

# WORLD CENTER FOR WOMEN'S STUDIES (WORLD-CWS) ASSOCIATION

## Rules and Regulations Governing the working of WORLD-CWS Association

### Name of the Association and Office:

- a) The name of the Association shall be World Centre for Women's Studies as registered under \_\_\_\_\_ New \_\_\_\_\_ York \_\_\_\_\_ State, NGO.....
- b) The office of the World Center for Women's Studies Association (hereinafter referred to as the World Center for Women's Studies (**WORLD-CWS**)) shall be at Buffalo, New York.....
- (c) For all purposes, the year of the **WORLD-CWS** Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December every year.

### Objectives and Mission:

The objectives of the **WORLD-CWS** Association are:-

- i. To provide a forum for interaction amongst individuals, institutions and organizations engaged in teaching, research and action for women's development.
- ii. To develop documentation, bibliography, and other services.
- iii. To disseminate desirable information to all agencies engaged in teaching, research, and action programs related to women's issues worldwide.
- iv. To organize specific action programs to develop women's studies perspectives in different disciplines and appropriate indicators for measuring women's participation in social, cultural, and economic development.
- v. To mobilize necessary services and resources to strengthen and assist women/male scholars, writers, communicators, researchers, social workers, etc., in developing their faculty.
- vi. To assist institutions seeking to develop programs for teaching, research, and action for women's equality and development.
- vii. To initiate academic research and activism necessary to bring about a change in social and cultural values with a view "to eliminate attitudinal, conceptual and class biases that hinder understanding of the role and situation of women and the movement towards equality."
- viii. Facilitate exchange of teachers, students, and research scholars from different countries through grants of fellowships, scholarships, and travel assistance.
- ix. Co-operate with local, regional, and International Associations to promote the interests of the **WORLD-CWS** Association.
- x. Initiate efforts to bring women's studies closer to humanities, arts, performing arts, social sciences, pure and allied sciences, and develop an inter-disciplinary approach to societal issues.
- xi. The above objectives shall be achieved through the following programs: -**
  - a. Organizing annual conferences, seminars, training courses, short-term courses, collaborative research, research projects, and workshops on teaching and research.
  - b. Publication of peer-reviewed online journal with ISSN no.: **WORLD-CWS JOURNAL**.

## Membership

- a. Membership in the **WORLD-CWS** Association is open to graduate degree holder.
- b. There shall exist the following categories of membership:
  - i. Individual: Annual, donor, and patron.
  - ii. Institutional: Annual, donor, and patron.
- c. Conference members shall be the members of the conference as prescribed by the general body and notified by the rules of the **WORLD-CWS** Association.
- d. Institutional members would comprise colleges, universities, regional women's associations, research institutes, libraries, and government and non-government agencies in any specialized theoretical and/or applied field concerning women's issues.

## Right and Duties of Life Members

- a. All members shall have the right to receive a free copy of the online Journal of the **WORLD-CWS** Association.
- b. All those members who have attended the last three conferences shall have voting/contesting rights at the AGM of the **WORLD-CWS** Association.

## Office Bearers:

The following shall be the office bearers of the **WORLD-CWS** Association, along with their tenures:

- |   |         |
|---|---------|
| a. President of <b>WORLD-CWS</b> Association                  | 3 years |
| b. Conference President of <b>WORLD-CWS</b> Annual Conference | 1 Year  |
| c. Vice-President of <b>WORLD-CWS</b> Association             | 3 years |
| d. General Secretary  | 3 years |
| e. Treasurer  | 3 years |
| f. Editor-in-Chief of the Journal                             | 5 years |
| g. Joint Secretary  | 3 years |
| h. Representatives of the countries                           | 3 years |
| i. Members of Editorial Advisory Committee<br>(Nominated*)    | 3 years |

- A. The General Body shall elect the President of the **WORLD-CWS** Association on the recommendation of the Executive Committee.
- B. The Editor- in-chief of **WORLD-CWS** Association shall be nominated by the Executive Committee.
- C. \*Five members to function on the Editorial Advisory committee shall be nominated by a team comprising the President, Vice Presidents, General Secretary, Joint Secretaries and Treasurer, and the editor-in-chief. The editor-in-chief shall select five members from among eminent teachers worldwide in consultation with the President of the **WORLD-CWS** Association.
- D. The General Body shall elect all other officer bearers of the **WORLD-CWS** Association.
- E. Maximum term for office bearers shall be three years except for Editor-in-Chief of the **WORLD-CWS** Association, who shall be nominated for five years.
- F. A member can be nominated to one post/ position a maximum of three times in her/his entire life. Of these, only two terms can run consecutively.

- G. A member can contest for one position/post of office bearer a maximum three times in her/his entire life. Of these, only two terms can run consecutively.

### **Working Structure**

The Working Structure of the **WORLD-CWS** Association shall be:

- i. General Body
- ii. Executive Committee

### **Composition and Powers of WORLD-CWS Association General Body**

- a. **WORLD-CWS** Association General body shall comprise of all conference members and institutional members or their certified representatives.
- b. **WORLD-CWS** Association General Body shall meet at least once a year, generally at the time of the Annual Conference of the **WORLD-CWS** Association.
- c. The power of the General body shall be:
  - i. To adopt the Annual Report and audited statement of accounts of the **WORLD-CWS** Association for the previous year.
  - ii. To appoint the Auditor and approve his/her remuneration.
  - iii. To elect the Office Bearers of the **WORLD-CWS** Association.
  - iv. To decide on all other matters pertaining of the overall functioning of the **WORLD-CWS** Association.
- d. The notice for the **WORLD-CWS** AGM, indicating the date, place, and time along with the agenda, shall be sent by email to all members and institutional members of the **WORLD-CWS** Association at least 30 days prior to the date of the meeting by the General Secretary of the **WORLD-CWS** Association. It shall also be uploaded on the **WORLD-CWS** Association's website.
- e. The quorum of the General Body shall be 2/3rd of the total members and institutional members strength of the **WORLD-CWS** Association.
- f. The decision/s of the AGM shall be made by raising a hand or by secret ballot.
- g. **Eligibility for voting.**
  - i. All conference members of **the WORLD-CWS Association are eligible for voting, provided** they have attended the last three conferences.
  - ii. One certified (by the institution) representative of the institution shall be eligible to cast a vote.
- h. The Executive Committee shall decide on the name of the election commissioner, returning officer, and assistant returning officer to conduct the election of the **WORLD-CWS** Association.

### **Composition and Powers of WORLD-CWS Executive Committee**

**WORLD-CWS** Executive Committee shall consist of:

- i. All officer bears of the **WORLD-CWS** Association (except members of the editorial Advisory Committee)
- ii. All former Presidents of the **WORLD-CWS** Association.
- iii. The Executive Committee's membership shall not exceed 20, including the President and a minimum of 10 members.

- iv. The outgoing President and General Secretary shall be ex-officio members of the new elected Executive Committee.
- v. A member can be elected to the Executive Committee only three times in her/his entire life, and only two of these terms can run consecutively.
- vi. The existing Executive Committee shall invite nominations duly proposed by a member and seconded by another member of the General Body for election as members of the subsequent Executive Committee.
- vii. Decisions in the Executive Committee shall be made by majority vote. In case of equal votes, the person presiding shall have a casting vote.
- viii. The Executive Committee shall have full power and authority to make decisions regarding matters and deeds which are not vested in it by the rules and regulations, but which are necessary or expedient for the furtherance of the objectives of the **WORLD-CWS** Association, including the power to enter into agreement for and on behalf of the **WORLD-CWS** Association;
- ix. review and sanction budget estimates;
- x. select from time to time subjects for investigations, research or studies and sanction of necessary finances.
- xi. decide from time to time, based on membership, the actual size of the Executive Committee.
- xii. To arrange and organize seminars, discussions, lectures, group meetings, etc., with respect of some specialised aspects of women's studies.
- xiii. Sanction finance for publication of annual online journal **titled WORLD-CWS JOURNAL**
- xv. Arrange to collect donations, and grants etc., towards the funds of the **WORLD-CWS** Association.

### **Functions and Powers of the President of the WORLD-CWS Association**

The functions and powers of the President of the **WORLD-CWS** Association shall be as follows:

- (a) To guide and advise the **WORLD-CWS** Association in the promotion of its objective and mission and ensure smooth functioning of the Association.
- (b) To preside over the meetings of the General Body, Executive Committee and all other meetings of the **WORLD-CWS** Association.
- (c) To nominate office bearer/s to look after **WORLD-CWS** Association, in consultation with the General Secretary and Treasurer of the **WORLD-CWS** Association, in case of resignation by some office bearer/s.
- (d) To give casting vote on any matter to be decided in the event of tie at the time of AGM, Executive Committee Meeting or any other meeting of the **WORLD-CWS** Association.

**Functions and Powers of the Conference President:** The functions and powers of the Conference President shall be as follows:

- (a) To preside over the Annual conference and other conferences and seminars, of the Association and delivering the presidential address.
- (b) Carry out any such function, in consultation with the President of the **WORLD-CWS** Association, to further the association's objective and mission.

### **Functions and Powers of the Vice-Presidents**

- (a) To carry out any such function as assigned by the President of the **WORLD-CWS** Association.
- (b) To carry out the functions of the President of the Association in her / his absence. If the post of the President of Association falls vacant for whatsoever reason, then the Vice-President shall function as the President of the Association for the remaining tenure.

#### **Functions and Powers of the General Secretary**

Convene a meeting of the General Body and Executive Committee of the **WORLD-CWS** Association in consultation with the President of the Association.

- (a) Prepare and maintain minutes of the AGM and Executive Committee and present them for approval.
- (b) To issue notices, circulars, agenda, etc., under the general guidance of the President of the **WORLD-CWS** Association.
- (c) To carry out any such function, in consultation with the President of the **WORLD-CWS** Association, to further the objective and mission of the Association.

#### **Functions and Powers of the Treasurer of the WORLD-CWS Association**

- a. To keep an updated record of all the receipts and expenditures of the Association.
- b. To prepare and present the budget and annual accounts of the Association.
- c. To ensure proper auditing of the accounts with the help of the auditor as approved by the Executive Committee.
- d. To accept money receipts and grants and disburse payments and to do all other functions related and incidental thereto on behalf of the **WORLD-CWS** Association as considered necessary for the routine functioning and conducting conferences/seminars/ any other activity of the **WORLD-CWS** Association.
- e. Request the funding organizations to fund and sponsor the annual conferences, seminars, or any other activity of the **WORLD-CWS** Association.
- f. Report to the President of the Association regularly on the financial transactions and activities of the **WORLD-CWS** Association.
- h. To execute such other functions as may be required by the General Body/Executive Committee/ the President of the **WORLD-CWS** Association.
- i. Carry out any such function, in consultation with the President of the **WORLD-CWS** Association, to further the association's objective and mission.

#### **Functions and Powers of the Joint Secretaries**

- (a) Joint Secretaries shall assist the General Secretary and Treasurer in functioning the Association and/or the Executive Committee.

- (b) Joint Secretaries shall also be responsible for supervising the academic and other activities of the zones allotted.
- (c) Joint Secretaries shall directly coordinate with the members of the zones allotted and address their concerns and grievances. If necessary, they may seek cooperation from the General Secretary and Treasurer.
- (d) Joint Secretaries shall maintain the membership list of the **WORLD-CWS** Association.
- (e) Joint Secretaries shall carry out any such function, in consultation with the President of the **WORLD-CWS** Association, to further the association's objective and mission.

### **Functions and Powers of the Editor-in-Chief**

The **Editor-in-Chief** shall be responsible for online publication and distribution of **WORLD-CWS JOURNAL**.

- (f) He/she will coordinate all journal activities in consultation with and with the assistance of the association's office bearers and the Editorial Advisory Committee.
- (g) He/she shall also be responsible for presenting the Journal's audited statement of accounts by a recognized Chartered Accountant to the General Secretary and Treasurer within three months after the completion of the financial year. The same shall be approved by the General Body after the approval of the Editorial Advisory Committee.

### **Bank Accounts**

The Association's funds shall be kept in the accounts of any Scheduled Banks or in any other scheme deemed fit in the interest of the **WORLD-CWS** Association.

- (a) The bank account in the **Key Bank** (USA) shall be operated jointly by the President of the Association and General Secretary and Treasurer.
- (b) A bank account of the Association may be opened/closed with the permission of the Executive Committee.

### **Amendments**

- (a) Amendments to the rules and regulations of the **WORLD-CWS** Association, with reasons thereof, should be proposed in writing, with the signatures and membership numbers of the members proposing them, by at least 50 members and forwarded to the General Secretary and Treasurer by June 30<sup>th</sup> of each year. He/she shall circulate all amendments received accordingly to the Executive Committee members by August 1<sup>st</sup>. The observations of the Executive Committee shall be forwarded to the General Body, which will consider these.
- (b) Under no circumstances shall suggestions for amendments be accepted at the meetings at which they are to be considered.
- (c) Amendments to the rules and regulations of the **WORLD-CWS** Association require the affirmative vote of at least two-thirds of members present and voting for their adoption by the general body.

### **Resignations**

- (a) If the President of the **WORLD-CWS** Association, the President of the Conference, the Vice-President, the Editor-in-Chief, Joint Secretaries, and any Executive Committee member wishes to resign, he/she shall submit his/her resignation letter to the General Secretary and Treasurer, who shall forward it to the Executive Committee instantly. In case the General Secretary and Treasurer have to submit his/her resignation letter, he/she shall submit it to the President of the **WORLD-CWS** Association.
- (b) These resignation letters will be considered in an extraordinary convened meeting of the Executive Committee through Skype/ Teleconferencing (if the regular Executive Committee meeting is not scheduled in the immediate future) and shall be accepted only if the Executive Committee members present approve of them by a simple majority.
- (c) In the meantime, the members of the **WORLD-CWS** Association are free to write to the concerned office bearer requesting him/her to reconsider the decision, following which the office bearer is free to withdraw his/her resignation before it is approved by the Executive Committee.
- (d) The concerned office bearer is also free to withdraw his/her resignation on his/her own before the Executive Committee approves it.
- (e) If such resignations are accepted, the following shall be the arrangement of assignment of responsibilities.
  - (i) If the Conference president resigns, the President of the **WORLD-CWS** Association will take over his/her responsibilities.
  - (ii) If the President of the **WORLD-CWS** Association resigns, the Vice President shall take over his/her responsibilities. In the event of both Vice Presidents resigning at the same time, the General Secretary /Treasurer, as nominated by the President of the **WORLD-CWS** Association, shall take over their responsibilities.
  - (iii) If the General Secretary/Treasurer resigns, then a Joint Secretary, as nominated by the President of the Association, shall take over his/her responsibilities.
  - (iv) If one of the Joint Secretaries resigns, the other Joint Secretary shall take over his/her responsibilities. In the event of both Joint Secretaries resigning at the same time, the General Secretary and Treasurer/ some Executive Committee Members as nominated by the President of the **WORLD-CWS** Association, in consultation with the General Secretary and Treasurer, shall take over their responsibilities.
  - (v) If an Executive Committee member resigns, then the General Secretary and Treasurer/another Executive Committee member, as nominated by the President of the Association, in consultation with the General Secretary and Treasurer, shall take over his/her responsibilities.
  - (vi) If the **Editor-in-Chief** resigns then General Secretary and Treasurer/a member of the Editorial Advisory Committee/ an Executive Committee Member, as nominated by the President of the Association, in consultation with the General Secretary and the Treasurer shall take over his/her responsibilities.

### **Winding up of the Association**

In case the **WORLD-CWS** Association decides to wind up its activities, its assets shall be transferred to one or several organizations having similar aims and objectives, as decided by the AGM to be attended by at least 2/3<sup>rd</sup> of the total members of the **WORLD-CWS** Association, in accordance with the advice received from a committee consisting of previous officers of the **WORLD-CWS** Associations (President, Vice-Presidents and General Secretary, Joint Secretaries and Treasurer who have held office during the ten years preceding the cessation of activities of the Association.

**Termination of Membership:**

- a. If activities of any member of the **WORLD-CWS** Association, after due process of inquiry, are found harmful to the **WORLD-CWS** Association, his/her membership shall be liable to be terminated after due inquiry.
- b. The Executive Committee shall seek an explanation and form an inquiry committee. The report of the inquiry committee will be placed before the Executive Committee, and if allegations are proven, the Executive Committee shall take a decision accordingly.
- c. If the Executive committee expels or suspends a member, the General Secretary and Treasurer must, within 15 days after the action is taken, issue notice to be given to the member of the action taken and of the reasons given by the inquiry committee for having taken that action.
- d. The member who has been suspended or expelled may appear before the Executive Committee (video conferencing/Skype) within 15 days after notice of the resolution is served on the member by lodging a notice to that effect with the General Secretary and Treasurer. The member will also be given the opportunity to state his/her cause in person, in writing, or both before the Executive Committee meeting, which will consider the appeal.
- e. The members present (Skype/video conferencing) in the aforesaid meeting will then decide on the appeal of the members.