

## **Appendix B**

### **WORLD PSYCHIATRIC ASSOCIATION (WPA)**

#### **BY-LAWS**

*Reviewed and approved by the Extraordinary General Assembly in Buenos Aires, Argentina on*

*21 September 2011*

#### **I. Headquarters of the WPA and of the WPA Secretariat and definition of WPA Members**

(1) The Registered Office of the WPA is in Geneva, Switzerland. In consequence, the WPA is subject to the Swiss Civil Law.

(2) The WPA Secretariat will be located in Geneva, Switzerland and will facilitate the functioning of the WPA.

(3) The logo and name of the WPA are copyrighted. Their use requires the written permission of the WPA Secretary General who can grant such permission after consultation and with the agreement of the WPA Executive Committee. The WPA Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation.

(4) WPA Member Societies:

Any Psychiatric Society whose goals are consonant with those of the WPA, and which is legally recognized and has been active for three years in its country may request admission to the WPA. Applicant Societies should be national in coverage and deal with the entire field of psychiatry, without restrictions.

At least two thirds of the members of a Psychiatric Society applying for membership in the WPA must be psychiatrists.

Requests for membership must be sent to the WPA Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting WPA Membership and a copy of its Statutes translated into English. The request should be accompanied by an indication of formal adherence of the society to the ethical principles of the WPA and by an account of the scientific and professional activities the society is undertaking. On the basis of this information, the WPA Executive Committee will seek the written opinion of all WPA Member Societies, of the WPA Council and of the WPA Representative of the Zone in which the applicant society is located. If there are no objections, the WPA Executive Committee may proceed to accord the applicant society ad-hoc membership within the WPA. If there are objections, the WPA Executive Committee will seek further information and clarification before submitting the proposal to the WPA General Assembly. The WPA General Assembly will decide on the admission of the applicant society by a simple majority of those present and voting.

Membership applications must reach the WPA Secretary General at least six months prior to the next WPA General Assembly in order to be considered for admission at that Assembly.

WPA Member Societies are obliged to send to the WPA Secretariat updated information on their activities, legal status and membership, as requested by the WPA Secretary General.

Cessation of membership: WPA Member Societies which have not paid their dues before the WPA General Assembly will be warned that the non-payment of dues for two consecutive years will lead to the submission of a proposal to the WPA General Assembly for their exclusion.

Decisions as to suspension or termination of WPA membership or WPA Member Societies can be taken by the WPA General Assembly by a two-thirds majority.

In extreme cases, especially involving ethical issues, when the continuing membership of a WPA Member Society is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics Committees may suspend the membership of a Society until the following WPA General Assembly decides on its status.

#### (5) WPA Affiliated Associations:

In order to be considered for admission, such associations will submit an official request indicating their wish and accompany their request with the Statutes and By-laws (translated into English) under which they function. On basis of that information, the WPA Executive Committee will seek advice of the WPA Zone Representatives and the WPA Member Societies, to decide whether to accord the applicant society ad-hoc Affiliated Association status within the WPA.

The decision to accept an Affiliated Association is made by the WPA General Assembly by a simple majority of those present and voting. Representatives of Affiliated Associations can attend WPA formal meetings, but do not have the right to vote.

A decision as to suspension or termination of membership of WPA Affiliated Associations can be taken by the WPA General Assembly by a simple majority.

When the continuing membership of a WPA Affiliated Association is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics Committee may suspend the membership of a WPA Affiliated Association until the following WPA General Assembly decides on its status.

#### (6) WPA Individual Members, WPA Fellows and WPA Affiliated Individual Members:

WPA Regular Individual Members, who, by being members of WPA Member Societies are *de facto* Individual Members of the WPA, are not required to undergo admission procedures. WPA Member Societies are requested to send regularly to the WPA Secretariat updated lists of their membership.

Applications for WPA Applied Individual Membership will be submitted to the WPA Secretary General. WPA Applied Individual Members shall be physicians who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society. The

WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Zone Representatives, submit the application to the WPA Executive Committee for decision about admission. WPA Applied Individual Members shall receive a certificate of Membership, WPA newsletters and bulletins; they will be able to attend meetings of the WPA Applied Individual Members and WPA Fellows with members of the WPA Executive Committee at World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses and symposia; and can apply to become members of WPA Sections.

Applications for WPA Fellowship will be submitted to the WPA Secretary General. WPA Applied Individual Members who have paid their dues for at least five years and have made important contributions to the field of psychiatry can apply for WPA Fellowship. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Zone Representatives, submit the application to the WPA Executive Committee for decision about conferral of Fellowship. WPA Fellows shall receive a certificate of Fellowship, WPA newsletters and bulletins; they will be able to attend meetings of the WPA Applied Individual Members and WPA Fellows with members of the WPA Executive Committee at WPA World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses; they also can apply to become members of WPA Sections.

Applications for WPA Affiliated Individual Membership will be submitted to the WPA Secretary General. WPA Affiliated Individual Members shall be physicians or other health professionals and scientists who have training and/or work in the field of psychiatry and mental health. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Zone Representatives, submit the application to the WPA Executive Committee for decision about admission. WPA Affiliated Individual Members shall receive a certificate of WPA Affiliated Individual Membership, WPA newsletters and bulletins, and can apply to become members of WPA Sections.

(7) WPA Honorary Members and WPA Honorary Fellows:

As stated in the WPA Statutes, the WPA General Assembly may confer WPA Honorary Membership to individuals who have excelled in their service in the WPA.

The WPA General Assembly may also confer WPA Honorary Fellowship upon individuals:

- a) Who have made outstanding contributions about the causes, treatment, or prevention of mental illness;
- b) Have substantially increased the understanding and improvement of health services for psychiatric patients;
- c) Have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfillment of its objectives.

Recommendations for WPA Honorary Membership and WPA Honorary Fellowships will be sent to the WPA Secretary General who will, after appropriate inquiries, submit the proposal to the WPA

Executive Committee for consideration and possible submission to the WPA General Assembly for decision.

WPA Honorary Members and WPA Honorary Fellows can attend the WPA General Assembly as observers, but do not have the right to vote. They will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying membership fees.

Decisions about cessation of WPA Honorary Membership and WPA Honorary Fellowships will be reached by the WPA General Assembly on the basis of proposals by the WPA Executive Committee by a simple majority of votes.

## **II. WPA General Assembly**

(8) WPA General Assembly:

(a) The WPA Accreditation Committee will meet the day previous to the WPA General Assembly and will be chaired by the WPA Secretary General.

(b) The WPA General Assembly is composed of the delegates of WPA Member Societies that are up-to-date with their membership dues. If due to special circumstances a WPA Member Society has not been able to pay its dues, its delegate may attend the WPA Assembly but without the right to vote.

(c) WPA Extraordinary General Assemblies will deal with amendments of the WPA Statutes and WPA By-laws or any other topic that motivated their convocation. They will be considered valid when at least one third of the WPA Member Societies are represented.

(d) WPA Ordinary General Assemblies will deal with issues other than the amendments of the WPA Statutes and WPA By-laws. They will be considered valid when at least one third of the WPA Member Societies are represented when first convened. If there is no initial quorum, the WPA General Assembly will be convened within 24 hours and will be then considered valid no matter the number of WPA Member Societies represented.

(e) A WPA Member Society is represented by one delegate (who cannot represent any other WPA Member Society). Each WPA Member Society may also authorize an Alternate Delegate who, in the absence of the Delegate, will serve as the Delegate.

Every Delegate and Alternate Delegate must present a letter of authorization signed by the President and the Secretary of his or her Society.

(f) Members of the WPA Executive Committee and the WPA Zone Representatives will attend the WPA General Assembly. They will have no vote but have the right to speak on matters of their own work or activity in the Association, and may speak during the WPA General Assembly on other matters upon invitation by the Chairperson.

Members of the WPA Council, WPA Honorary Members, WPA Honorary Fellows, WPA Section Chairs or their designate, members of the WPA Standing and Operational Committees, and representatives of WPA Affiliated Member Societies may attend the WPA General Assembly as observers. They have no right to vote but may speak at the invitation by the Chairperson.

Delegates of Applicant Societies may attend the WPA General Assembly as observers and speak upon invitation by the Chairperson. They shall be asked to leave while the application of their Society is voted upon.

(g) The WPA President may at any time call the WPA General Assembly into an executive session. The Delegates, members of the WPA Executive Committee and WPA Zone Representatives may attend the executive session.

(9) The votes of the WPA General Assembly will be in accordance to the following rules:

(a) Each WPA Member Society is entitled to one vote.

(b) For certain matters (specified in item 9 (d)) the WPA Member Society with (paid) membership over 25 is entitled (i) to one additional vote when the total membership is between 26 and 50; (ii) to one additional vote for each group of 50 dues paying members between 51-500; (iii) to one additional vote for each group of 100 dues paying members between 501 and 1500; (iv) to one additional vote for each 200 dues paying members above 1501 up to a maximum of 40 votes. The distribution of voting strength is listed in the following table:

| MEMBERS   | Votes | MEMBERS     | Votes |
|-----------|-------|-------------|-------|
| 1 – 25    | 1     | 1401 – 1500 | 21    |
| 26 – 50   | 2     | 1501 – 1700 | 22    |
| 51 – 100  | 3     | 1701 – 1900 | 23    |
| 101 – 150 | 4     | 1901 – 2100 | 24    |
| 151 – 200 | 5     | 2101 – 2300 | 25    |
| 201 – 250 | 6     | 2301 – 2500 | 26    |
| 251 – 300 | 7     | 2501 – 2700 | 27    |
| 301 – 350 | 8     | 2701 – 2900 | 28    |
| 351 – 400 | 9     | 2901 – 3100 | 29    |
| 401 – 450 | 10    | 3101 – 3300 | 30    |
| 451 – 500 | 11    | 3301 – 3500 | 31    |
| 501 – 600 | 12    | 3501 – 3700 | 32    |
| 601 – 700 | 13    | 3701 – 3900 | 33    |
| 701 – 800 | 14    | 3901 – 4100 | 34    |
| 801 – 900 | 15    | 4101 – 4300 | 35    |

|             |    |               |    |
|-------------|----|---------------|----|
| 901 – 1000  | 16 | 4301 – 4500   | 36 |
| 1001 – 1100 | 17 | 4501 – 4700   | 37 |
| 1101 – 1200 | 18 | 4701 – 4900   | 38 |
| 1201 – 1300 | 19 | 4901 – 5100   | 39 |
| 1301 – 1400 | 20 | 5101 and more | 40 |

The mean yearly membership between WPA General Assemblies should be used for the above calculations.

(c) The WPA Accreditation Committee shall make the list of allowable votes.

(d) The assignment of voting strength described in 9 (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic , Financial and Action Plans, setting of dues, and amendments to the WPA Statutes and WPA By-laws.

In all other instances, including ethical matters, admission of new WPA Member Societies, sanctions and expulsions of WPA Member Societies, and policy resolutions or position statements, each WPA Member Society eligible to vote in the WPA General Assembly shall have one vote.

(e) The WPA Executive Committee will indicate on the proposed agenda of the WPA Assembly which voting method will be applied.

(10) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

The WPA General Assembly may decide by a show of hands or by secret ballot on all questions on the Agenda (other than elections). The election will be done by secret ballot. To protect the secrecy of the vote the delegates will receive ballots representing small number of votes (1, 5, 10) which together add to the WPA Member Society’s total voting power. If a request for a secret ballot or for a roll call is made for any other item, the WPA General Assembly will decide on the issue by a simple majority.

The Robert’s Rules of Order will guide the conduction of the WPA Assemblies work, including the handling of motions, unless specified differently in the WPA Statutes, WPA By-laws or WPA Manual of Procedures.

### **III. WPA Board and Zone Representatives**

(11) WPA Board:

(a) Meetings of the WPA Board, subject to availability of funds, will take place at least once between two WPA Ordinary General Assemblies and in the occasion of those. WPA Board teleconferences may be held in addition or instead of meetings between WPA World Congresses.

The WPA Zone Representatives will select among themselves the chairperson of each meeting of the WPA Board. A WPA Zone Representative cannot chair two consecutive meetings of the WPA Board.

The WPA Secretary General will draft the agenda for the meetings of the Board after consultation with its members and the Executive Committee. The draft agenda and relevant documents for WPA Board Meetings will be distributed to its members by the WPA Secretary General at least one month before the meeting takes place.

(b) The terms of office of the WPA Board begins at the end of the WPA General Assembly.

(12) The WPA Zone Representatives:

The 18 WPA Zone Representatives are elected, one from each of the following 18 zones grouped into 4 regions:

A. The Americas (5 zones)

(i) Canada

(ii) United States

(iii) Mexico, Central America and the Caribbean

(iv) South America - Northern Zone

(v) South America - Southern Zone

B. Europe (5 zones)

(vi) Western Europe

(vii) Northern Europe

(viii) Southern Europe

(ix) Central Europe

(x) Eastern Europe

C. Africa and Middle East (4 zones)

(xi) Northern Africa

(xii) Middle East

(xiii) Central and Western Africa

(xiv) Eastern and Southern Africa

D. Asia and Australasia (4 zones)

(xv) Central and Western Asia

(xvi) Southern Asia

(xvii) Eastern Asia

(xviii) Australasia and the South Pacific

The assignment of WPA Member Societies to a zone shall be the responsibility of the WPA Executive Committee.

(13) Election of the WPA Zone Representatives:

WPA Zone Representatives are elected for an initial period of three years and they can stand competitively for re-election for a second period of three years. They are not eligible for re-election for a consecutive third period. It is advisable that the WPA Representative of a Zone be not from the same country of his/her immediate predecessor.

The election procedure is as follows:

(a) The Chair of the WPA Nomination Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly, requesting that the WPA Member Society recommends one psychiatrist from the countries composing the zone for the available WPA Zone Representative slot. Only WPA Member Societies from a given Zone can nominate candidates for that Zone.

(b) In the Zones with only one WPA Member Society, the societies will propose two candidates so as to allow the WPA General Assembly to elect one of them.

(c) The WPA Nomination Committee examines the eligibility of candidates compiles the names submitted from each WPA Zone and whenever more than two candidates are eligible it requests, through its Chair, each WPA Member Society within that WPA Zone to vote for two candidates from the circulated list.

(d) The WPA Nomination Committee sends its report to the WPA Executive Committee and the WPA Board.

(e) The WPA Nomination Committee presents to the WPA General Assembly as nominees for the available zone slot the two individuals who have received the highest number of unweighted votes from the WPA Member Societies of the Zone. When only one candidate is eligible it will be automatically included in the list to be proposed to the WPA General Assembly for voting.

(f) The WPA General Assembly receives the report of the WPA Nomination Committee, along with the views of the WPA Executive Committee and the WPA Board, and elects one of the two nominees. The voting for the two candidates will be done using the procedure specified in item 9 (d) of the WPA By-laws.



(g) If a WPA Zone Representative is unable to continue serving in his or her post until the end of his or her mandate, the WPA Executive Committee has the right to appoint, an interim WPA Zone Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly, which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with the WPA By-laws.

(h) The appointment to or confirmation to a post of an interim WPA Zone Representative does not affect the eligibility of that person for any elective post in the WPA.

#### **IV. WPA Executive Committee**

(14) During its ordinary meeting, the WPA General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should a member of the WPA Executive Committee become unable to perform his or her functions, the Executive Committee has the right to appoint, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with article 15 of the WPA By-laws. The term of office of the new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

The appointment to or confirmation to a post of an interim member of the WPA Executive Committee does not affect the eligibility of that person for any elective post in the WPA, nor it affects the requirement to elect a candidate from a different country.

#### **V. WPA Nomination Process**

(15) In accordance with a written request of the Chair of the WPA Nomination Committee, WPA Member Societies nominate candidates for the various elective offices. The same person cannot be proposed for more than one post. The President and Secretary of the WPA Member Society should authorize the nominations from WPA Member Societies. The candidates must state in writing that they agree with the nomination and that they are fulfilling the requirements for the position announced for election. The Chair of the WPA Nomination Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the WPA Nomination Committee not less than six months before the meeting of the WPA General Assembly.

(16) The Members of the Nomination Committee should be appointed at least one year before the election takes place. The WPA Nomination Committee ensures that nominations are valid and the candidates are eligible. All valid nominations for eligible candidates will be presented to the WPA General Assembly. The WPA Nomination Committee can make proposals concerning the voting procedures, and give its views on other relevant matters. The WPA Nomination Committee's views and proposals will be considered by the WPA Board and then submitted to the WPA General Assembly by the WPA Executive Committee, along with the WPA Board's opinion.

(17) Amendments of the WPA Statutes and WPA By-laws on elections shall not affect any ongoing electoral process.

#### **VI. WPA Council**

(18) The WPA Council shall be composed of the WPA Past Presidents for a period of 6 years. After 6 years of membership they are named the WPA Emeritus Council Members.

The members of the WPA Council will appoint among themselves the chairperson of each meeting of the WPA Council. A member of the WPA Council cannot chair two consecutive meetings of the WPA Council. The WPA President sets the agenda for the WPA Council meetings after consultation with its members and the WPA Executive Committee.

## VII. WPA Operational Committees

(19) WPA Operational Committee on Finances:

The WPA Operational Committee on Finances shall have the responsibility to stimulate and oversee the development and conduction of the Association's policies and activities concerning finances, investments, fund raising and auditing of accounts, as well as to formulate recommendations for the annual budget and the triennial financial plan of the WPA, and to advise the WPA Secretary for Finances and for appropriate necessary actions.

The WPA Operational Committee on Finances will consist of five members including the WPA Secretary for Finances, who will chair it. Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Finances, for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Operational Committee on Finances may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Finances for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances

(20) WPA Operational Committee on Education:

The WPA Operational Committee on Education shall have the responsibility to stimulate and oversee the development and implementation of the Association's educational programs as well as the preparation of materials from these programs and to advise the WPA Secretary for Education for necessary action. It also develops and implements procedures for continuing medical education accreditation.

The WPA Operational Committee on Education consists of five members, including the WPA Secretary for Education, who will chair it. Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Education for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Operational Committee on Education may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Education for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances

(21) The Operational Committee on Scientific Publications:

The WPA Operational Committee on Scientific Publications shall have the responsibility to stimulate and oversee the development and implementation of the Association's publication policies, as well as the preparation of materials for publication and to advise the WPA Secretary for Publications for necessary and appropriate actions.

The WPA Operational Committee on Scientific Publications will consist of five members, including the WPA Secretary for Publications who will chair it. Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Publications, for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Operational Committee on Scientific Publication may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Publications for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

(22) WPA Operational Committee on Scientific Meetings:

The WPA Operational Committee on Scientific Meetings shall have the responsibility to stimulate and oversee the development and implementation of the Association's scientific meetings policies, as well as to assess and act on the requests and proposals for scientific meetings. Also to oversee the conduction and evaluation of scientific meetings, as well as to advise the WPA Secretary for Meetings for necessary and appropriate actions.

The WPA Operational Committee on Scientific Meetings will consist of five members, including the WPA Secretary for Meetings who will chair it. Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Meetings, for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Operational Committee on Scientific Meetings may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Meetings for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

(23) WPA Operational Committee on Scientific Sections:

The WPA Operational Committee on Scientific Sections shall have the responsibility to stimulate, advice and oversee the Association's scientific policies and activities, carried out by the WPA Sections and by inter-section collaboration, as well as to advise the WPA Secretary for Sections for necessary and appropriate actions.

The WPA Operational Committee on Scientific Sections will consist of five members, including the WPA Secretary for Sections, who will chair it. Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Sections, for an initial period of three years. At least two of the members of the WPA Operational Committee on Scientific Sections should be selected among the Section Chairs. At the completion of this initial

period, as a general guideline, not more than three and not less than two of the members of the Committee may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Sections for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

### **VIII. Financial Management**

(24) The fiscal year of the WPA shall be the calendar year.

(25) Annual Membership Dues: Upon the basis of the report of the WPA Secretary for Finances and the WPA Executive Committee, the WPA General Assembly decides upon the amount of the dues of WPA Member Societies, WPA Affiliated Associations, WPA Affiliated Individual Members, and WPA Fellows. The WPA Secretary for Finances may negotiate the mode of payment with each WPA Member Society as appropriate. The WPA Executive Committee shall approve any special agreements. WPA Member Societies that have not paid their dues for two years will lose their membership, unless there are exceptional circumstances to be considered by the WPA Executive Committee and the WPA General Assembly.

(26) All persons authorized by the WPA President to raise funds to finance WPA scientific meetings or other projects shall, within two months of the completion of the activity or fund raising effort, submit a detailed account of income and expenditures to the WPA Secretary for Finances.

(27) An established audit firm, the choice of which will be approved by the WPA General Assembly by simple majority of votes, will audit the accounts of the WPA.

### **X. WPA Scientific Sections**

(29) Purpose of WPA scientific Sections:

(a) The collection, analysis, presentation and dissemination of information concerning services, research and training in the various fields of psychiatry and mental health and the advancement of scientific knowledge in these fields;

(b) WPA Scientific Sections will achieve this purpose by the:

(i) Establishment of working relations with national and international organizations sharing the goals of the WPA in the field of the specific Section, with a view to achieving better coordination of activities of interest to the specific Section and the WPA;

(ii) Organization of scientific meetings on topics of interest to WPA Section;

(iii) Organization of Symposia dealing with a given Section's specialty, at WPA World Congresses of Psychiatry and other scientific meetings organized under the auspices of the WPA;

(iv) Development of educational programs, guidelines and related scientific publications;

(v) Development of proposals for adoption as WPA consensus and position statements;

(vi) Promotion and conduction of international collaborative research activities.

(30) Creation of WPA Scientific Sections

(a) In the period between WPA General Assemblies, but no later than six months prior to a WPA General Assembly, the WPA Executive Committee may give ad hoc approval for the establishment of a scientific Section. To obtain ad hoc approval, the new WPA Scientific Section must:

(i) Submit the necessary terms of reference to the WPA Secretary for Sections to define the area of specialty of the proposed Section, and indicate how the proposed Section differs from other Sections dealing with related matters.

(ii) Have an organizing committee consisting of at least ten members, no more than two of which may be from the same country.

(iii) Present a plan for what activities it proposes to undertake.

(b) The WPA General Assembly immediately following the ad hoc establishment of the Section, will give permanent approval to the WPA Section provided that it has:

(i) a roster of 20 or more members that has been accepted by the WPA Secretary for Sections;

(ii) prepared a set of By-laws that have been approved by the WPA Secretary for Sections;

(iii) elected a WPA Section Committee from among its members consisting of no more than eight members, three of who shall be a Chair, a Co-chair and a Secretary of the WPA Section. The Section Committee shall be the governing body of the Section;

(iv) has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals.

(31) Reinstatement of WPA Scientific Sections

(a) Sections must be reinstated every three years by the WPA Executive Committee, upon recommendation of the WPA Secretary for Sections. In order to be reinstated for an additional three years, WPA Sections must:

(i) have at least 20 members.

(ii) have held an election for the Section Committee, including a Chair and a Secretary, in accord with its By-laws.

(iii) have presented at least one symposium at a WPA sponsored Scientific Meeting without counting Section Conferences during the immediately preceding three years; and/or have scientific educational material authorized to carry the WPA logo by the WPA Executive Committee.

(iv) have carried out activities described in its plan of work or presented valid reasons for not having done so.

(v) upon the recommendation of the WPA Secretary for Sections, the WPA Executive Committee can reinstate and make recommendations concerning steps that should be taken to improve the WPA Section activities, which may include replacements of WPA Section Committee members or of the Chair, co-Chair and Secretary of a given section. The WPA Secretary for Sections will refer those recommendations to the WPA Section's Committee or members will monitor their implementation and will report back to the WPA Executive Committee.

(vi) If a WPA Section does not meet the requirements specified above, the WPA Secretary for Sections may recommend to the WPA Executive Committee that the WPA Section be dissolved.

(vii) The absence of a WPA Executive Committee's approval of reinstatement leads to the dissolution of the Section. The WPA Section may petition the WPA General Assembly for reinstatement at the meeting of the WPA General Assembly following its dissolution.

(viii) To be eligible for reconsideration, the WPA Section must present to the WPA Secretary for Sections all information described in 30 (a). Upon all necessary actions by the WPA Secretary for Sections, the WPA Executive Committee will transmit the matter to the WPA General Assembly with its recommendations.

### (32) WPA Sections Membership

(a) WPA Sections may enroll non-psychiatric medical and non-medical persons from related professions into WPA sections membership.

(b) The WPA Secretary for Section should be provided at least annually with an updated WPA Section membership list.

### (33) WPA Section Officers

(a) Any WPA Section Member is eligible to be a member of the WPA Section Committee except for members of the WPA Executive Committee. At least two of the WPA Section Officers must be qualified psychiatrists.

(b) A WPA Section Member should serve no more than six consecutive years in a particular post of the WPA Section Committee and no more than nine consecutive years as a member of the WPA Section Committee.

(c) The registration fees during WPA World Congresses of Psychiatry and other WPA Scientific Meetings will be reduced for the Chairperson of a WPA Section that is organizing scientific presentation- event during the meeting or waived when the budgetary situation permits it.

### (34) WPA Section Meetings and Elections

(a) WPA Section meetings should be held, if possible, at the WPA World Congress of Psychiatry and, in any case, at least once during each three year authorized term for the WPA Section. The WPA Section Committee may meet as many times as necessary to conduct the business of the WPA Section.

(i) Minutes of each WPA Section or WPA Section Committee meeting must be kept and copies made available to the WPA Secretary for Sections.

(ii) Members of the WPA Executive Committee may attend any WPA Section or WPA Section Committee meeting.

(b) If an election is to be held at a WPA Section meeting, the meeting must be attended by more than one third of the WPA Section members.

If it is not possible to hold the required election of a WPA Section Committee and officers at a duly called WPA Section meeting because the required quorum is not present, the election may be held by mail ballot or in another manner specified in the WPA Manual of Procedures.

### (35) Financial Autonomy of the Sections

Each WPA Section must be financially autonomous. The WPA will not assume any financial obligation that a WPA Section may wish to take or may have incurred.

The WPA Executive Committee, on recommendation of the WPA Secretary for Sections and the WPA Secretary for Finances may allocate funds to one or more special projects of a WPA Section or WPA Sections within their field of work.

### (36) WPA Section Reports

(a) Each WPA Section Committee shall submit an activity report to the WPA Secretary for Sections once a year. The report should contain details of the WPA Section's administrative and scientific activities and its future scientific plans.

(b) The report on a WPA Section's activity over the period between WPA General Assemblies should be submitted to the WPA Secretary for Sections six months prior to the date of the next WPA General Assembly.

### (37) Organization of WPA Section Scientific Meetings

(a) Whenever a WPA Section wishes to sponsor a Scientific Meeting, permission should be sought in advance from the WPA Secretary for Sections who will consult the WPA Secretary for Meetings and provide advice to the WPA Section. The manner of financing these Scientific Meetings should be discussed with the WPA Secretary for Sections in order to facilitate the acquisition of funds.

(b) The planned program should reflect the purpose of the WPA Section and be in accordance with the aims of the WPA.

## **XI. WPA Scientific Meetings**

(38) WPA Scientific Meetings are classified as follows:

### I. WPA Sponsored Scientific Meetings

A. WPA World Congresses of Psychiatry and WPA International Congresses of Psychiatry.

B. WPA Regional Congresses, WPA Inter-Zonal Congresses, WPA Regional Conferences, WPA Thematic Conferences, and WPA Section Conferences.

## II. WPA Co-sponsored Scientific Meetings

A. Conferences/Congresses organized by WPA Member Societies and WPA Affiliated Associations

B. Conferences organized by other prestigious international and local organizations that significantly contribute to WPA purposes.

The institutional non-scientific meetings of the WPA Executive Committee, the WPA Council, the WPA Board, WPA Standing and Operational Committees, WPA Zones and WPA Sections will be named business meetings.

(39) The WPA Secretary for Scientific Meetings, acting on behalf of the WPA Executive Committee, shall be responsible for all matters pertaining to WPA World Congresses of Psychiatry and other WPA sponsored Scientific Meetings, except as provided for below:

(a) The WPA Executive Committee must approve all contracts that commit the WPA financially.

(b) The WPA Executive Committee following appropriate consultation must approve all WPA Sponsored Congress and Scientific Meeting sites and dates.

(c) Members of the WPA Executive Committee, WPA Council and WPA Zone Representatives will be exempt from registration fees at all WPA Sponsored Scientific Meetings.

(d) The WPA shall attempt to hold at least one WPA Thematic Conference on a specific topic between WPA World Congresses of Psychiatry.

(e) The WPA has the responsibility for the scientific program of the WPA World Congresses of Psychiatry and other WPA Sponsored Scientific Meetings as well as the supervision and management of the budget of such meetings.

(f) All WPA Executive Committee members who participate in a WPA Section Conference, WPA Regional Conferences, WPA Thematic Conferences, WPA Inter-Zones Congresses, WPA Regional Congresses, WPA International Congresses, and WPA World Congresses of Psychiatry are obliged, if invited by the Organizing Committee, to make technical contributions to it and/or to present a scientific paper within the field of their expertise or to serve as chairs of scientific sessions, if invited to do so by the organizers.

(g) The scientific program of a WPA -Sponsored Scientific Meeting must reflect the international nature and purposes of the WPA. This is achieved by inviting plenary speakers from the region and from other parts of the world.

(h) The scientific program of a WPA Sponsored Scientific Meeting must be conducted at least in English. If contributions to the scientific program are presented in other languages, simultaneous translation into English should be provided. With the approval of the WPA Secretary for Meetings, local sessions may be organized without simultaneous interpretation.



(i) Whenever possible the organizer of WPA Sponsored Scientific Meetings should seek CME accreditation, in consultation with the WPA Secretary for Education.

(j) The organizers of a WPA World Congress of Psychiatry or other WPA Sponsored Scientific Meetings may wish to publish its proceedings. Such publications must be published in at least one of the official languages the WPA and be approved by the WPA Secretary for Publications. The copyright of such publications rests with the WPA and can be released to the hosting WPA Member Society by the Executive Committee.

(k) If a WPA Executive Committee meeting is not held in conjunction with a WPA Sponsored Scientific Meeting, then the expenses covering the attendance of at least one member of the WPA Executive Committee shall be part of the budget for the meeting and the WPA Executive Committee representative will be given an opportunity to speak at the opening or plenary session.

(l) The Organizing Committee of every WPA Sponsored Scientific Meeting should prepare an evaluation report to be submitted to the WPA Secretary for Meetings.

(40) WPA World Congresses of Psychiatry:

(a) A WPA World Congress of Psychiatry shall be held no more frequently than every two years. The date and place of WPA World Congress of Psychiatry will be decided by the WPA Executive Committee upon recommendation of the WPA Secretary for Meetings after due consultation with WPA Zone Representatives and WPA Council and reported to the WPA General Assembly.

(b) At least three years before the date of a WPA World Congress of Psychiatry, an Organizing Committee should be formed. At the same time, a Scientific Program Committee should be set up. The composition of both committees should be submitted to the WPA Executive Committee for approval. One or more members of the Executive Committee in addition to the WPA President and the WPA Secretary for Meetings are expected to serve on these committees.

(c) The Organizing Committee of a WPA World Congress of Psychiatry shall include in its budget all the expenses of organizing a meeting of the WPA Executive Committee, the WPA Council and the WPA Board, including the cost of their travel and registration fees. The WPA Standing and Operational Committees will have, whenever possible, support for funding at least partially, the cost of traveling and registration fees.

The Executive Committee shall approve all financial arrangements in this regard.

(d) The application for a WPA World Congress of Psychiatry must follow the guidelines included in the WPA Manual of Procedures. A contract should be signed by the WPA President, upon the approval of the WPA Executive Committee, with the President of the organizing WPA Member Society and other parties if necessary, not later than 3 years before the date of the Congress. As soon as practical, the WPA President-Elect and the Congress President should be involved in the Congress preparations.

(41) WPA International Congresses of Psychiatry and WPA Sponsored Scientific Meetings.

(a) At least 12 months before the date of a WPA International Congress of Psychiatry, a WPA Regional Congress, a WPA Inter-Zonal Congress or a WPA Thematic Conference, a Scientific Program Committee and an Organizing Committee should be set up, on which the WPA Secretary for Meetings shall represent the WPA.

(b) The Organizing Committee of a WPA International Congress of Psychiatry, a WPA Regional Congress, a WPA Inter-Zonal Congress or a WPA Thematic Conference shall include in its budget all the expenses of organizing a meeting of the WPA Executive Committee, including the cost of travel, accommodation and registration fees. Furthermore, the Organizing Committee must take into consideration that WPA Zone Representatives and WPA Council Members are exempt from paying a registration fee at WPA Sponsored Scientific Meetings in their Zone.

Under special circumstances, the WPA Executive Committee may make full or partial exemptions to this rule.

(c) The WPA Member Society organizing a WPA Sponsored Scientific Meeting should always ask for technical advice from the WPA Secretary for Meetings and the WPA Secretary for Finances about possible strategies for raising funds. Likewise, advice from the WPA Secretary for Meetings concerning the main theme for the meeting should be sought. It is expected that the main theme will reflect areas/topics of particular interest to WPA Member Societies in the Region.

(d) Administration of the WPA Sponsored Scientific Meetings is the responsibility of the local Organizing Committee. The WPA as such will never take the responsibility of financial losses incurred by the local Organizing Committee.

(e) On the occasion of a WPA International Congress of Psychiatry, a WPA Regional Congress, a WPA Inter-Zonal Congress or a WPA Thematic Conference, the WPA Executive Committee will invite WPA Zone Representatives, WPA Council Members, representatives of WPA Member Societies, and WPA Sections attending the meeting to participate in a forum in order to discuss collaborative activities and priorities for work of the WPA in that region/zone.

The WPA Executive Committee will also invite a representative of the regional psychiatric associations (those affiliated with WPA and other not affiliated but sharing the goals of the WPA) to attend an executive session in order to discuss collaborative activities and priorities for work of the WPA in that region/zone. The regional associations would be invited to designate a liaison officer with whom the WPA Secretary General and the WPA Executive Committee will maintain links and seek ways of harmonizing activities.

#### (42) WPA Co-Sponsored Scientific Meetings.

(a) The WPA may Co-Sponsor Scientific Meetings provided that their aims are consistent with the mission of the WPA.

(b) The WPA Executive Committee may designate the WPA as a Co-Sponsor of any Scientific Meeting not sponsored by the WPA, provided that the purposes of these meetings coincide with the aims and principles of the WPA.

(43) National Meetings.

WPA Member Societies should extend an invitation to and provide an opportunity to present a report of WPA relevant activities at their principal National Scientific Meetings to the WPA Zone Representative of their zone and whenever possible to a member of the WPA Executive Committee.