Full Members have expressed opposition to the proposed amendments.

## RULES OF PROCEDURE

Acting in accordance with Article 5,3,e of the Statutes of the Organization, the General Assembly has adopted the following Rules of Procedure to govern the election of the President of the Organization, the Vice-Presidents of the Organization and the Ordinary Members of the Executive Board.

1. At least 9 months in advance of the next meeting of the General Assembly the Executive Board shall appoint a Nominating Committee to propose to that meeting candidates for election as President of the Organization, Vice-President of the Organization and Ordinary Members of the Executive Board.
2. The Nominating Committee shall consist of at least five Full Members of the Organization who are neither member of the Board, nor seek election to the Board. In the overall composition of the Committee there shall be a balance between disciplines and regions.
3. At least 6 month in advance of the meeting of the General Assembly at which the election is to take place, the Nominating Committee shall request all Full Members of the Academy to identify and submit to the Committee candidates for election to the Board. Self-nominations shall not be considered.
4. At least 6 month in advance of the meeting of the General Assembly at which the election is to take place, the Nominating Committee shall consult with all members of the incumbent Executive Board to ascertain which members are eligible and available for re-election.
5. At least 3 month in advance of the meeting of the General Assembly at which the election is to take place, the Nominating Committee shall draw up a long-list of at least three and at most six candidates for each position to be filled. The Chair of the Nominating Committee shall submit the long list to the incumbent President for comment, while she shall also consult the incumbent members from a region on new members from that region, if any.
6. At least 1 month in advance of the meeting of the General Assembly at which the election is to take place, the Nominating Committee shall determine a short-list of at least two and at most three candidates for each position to be filled. Before proposing the short-list to the General Assembly, the Nominating Committee shall ascertain that all candidates are willing to serve.
7. The Chair of the Nominating Committee shall act as Chair of the General Assembly when the Assembly discusses and decides on the election of the new Board. The General Assembly shall first elect the President of the Organization, then elect the Vice-Presidents of the Organization, the order to be determined at random, and finally elect the Ordinary Members of the Executive Board, the order to be determined at random.
8. For each position to be filled, the first candidate to receive a majority of votes, abstentions not considered a vote, shall be elected. If no candidate receives a majority of votes, the candidate with the least number of votes shall be taken off the list of candidates for the position concerned and a new vote shall take place. This procedure shall be repeated until a candidate receives a majority of votes.
9. Voting shall be conducted as follows:
  - a. Each Full Member shall receive a single ballot form listing all candidates for each position that needs to be filled. The form shall not reveal the identity of the Member who uses it.
  - b. Each Member shall cast an affirmative vote for a single candidate per position by placing the sign X in the box appearing opposite the name of that candidate. A ballot form is invalid if more than one sign X is placed on the form. If no sign X is placed the form shall be considered an abstention.

- c. For each position the Nominating Committee shall determine the number of affirmative votes each candidate has received and announce the results to the General Assembly. If no candidate is elected, voting shall be repeated in accordance with paragraph 8 above. If a candidate is elected, the Chair shall initiate the election for the next position until all positions are filled.