

# RULES OF PROCEDURE FOR THE WFSW. The Internal Regulation.

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## **Preamble**

The Constitution, also named Statutes, of the World Federation of Scientific Workers, in its last version of 2013 (Nizhny Novgorod), refers to an internal regulation named Rules of Procedure. Although some partial regulations have been issued in the past, the mandate of the last General Assembly (Marrakech, 2022), confirmed by the 93th Executive Council (Paris, 2022), is that a Working Group (6th) should prepare a proposal of Rules of Procedure of the WFSW to be discussed in the 94th Executive Council (Évora, 2023).

This below text constitute the referred proposal. For its preparation, it has been taken into account the Constitution/Statutes, some previous partial regulations, as well as some usual procedures in the Federation that have demonstrated along the years its usefulness and convenience. Another relevant document is “The evolution of instances of the WFSW”, already presented by the Working Group 6 to the 93th Executive Council. It has also been decided that the specific rules for the General Assembly will be prepared later, probably for the 95th Executive Council at the end of 2023, provided that the next General Assembly is planned for 2026.

## **A. How to become an affiliated organization**

The procedure for organizations wishing to join the WFSW is as follows:

1. A scientific workers' organization wishing to join the WFSW must send a formal application to the General Secretariat, stating that it subscribes to the aims of the Federation and accepts its Articles of Association. It must complete the attached membership form (see N2). The application must include a presentation of the applicant organization and its

founding texts. A meeting should be set up between the Federation Bureau and the representatives of the candidate organization to specify the modalities of their incorporation.

2. The application is examined at the next meeting of the Executive Council, which decides on the membership, subject to the ratification by the General Assembly. The applicant organization may be admitted by the International Secretariat as an observer pending ratification of its membership.

Observation: Article 9 of the Articles of Constitution should be amended accordingly.

## **B. Individual membership**

1. Applications for individual memberships of the WFSW must be submitted to two members, either of the International Secretariat or the Executive Council and from different affiliated organizations, with a full description of the applicant's identity and activities.

2. However, when the applicant for individual membership comes from an affiliated organization which is a member of the WFSW, the Federation must ensure that there are no incompatibility and/or conflictual situations between the applicant for individual membership and the representation of the affiliated organization.

3. The Executive Council is the one who accepts the proposed membership. Individual members may be associated with certain activities or participate in the Executive Council, or in the work of certain working groups or sectors run by the Federation.

4. The General Assembly, is the one who ratifies the decisions of the Executive Council.

## **C. Infringements, penalties and disputes**

1. In the event of serious breaches by members of either Federation's constitution or internal regulations, members may be temporarily suspended or even expelled, whether they are affiliated organizations or individual members.

2. The decision to suspend is taken by the Executive Council, following a report presented by an ad hoc commission charged with investigating disputes or litigation. It must be ratified by the General Assembly.

3. A decision to exclude a member may only be taken by the General Assembly, on the basis of a report presented by the Executive Council.

## **D. Rules of the General Assembly of the WFSW**

(work in progress)

## **E. Rules of the Executive Council of the WFSW**

1. Purpose: The Executive Council of the WFSW serves as the governing body responsible for managing operations, making decisions, and implementing the policies and objectives of the Federation, in particular those decided in the General Assembly.

2. Composition: The Executive Council is elected by the General Assembly and it is usually comprised of forty members among the delegates of the Affiliated Organizations, Individual Members and the International Secretariat. All the Affiliated Organizations have the right to have at least one representative in the Executive Council.

3. Meetings: The Executive Council should hold regular meetings to discuss and address Federation matters. The frequency of these meetings currently is twice a year, one face-to-face and one remote. Although remote participation in the face-to face meeting should be offered. The meeting development is organized in sessions. The opening session establishes the agenda and includes the President's and Treasurer's reports. The closing session usually summarizes the decisions taken, that should be implemented by the International Secretariat, and the proposed date and place of the next meeting.

4. Notice of Meetings: Proper notice of meetings on the date and place should be provided to all members of the Executive Council at least three months in advance. A further notice, at least one month in advance, should include the date, time, venue, and agenda of the meeting, as well as the necessary information for both remote participation and voting.

5. President: The President, the Vice-president of the Executive Council or a designated individual chairs the Executive Council meetings. The President is responsible ensuring a good development of the meeting and adherence to the agenda, facilitating discussions, and promoting effective decision-making. The General Secretary or a designated Vice-President prepares the report of the session.

6. Agenda: The International Secretariat should prepare and distribute an agenda prior to each Executive Council meeting. The agenda should outline the topics to be discussed and any relevant documents or reports that members should review in advance. Council members may propose additional items for inclusion on the agenda before the meeting. The agenda may include reports, discussions, elections, and decision-making items.

7. Reports: The Executive Council meeting may include reports from the president, treasurer, committees and commissions, sectors and working group leaders and other relevant officers. These reports provide updates on the progress of ongoing projects, financial matters, membership status, and any other pertinent information. Council members may have the opportunity to ask questions or seek clarifications on the reports.

8. Discussions and Decision-Making: The Executive Council meetings allow for open discussions on the agenda items. Council members can express their opinions, provide input, and engage in constructive dialogue. Once discussions are concluded, decisions can be made through a formal voting process. The concrete question to be voted, including elections, with the different options allowed, must be informed the day before the voting process. The voting process may include show of hands, secret ballot, or other appropriate methods.

9. Minutes: Accurate minutes should be kept for each Executive Council meeting. The minutes should include the date, time, location, attendees (present or remote), decisions made, and any other relevant information. These minutes serve as an official record of the meeting and should be made available to all council and Federation members.

10. Emergency Decision-Making: In urgent situations that require immediate action, the Executive Council may make decisions through the emergency procedure outlined in the Federation's statutes, by using electronic vote. The procedure should ensure its accountability and transparency.

## **F. Remote participation rules for the Executive Council**

11. Remote participation: The purpose of these following rules is to establish guidelines and procedures for remote participation and voting in the Executive Council meetings of the

Federation. These rules aim to ensure transparency, inclusivity, and effective decision-making, while accommodating members who are unable to attend in person.

12. Definitions: a) Executive Council: Refers to the official meeting of the Federation's members. b) Remote Participation: The ability for members to attend and participate in the Executive Council meetings remotely, using technology such as video conferencing or teleconferencing. c) Remote Voting: The process by which members cast their votes on agenda items during the Executive Council meetings, even if they are not physically present.

13. Notification: a) The International Secretariat shall provide adequate advance notice of the Executive Council, including information regarding the option for remote participation and voting. b) The notification should specify the technology platform or method to be used for remote participation and voting, along with any instructions or prerequisites for accessing the meeting.

14. Eligibility for Remote Participation and Voting: a) All Council's members shall have the right to participate and vote remotely in the Executive Council, unless otherwise specified in the Federation's statutes. b) Members must comply with any technical or procedural requirements specified for remote participation and voting.

15. Verification of Identity: a) Prior to the Executive Council, the Federation shall establish a process to verify the identity of members participating remotely. b) The verification process may involve methods such as requesting members to provide identification documents or using secure authentication mechanisms.

16. Access to Meeting Materials: a) The association shall ensure that all members, whether attending in person or remotely, have access to the relevant meeting materials, including the agenda, reports, and proposed resolutions. b) The materials should be provided in a timely manner, allowing members to review and prepare for the Executive Council.

17. Conduct of Remote Participation: a) Members participating remotely shall adhere to the same rules of conduct as those attending in person. b) Participants shall use the designated technology platform for audio and/or video communication during the Executive Council. c) The Federation may establish additional guidelines to ensure orderly and respectful participation, such as raising hands or using chat features to indicate a desire to speak.

18. Voting Procedures: a) Members participating remotely shall have equal voting rights as those attending in person. b) The Federation shall establish a secure and auditable system for remote voting. c) Prior to voting, the President or designated facilitator shall clearly announce the voting item, provide any necessary context, and specify the voting method (e.g., voice vote, show of hands). d) The Federation may use electronic voting systems or other suitable methods to facilitate remote voting. e) Votes shall be recorded and included in the official meeting minutes.

19. Decisions: Decisions shall be made based on the voting results, including both in-person and remote votes, as applicable. The association shall maintain accurate records of the voting outcomes and ensure they are reflected in the meeting minutes.

20. Technical Difficulties: a) In the event of technical difficulties that impede remote participation or voting, the association may adjourn the meeting temporarily to resolve the issues. b) Reasonable efforts shall be made to assist members in troubleshooting technical problems, if feasible.

21. Confidentiality and Security: a) All remote participants shall adhere to the confidentiality and security measures outlined by the Federation. b) The Federation shall implement appropriate measures to protect the integrity and confidentiality of remote meetings and voting processes.
22. Equal Opportunities and Accessibility: a) The association shall make efforts to ensure that remote participants have equal opportunities to express their views, participate in discussions, and ask questions during the Executive Council. b) Reasonable accommodations should be provided to facilitate the participation of members with disabilities or other accessibility needs.
23. Recording and Minutes: a) The Federation may record the Executive Council meetings, including both in-person and remote participation, for record-keeping purposes. b) The minutes of the Executive Council shall accurately reflect the discussions, decisions, and voting outcomes, including both in-person and remote votes.
24. Modifications of the Rules: a) These rules for remote participation and voting in the Executive Council may be amended by a majority vote of the members present, both in-person and remotely, in a properly convened Executive Council meeting.

## **G. Rules of the International Secretariat**

1. Purpose: The World Federation of Scientific Workers is managed by the International Secretariat, elected by the General Assembly. It supports the Federation in achieving its global objectives and facilitates communication and collaboration among member entities. It is responsible for the permanent administration of the Federation. In particular, it prepares the meetings of the statutory bodies (Executive Council, General Assembly) and organizes the implementation of their decisions.
2. Composition: The International Secretariat is composed of at least seven members and a maximum of twenty, with official functions: The President, two Vice-Presidents representing different regions, the Vice-President of the Executive Council, the General Secretary, the Treasurer and, if exist, the Deputy General Secretary and Deputy Treasurer. Any unavoidable change in its composition must be approved by the Executive Council.
3. Meetings: The International Secretariat hold regular meetings to discuss and address Federation matters. The frequency of these meetings currently is once a month, typically its first Monday at 2 p.m. (Paris time), to allow a compromised schedule among the different time zones.
4. Functions and Responsibilities: The International Secretariat's functions and responsibilities may include, but are not limited to: a. Managing the day-to-day operations of the WFSW. b. Facilitating effective communication and coordination among member entities. c. Organizing and coordinating international meetings, conferences, and events. d. Serving as a central point of contact for member entities and external partners. e. Collecting, analyzing, and disseminating information relevant to the Federation's activities. f. Supporting the development and implementation of international projects, initiatives, or campaigns. g. Maintaining relationships and partnerships with international organizations, governments, and other relevant entities. h. Managing the Federation's budget, financial transactions, and reporting. i. Providing administrative support to the Federation's commissions, sectors or

working groups. j. Representing the Federation in international forums, conferences, and negotiations. k. Deciding the diffusion of the proposed information and documents.

5. **Coordination with Affiliated Organizations:** The International Secretariat should work closely with the affiliated organizations of the Federation to ensure common objectives, exchange of information, and collaboration, mainly on international matters. Regular communication and coordination mechanisms should be established to facilitate this relationship. For instance, e-mail and distribution lists, instant message applications, cloud folders, common calendar, and other team working tools.

6. **Reporting:** The International Secretariat provide regular reports to the Federation's governing bodies, such as the General Assembly or Executive Council, on the activities, achievements, and challenges found. These reports should include financial updates, progress on projects, and other relevant information.

7. **Emergency Decision-Making:** In urgent situations that require immediate action, the International Secretariat may make decisions through the emergency procedure outlined in the Federation's statutes. The procedure should ensure its accountability and transparency.

8. **Staffing:** The International Secretariat may have a dedicated staff responsible for carrying out its functions. The staffing structure, roles, and responsibilities should be defined and documented. The recruitment, selection, and management of staff members should follow established procedures and guidelines.

9. **On-line administration:** The on-line administration of the Federation's contacts, meetings and publications requires the creation, management and maintenance of complex IT systems (servers, e-mail addresses, mailing lists, websites, clouds, video-communication) which must be placed under the supervision of the International Secretariat, which assigns responsibility for one or more tools to certain of its members.

## **H. Rules for the President, General Secretary, and Treasurer of the WFSW:**

### **H1. President:**

1. **Leadership:** The president is the legal representative of the WFSW. As highest-ranking officer of the Federation, serves as a spokesman and provides leadership and direction to the organization.

2. **Duties and Responsibilities:** The president's responsibilities may include, but are not limited to: a. Presiding over meetings of the General Assembly, Executive Council, International Secretariat and Bureau. b. Representing the Federation in external matters, such as meetings, events, and public engagements. c. Overseeing the implementation of the Federation's goals, policies, and objectives, in particular, the decisions taken by the General Assembly, the Executive Council and the International Secretariat. d. Facilitating effective communication among members, commissions, and officers. e. Implementing strategic decisions in consultation with the Executive Council and the International Secretariat. f. Appointing individuals to commissions or special positions as necessary. g. Serving as a spokesperson for the Federation and advocating for its interests.

3. **Term of Office:** The president's term of office is the General Assembly.



## **H2. General Secretary:**

1. Administration: The general secretary is responsible for managing the administrative functions of the Federation.
2. Duties and Responsibilities: The general secretary's responsibilities may include, but are not limited to: a. Ensuring the accurate record-keeping of the Federation's documents, including minutes of meetings, membership records, and correspondence. b. Handling official correspondence and communications, both internal and external. c. Preparing and distributing notices, agendas, and other relevant materials for General Assembly and Executive Council meetings. d. Ensuring an adequate relationship with the UNESCO, in collaboration with the specific sector. e. Assisting the president in coordinating the activities of the Federation. f. Keeping members informed about the Federation's activities, events, and deadlines, in collaboration with the communication sector. g. Managing membership applications, renewals, and records; in particular, keeping up-to-date lists of members and contacts, including their contact details. h. Providing support to sectors, working groups and commissions, as needed.
3. Term of Office: The general secretary's term of office is the General Assembly.

## **H3. Treasurer:**

1. Financial Management: The treasurer is responsible for managing the Federation's finances and ensuring financial transparency.
2. Duties and Responsibilities: The treasurer's responsibilities may include, but are not limited to: a. Monitoring the Federation's financial transactions and expenses, including the collection of membership fees, donations, and other revenues. b. Maintaining accurate and up-to-date financial records, including income, expenses, and bank statements. c. Preparing and presenting financial reports to the General Assembly and Executive Council. d. Developing and managing the Federation's budget according to the Executive Council guidelines. e. Participating in grant applications. f. Ensuring compliance with financial regulations, tax requirements, and reporting obligations. g. Coordinating with the financial commission for annual audits or reviews. h. Providing financial guidance and support to the Federation's committees or projects. i. Managing the bank accounts and facilitating the reimbursement of expenses incurred by members or officers, in accordance with the Federation's policies.
3. Term of Office: The treasurer's term of office is the General Assembly.

## **I. Bureau:**

1. Purpose: To maintain an effective implementation of the decisions taken by the different governing bodies of the Federation, say General Assembly, Executive Council and International Secretariat, it has been shown to be necessary that a day-to day commission is needed, named Bureau.
2. Composition: The Bureau comprises the President, the General Secretary and the Treasurer. The President may invite other International Secretariat members to attend the Bureau meetings. Currently, the sectors heads are usually invited.
3. Meetings, Functions and Responsibilities: The Bureau responsibilities may include, but are not limited to: a. Preparing for bodies meetings; in particular, their agenda b. Organizing the implementation of resolutions. Currently, the bureau meets once before and once after each International Secretariat to deal with both main objectives.

## **J. Working groups and Sectors**

1. Thematic tasks are distributed in the working groups and sectors. Two sectors have been created a. UNESCO. b. Communication, which includes Organization and Logistics (see Organigram). Seven working groups are currently devoted to 1. Peace, cooperation and disarmament. 2. Climate change and Sustainable Development Goals. 3. Research condition. 4. Africa research fund. 5. Women and science. 6. Rules of procedure. 7. Social media.

2. Any member of the governing bodies can adhere to any working group. The heads of the sectors are appointed by the International Secretariat. The animators of the working groups are appointed by the International Secretariat, after hearing the proposal of its members. Other members of the Federation, like individuals or members of the affiliated organizations can also be members of the working groups. The International Secretariat has also the right to co-opt for the sectors and working groups.

## **K. Finance**

Each year, the budget for the following year is voted on at the last meeting of the Executive Council, after examination of the provisional accounts. The budget comprises an "ordinary expenditure" section based on the results of previous years, plus a "specific operations" section forecast for the coming year. Income and expenditure are balanced. The treasurer commits expenses in accordance with the budget.

## **L. Membership Fees**

1. The amount of the budget determines a possible percentage increase which is reflected in the fees of affiliated organizations and members.

2. Affiliated organization fees AO are determined by the formula  $\text{coef(AO)}$  multiplied by member fees (AO) multiplied by number of members (AO).

3. The  $\text{coef(AO)}$  is determined by a discussion between the Federation management (President, Treasurer, General Secretary) and the management of the affiliated organization AO. The indications used to determine it are the relative purchasing power of the country, the relative purchasing power of the AO members, the individual membership fee of the organizations, the number of members and the type of AO organization (bringing together a category or organizations).

4 The coefficient can be multiplied each year by the percentage increase of the budget.

5. This coefficient is updated each year following the General Assembly guidelines.

6. Individuals membership fees are updated for the year following the General Assembly guidelines.

## **M. Communication Procedure**

The responsibility of some scientific workers promoted the creation of the WFSW with the aim that science would be a tool for peace and for common benefit.

In this sense, the visibility of the WFSW is a necessary key aspect to reach this objective and to progress towards becoming more influential.



With new communication media, the WFSW has the opportunity of a widespread distribution of information at low cost.

The intention of this procedure is to establish an easy method with distributed tasks since a proposal for diffusion to its publication in our website, social media and distribution lists.

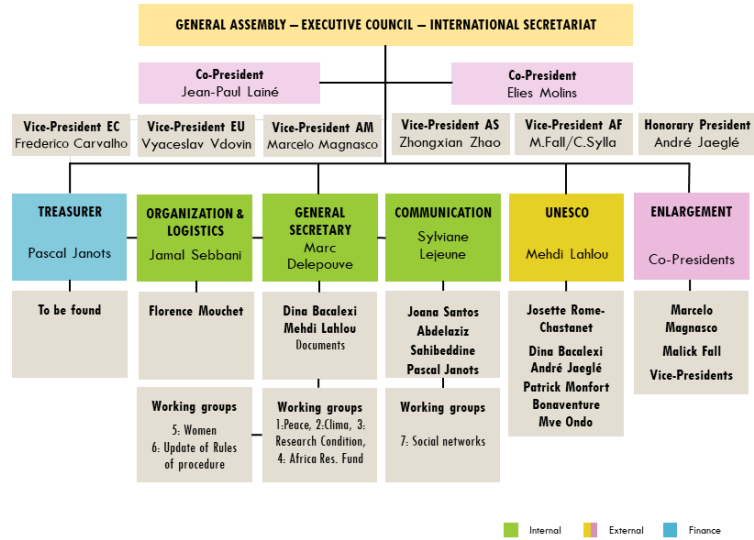
1. The Communication sector will periodically meet with the aim of analyzing and improving the visibility of the WFSW.
2. A Communication cloud page will centralize documentation. Its current link is: <https://nuage.fmts-wfsw.org/index.php/s/Eq74pBWjbZzzjEJ>
3. Proposed information should be exposed and detailed in a document that has to be uploaded in the folder 'Posts Proposal'. Also, it must be registered in the 'Posts Proposed' spreadsheet.
4. The Communication sector should periodically verify the spreadsheet and see if the content of the document is complete and, if necessary, to contact the originator for clarification.
5. The International Secretariat will eventually approve, or not, the diffusion of the new information proposed. Relevant activities of the affiliated organizations do not need this approval.
6. Once approved, the corresponding responsible of the Communication sector will publish it either in the website, social media or distribution lists. Of course, that depending on the case, it can be diffused in some or all of them.
7. There are four major lists of contacts: i) members of the Executive Council and the Financial Commission, ii) members of the Federation (affiliated organizations and individuals), iii) members of friend organizations of the Federation, and iv) institutional contacts of the Federation. So, an information can be either sent to any of the four distribution lists (i.e., i, i+ii, i+ii+iii, etc.).
8. An optimal goal would be to issue one new each week.

# N. APENDICES

## N1. Organigramme

### FMTS-WFSW ORGANIZATION CHART

- WG1: F.Carvalho
- WG2: J.Rome-Chastanet, E.Molins
- WG3: A.Carmo, J. Santos, S.Lejeune
- WG4: M.Delepouve
- WG5: R.Dabo Sarr
- WG6: C.Sylla, M.Delepouve, P.Janots
- WG7: S.Maicas, E.Sahoune



**N2. Membership questionnaire for candidate organizations - Questionnaire d'adhésion des organisations candidates**

1	Votre Pays	Your country
2	Langue préférée	Preferred Language
3	Le nom complet de votre organisation	The full name of your organization
4	Le sigle et logo	The acronym and logos
5	L'adresse postale	Postal address
6	L'adresse e-mail	email address
7	L'adresse du site web	Url website
8	Le numéro de téléphone	Phone number
9	Les nom et courriel du président ou secrétaire général	The name and email of the president or secretary general
10	Les nom et courriel du trésorier	The name and email of the treasurer
11	Le type d'organisation décrit par vos statuts (choisir un ou plusieurs mots)	The type of organization described by your statutes (choose one or more words)
	(Associatif, Privé, Gouvernemental Scientifique, Syndical, Professionnel, Educatif, Moral, Philosophique Politique, Ecologiste, Généraliste)	(Associative, Private, Governmental, Scientific, Union, Professional, Educational, Moral, Philosophical, Political, Environmental, Generalist)
12	Les populations représentées dans votre organisation	The populations represented by your organization
13	Leur nombre dans votre pays	Their number in your country
14	Le revenu médian dans votre pays	The median earning in your country
15	Le revenu médian de la population représentée par OA	The median earning of the represented population by your AO
16	Le nombre d'adhérents dans OA	The number of members of your AO
17	Le montant annuel de la cotisation de l'adhérent dans OA	The annual amount of the membership fees in your AO
	* les questions 12 à 17 permettent de déterminer le montant de la cotisation annuelle de votre organisation	* les questions 12 à 17 permettent de déterminer le montant de la cotisation annuelle de votre organisation