

WORLD PSYCHIATRIC ASSOCIATION BY - LAWS

Reviewed and approved by the Extraordinary General Assembly in Prague, Czech Republic, on 22 September, 2008.

I. Headquarters of the Association and of the Secretariat and definition of WPA Members

- (1) The Registered Office of the WPA is in Geneva, Switzerland. In consequence, the Association is subject to the Swiss Civil Law.
- (2) A Secretariat may be organized by the Secretary General to facilitate the functioning of the WPA.
- (3) The logo and name of the WPA are copyrighted. Their use requires the written permission of the Secretary General of the WPA who can grant such permission after consultation and with the agreement of the Executive Committee. The 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) 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 or territory 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 with the WPA must be psychiatrists.

A Psychiatric Society that does not fulfill the above conditions may nevertheless be considered for admission under exceptional circumstances.

Requests for membership must be sent to the 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 Executive Committee will seek the written opinion of all Member Societies, of the Council and of the Representative of the Zone in which the candidate society is located. If there are no objections, the Executive Committee may proceed to accord the Applicant Society ad-hoc membership within the WPA. If there are objections, the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly. The 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 Secretary General at least six months prior to the next General Assembly in order to be considered for admission at that Assembly.

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

Cessation of membership: Member Societies which have not paid their dues before the 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 General Assembly for their exclusion.

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

In extreme cases, especially involving ethical issues, when the continuing membership of a Member Society is likely to harm the WPA or impede the achievement of its purposes, the Executive Committee, after consultation

with the Council, the Board and the Ethics and Review Committees may suspend the membership of a Society until the following General Assembly decides on its status.

(5) 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 Executive Committee will seek advice of the Zone Representatives and the Member Societies, and then 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 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 or expulsion of Affiliated Associations can be taken by the General Assembly by a simple majority.

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

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

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. Member Societies are requested to send regularly to the Secretariat updated lists of their membership.

Applications for Special Individual Membership will be submitted to the Secretary General. Special Individual Members shall be physicians who have completed training in psychiatry in a manner acceptable in their country. The Secretary General will, after having carried out the necessary inquiries including consultation with Zone Representatives, submit the application to the Executive Committee for decision about admission. Special Individual Members shall receive a certificate of Membership, WPA newsletters and bulletins; they will be able to attend meetings of the Special Individual Members and Fellows with members of the 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 a Section.

Applications for Fellowship will be submitted to the Secretary General. Special 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 Fellowship. The Secretary General will, after having carried out the necessary inquiries including consultation with Zone Representatives, submit the application to the Executive Committee for decision about conferral of Fellowship. Fellows shall receive a certificate of Fellowship, WPA newsletters and bulletins; they will be able to attend meetings of the Special Individual Members and Fellows with members of the 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 a Section.

Applications for Affiliated Individual Membership will be submitted to the Secretary General. 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 Secretary General will, after having carried out the necessary inquiries including consultation with Zone Representatives, submit the application to the Executive Committee for decision about admission. Affiliated Individual Members shall receive a certificate of Affiliated Individual Membership, WPA newsletters and bulletins, and can apply to become members of a Section.

(7) Honorary Members and Honorary Fellows:

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

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

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

Recommendations for Honorary Membership and Honorary Fellowships will be sent to the Secretary General who will, after appropriate inquiries, submit the proposal to the Executive Committee for consideration and possible submission to the General Assembly for decision.

Honorary Members and Honorary Fellows can attend the 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 Fellowship and Honorary Fellowship will be reached by the General Assembly on the basis of proposals by the Executive Committee by a simple majority of votes.

II. The General Assembly

(8) The General Assembly:

- (a) The Accreditation Committee will meet the day previous to the General Assembly and will be chaired by the Secretary General.
- (b) The General Assembly is composed of the delegates of Member Societies that are up-to-date with their membership dues. If due to special circumstances a Member Society has not been able to pay its dues, its delegate may attend the Assembly but without the right to vote.
- (c) Extraordinary General Assemblies will deal with amendments of the Statutes and By-laws or any other topic that motivated their convocation. They will be considered valid when at least one third of the Member Societies are represented.
- (d) Ordinary General Assemblies will deal with issues other than the amendments of the Statutes and By-laws. They will be considered valid when at least one third of the Member Societies are represented when first convened. If there is no initial quorum, the Assembly will be convened within 24 hours and will be then considered valid no matter the number of Member Societies represented.
- (e) A Member Society is represented by one delegate (who cannot represent any other Member Society). Each 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 Executive Committee and the Zone Representatives will attend the 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 Assembly on other matters upon invitation of the Chairperson.

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

Delegates of Applicant Societies may attend the 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 President may at any time call the General Assembly into an executive session. The Delegates, members of the Executive Committee and Zone Representatives may attend the executive session.
- (9) The General Assembly votes in accordance with the following rules:

- (a) Each Member Society is entitled to one vote.
- (b) For certain matters (specified in item 9 (d)) the 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 General Assemblies should be used for the above calculations.

- (c) The 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 General Assembly pertaining to elections, approval of Strategic and Financial Plans, setting of dues, and amendments to the Statutes and By-laws.

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

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

The 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 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 General Assembly will decide on the issue by a simple majority.

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

III. The Board and Zone Representatives

(11) The Board:

- (a) Meetings of the Board: Subject to availability of funds, the WPA Board will meet at least once between two Ordinary General Assemblies and once on the occasion of those. Board teleconferences may be held in addition or substitution of meetings between World Congresses.

The Zone Representatives will appoint among themselves the chairperson of each meeting of the Board. A Zone Representative cannot chair two consecutive meetings of the 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 Board Meetings will be distributed to its members by the Secretary General at least one month before the meeting takes place.

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

(12) The Zone Representatives:

The 18 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 Member Societies to a zone shall be the responsibility of the Executive Committee that will keep the distribution of countries to zones under regular review.

(13) Election of the Zone Representatives:

Zone Representatives are elected for an initial period of three years and they can stand competitively for reelection for a second period of three years. They are not eligible for re-election for a consecutive third period. It is advisable that the 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 Nomination Committee writes to each Member Society at least nine months prior to the General Assembly, requesting that the Member Society recommend one psychiatrist from the countries composing the zone for the available Zone Representative slot. Only Member Societies from a given Zone can nominate candidates for that Zone.
- (b) In the Zones with only one Member Society, the societies will propose two candidates so as to allow the General Assembly to elect one of them.
- (c) The Nomination Committee examines the eligibility of candidates compiles the names submitted from each Zone and whenever more than two candidates are eligible it requests, through its Chair, each Member Society within that Zone to vote for two candidates from the circulated list.
- (d) The Nomination Committee sends its report to the Executive Committee and the Board.
- (e) The Nomination Committee presents to the General Assembly as nominees for the available zone slot the two individuals who have received the highest number of unweighted votes from the Member Societies of the Zone. When only one candidate is eligible it will be automatically included in the list to be proposed to the General Assembly for voting.

- (f) The General Assembly receives the report of the Nomination Committee, along with the views of the Executive Committee and the 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 these By-laws.
- (g) Should a Zone Representative be unable to continue serving in his or her post until the end of his or her mandate the Executive Committee has the right to appoint, after appropriate consultation, an interim officer to carry out the tasks assigned to the vacant post until the next General Assembly, which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with the By-laws.
- (h) The appointment to or confirmation to a post of an interim Zone Representative does not affect the eligibility of that person for any elective post in the WPA.

IV. The Executive Committee

- (14) During its ordinary meeting, the 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 Executive Committee become unable to perform his or her functions, the Executive Committee has the right to appoint, after appropriate consultation, an interim officer to carry out the tasks assigned to the vacant post until the next 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 By-laws. The term of office of the new members of the Executive Committee will begin at the end of the General Assembly which elects them.

The appointment to or confirmation to a post of an interim member of the 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. The Nomination Process

- (15) In accordance with a written request of the Chair of the Nomination Committee, 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 Member Society should authorize the proposals from 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 Nomination Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the Nomination Committee not less than six months before the meeting of the General Assembly.
- (16) The Members of the Nomination Committee should be appointed at least one year before the election takes place. The Nomination Committee ensures that nominations are valid and the candidates are eligible. All valid nominations for eligible candidates will be presented to the General Assembly. The Nomination Committee can make proposals concerning the voting procedures, and give its views on other relevant matters. The Nomination Committee's views and proposals will be considered by the Board and then submitted to the Assembly by the Executive Committee, along with the Board's opinion.
- (17) Amendments of the Statutes and By-laws on elections shall not affect any ongoing electoral process.

VI. The Council

- (18) The Council shall be composed of the WPA Past Presidents as life members, and the members of the immediately preceding Executive Committee (the Secretary General for the period of six years, the other members for a period of three years).

The members of the Executive Committee will be invited to attend the meetings of the Council..

The members of the Council will appoint among themselves the chairperson of each meeting of the Council. A member of the Council cannot chair two consecutive meetings of the Council. The WPA President sets the agenda

for the Council meetings after consultation with its members and the Executive Committee.

VII. The Operational Committees

(19) The Committee on Finances:

The Committee on Finances shall have the responsibility to stimulate and oversee the development and conduction of the Association's policy 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 Secretary for Finances for necessary action.

The Committee on Finances will consist of five members including the Secretary for Finances, who will chair it. Members will be appointed by the President upon the recommendation of the Executive Committee and the Secretary for Finances, for an initial period of three years. Then, 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 President upon the recommendation of the Executive Committee and the Secretary for Finances for a second term of three years.

(20) The Committee on Education:

The 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 Secretary for Education for necessary action. It also develops procedures for continuing medical education accreditation.

The Committee on Education consists of five members, including the Secretary for Education, who will chair it. Members will be appointed by the President upon the recommendation of the Executive Committee and the Secretary for Education, and in consultation with the Section on Education in Psychiatry, for an initial period of three years. Then, 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 President upon the recommendation of the Executive Committee and the Secretary for Education for a second term of three years.

(21) The Committee on Publications:

The Committee on Publications shall have the responsibility to stimulate and oversee the development and implementation of the Association's publication policy, as well as the preparation of materials for publication and to advise the Secretary for Publications for necessary action.

The Committee on Publications will consist of four members, plus the Secretary for Publications who will chair it. Members will be appointed by the President upon the recommendation of the Executive Committee and the Secretary for Publications, for an initial period of three years. Then, 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 President upon the recommendation of the Executive Committee and the Secretary for Publications for a second term of three years.

(22) The Committee on Scientific Meetings:

The Committee on Scientific Meetings shall have the responsibility to stimulate and oversee the development and implementation of the Association's scientific meetings policy, as well as to study the requests and proposals of scientific meetings, and to oversee the conduction and evaluation of scientific meetings and to advise the Secretary for Meetings for necessary action.

The Committee on Scientific Meetings will consist of five members, including the Secretary for Meetings who will chair it. Members will be appointed by the President upon the recommendation of the Executive Committee and the Secretary for Meetings, for an initial period of three years. Then, 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 President upon the recommendation of the Executive Committee and the Secretary for Meetings for a second term of three years.

(23) The Committee on Sections:

The Committee on Sections shall have the responsibility to stimulate, advice and oversee the Association's scientific policy and activities, carried out by the Sections and by inter-Section collaboration and to advise the Secretary for Sections for necessary action.

The Committee on Sections will consist of five members, including the Secretary for Sections, who will chair it. Members will be appointed by the President upon the recommendation of the Executive Committee and the Secretary for Sections, for an initial period of three years. At least two of the members of the Committee 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 President upon the recommendation of the Executive Committee and the Secretary for Sections for a second term of three years.

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 Secretary for Finances and the Executive Committee, the General Assembly decides upon the amount of the dues of Member Societies, Affiliated Associations, Special and Affiliated Individual Members, and Fellows. The Secretary for Finances may negotiate the mode of payment with each Member Society in relation to its particular problems. The Executive Committee shall approve special agreements. 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 Executive Committee and the 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 Secretary for Finances.

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

IX. Corporate Supporters

(28) The Executive Committee, upon recommendation of the President, appoints Corporate Supporters, for specific periods of time. Their support excludes any form of promotion of specific drugs or other products.

X. The Sections

(29) Purpose of 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) The Sections will achieve this purposes by the:
 - (i) Establishment of working relations with national and international organizations sharing the goals of the WPA in the field of the Section, with a view to achieving better coordination of activities of interest to the Section and the WPA;
 - (ii) Organization of scientific meetings on topics of interest to the Section;

- (iii) Organization of Symposia dealing with the Section's specialty, at World Congresses of Psychiatry and other scientific meetings organized under the auspices of the WPA;
- (iv) Development of educational programs, guidelines and publications;
- (v) Development of proposals for adoption as WPA consensus and position statements;
- (vi) Promotion and conduction of international collaborative research.

(30) Creation of Sections

- (a) In the period between General Assemblies, but no later than six months prior to a General Assembly, the Executive Committee may give ad hoc approval for the establishment of a Section. To obtain ad hoc approval, the new Section must:
 - (i) Submit terms of reference to the 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 General Assembly immediately following the ad hoc establishment of the Section, will give permanent approval to the Section provided that it has:
 - (i) a roster of 20 or more members that has been accepted by the Secretary for Sections;
 - (ii) prepared a set of By-laws that have been approved by the Secretary for Sections;
 - (iii) elected a Section Committee from among its members consisting of no more than eight members, three of who shall be elected Chair, Co-chair and Secretary of the Section. The Section Committee shall be the governing body of the Section;
 - (iv) has produced a program of its activities and indicated their relevance to the achievement of WPA goals.

(31) Reinstatement of Sections

- (a) Sections must be reinstated every three years by the Executive Committee, upon recommendation of the Secretary for Sections. In order to be reinstated for an additional three years, Sections must:
 - (i) have at least 20 members.
 - (ii) have held an election for the Section Committee, including the Chair and Secretary, in accord with its By-laws.
 - (iii) have presented at least one symposium at a World Congress of Psychiatry and at least one symposium or course at International Congresses or WPA Sponsored Scientific Meetings without counting Section Conferences during the immediately preceding three years; and/or have prepared alone or in collaboration with another Section educational material authorized to carry the WPA logo by the 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 proposal of the Secretary for Sections, the Executive Committee can provide recommendations

concerning steps that should be taken to improve the Section activities, which may include replacements of Section Committee members or of the Chair, co-Chair and Secretary. The Secretary for Sections will refer those recommendations to the Section's Committee or members, will monitor their implementation and will report back to the Executive Committee.

- (vi) If a Section does not meet the requirements specified above, the Secretary for Sections may recommend to the Executive Committee that the Section be dissolved.
- (vii) The absence of an Executive Committee's approval of reinstatement leads to the dissolution of the Section. The Section may petition the General Assembly for reinstatement at the meeting of the General Assembly following its dissolution.
- (viii) To be eligible for reconsideration, the Section must present to the Secretary for Sections all information described in 30 (a) upon which the Executive Committee will transmit the matter to the Assembly with its recommendations.

(32) Section Membership

- (a) Sections may enroll non-psychiatric medical and non-medical persons in related professions into ordinary membership.
- (b) The Secretary for Section should be provided at least annually with an updated Section membership list.

(33) Section Officers

- (a) Any Section Member is eligible to be a member of the Section Committee and/or a Section Officer except for members of the WPA Executive Committee. At least two of the Section Officers must be qualified psychiatrists.
- (b) A Section Member should serve no more than six consecutive years in a particular post of the Committee and no more than nine consecutive years as a member of the Section Committee.
- (c) The registration fees during World Congresses of Psychiatry and other WPA scientific meetings will be reduced for the Chairmen of the Sections that are organizing an event during the meeting or, when the budgetary situation permits, waived.

(34) Section Meetings and Elections

- (a) Section meetings should be held, if possible, at the World Congress of Psychiatry and, in any case, at least once during each three year authorized term for the Section. The Section Committee may meet as many times as necessary to conduct the business of the Section.
 - (i) Minutes of each Section or Section Committee meeting must be kept and copies made available to the Secretary for Sections.
 - (ii) Members of the Executive Committee may attend any Section or Section Committee meeting.
- (b) If an election is to be held at a Section meeting, the meeting must be attended by more than one third of the Section members.

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

(35) Financial Autonomy of the Sections

Each Section must be financially autonomous. The WPA will not assume any financial obligation that a section

may wish to take or may have incurred.

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

(36) Section Reports

- (a) Each Section Committee shall submit an activity report to the Secretary for Sections once a year. The report should contain details of the Section's administrative and scientific activity and its future plans.
- (b) The concluding report on a Section's activity over the period between General Assemblies should be submitted to the Secretary for Sections six months prior to the date of the next General Assembly.

(37) Organization of Section Symposia

- (a) Whenever a Section wishes to sponsor a scientific meeting, permission should be sought in advance from the Secretary for Sections who will consult the Secretary for Meetings and provide advice to the Section. The manner of financing the scientific meetings should be discussed with the Secretary for Sections so as to facilitate the acquisition of funds.
- (b) The planned program should reflect the purpose of the Section and be in accordance with the aims of the WPA.

XI. Scientific Meetings

(38) WPA Scientific Meetings are classified as follows:

I. WPA Sponsored Scientific Meetings

A. WPA Organized Scientific Meetings: WPA World Congresses of Psychiatry and WPA International Congresses of Psychiatry.

B. Other WPA Sponsored Scientific Meetings: WPA Regional Congresses, WPA Inter-Sectional Congresses, WPA Thematic Conferences, WPA Zonal/Regional Conferences and WPA Section Conferences.

II. WPA Co-sponsored Scientific Meetings

A. Conferences/Congresses organized by WPA Member Societies and 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 Executive Committee, the Council, the Board, Standing and Operational Committees, Regions/Zones and Sections will be named business meetings or only meetings attached to the name of the structure involved.

(39) The WPA Secretary for Meetings, acting on behalf of the Executive Committee, shall be responsible for all matters pertaining to 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 congress and scientific meeting sites and dates.
- (c) Members of the Executive Committee, Council and Zone Representatives will be exempt from registration fees at all WPA sponsored scientific meetings.

- (d) The WPA shall endeavor to hold at least one WPA Thematic Conference on a specific topic between World Congresses of Psychiatry.
- (e) The WPA has the responsibility for the scientific program of the World Congresses of Psychiatry and other WPA organized scientific meetings, which it will develop in cooperation with the host WPA Member Societies, and for the supervision and management of the budget of such meetings.
- (f) All Executive Committee members who participate in a WPA Section Conference, WPA Zonal/Regional Conferences, WPA Thematic Conferences, WPA Inter-Sectional Congresses, WPA Regional Congresses, WPA International Congresses of Psychiatry, and World Congresses of Psychiatry are obliged, if invited by the Organizing Committee, to make technical contributions to it and/or to present a paper within the field of their expertise and 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, *inter alia*, by inviting plenary speakers from the region and from other parts of the world.
- (h) The scientific program of a WPA organized scientific meetings must be conducted at least in English. If contributions to the scientific program are presented in other languages, simultaneous translation into English must be provided. With the approval by the 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 Secretary for Education.
- (j) The organizers of a WPA World Congress of Psychiatry or other WPA Scientific Meeting 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 Secretary for Publications. The copyright of such publications rests with the WPA and can be released to the hosting WPA Member Society, on its request, 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 (plenary session).
- (l) The Organizing Committee of every WPA Sponsored Scientific Meeting should prepare an evaluation report to be submitted to the Secretary for Meetings.

(40) World Congresses of Psychiatry:

- (a) A World Congress of Psychiatry organized by the WPA 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 Executive Committee upon recommendation of the WPA Secretary for Meetings after due consultation with WPA Zone Representatives and Council and reported to the General Assembly.
- (b) At least three years before the date of a 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 Executive Committee for approval. One or more members of the Executive Committee in addition to the President and the Secretary for Meetings are expected to serve on these committees.
- (c) The Organizing Committee of a World Congress of Psychiatry shall include in its budget all the expenses of organizing a meeting of the WPA Executive Committee, of the Council and of the WPA Board, including the cost of their travel and registration fees. The 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 financial arrangements alternative to this.

- (d) The application for a World Congress of Psychiatry must follow the guidelines included in the Manual of Procedures. A contract should be signed by the WPA President, upon the approval of the 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 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, WPA Regional Congress, WPA Inter-Sectional Congress or WPA Thematic Conference, a Scientific Program Committee and an Organizing Committee should be set up, on which the Secretary for Meetings shall represent the WPA.
- (b) The Organizing Committee of a WPA International Congress of Psychiatry, WPA Regional Congress, WPA Inter-Sectional Congress or 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 Council Members are exempt from paying a registration fee at WPA sponsored scientific meetings in their Zone.

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

- (c) The Member Society organizing a WPA Sponsored Scientific Meeting should always ask for technical advice from the Secretary for Meetings and the Secretary for Finances about possible strategies for raising funds. Likewise, advice from the Secretary for Meetings concerning the main theme for the meeting should be sought. It is expected that the main theme will reflect points of particular interest to 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, WPA Regional Congress, WPA Inter-Sectional Congress or WPA Thematic Conference the Executive Committee will invite Zone Representatives, Council Members, representatives of Member Societies, 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.

The 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. The regional associations would be invited to designate a liaison officer with whom the Secretary General and the 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 in addition to World Congresses of Psychiatry, WPA International Congress of Psychiatry, WPA Regional Congress, WPA Inter-Sectional Congress, WPA Thematic Conference, WPA Zonal/Regional Conferences and WPA Section Conferences, provided that their holding is 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 the meeting coincide with the aims and principles of operation of the WPA.

(43) National Meetings.

WPA Member Societies should extend an invitation to and provide an opportunity at their principal scientific meetings for the Zone Representative of their zone and whenever possible a member of the WPA Executive Committee, or their designee to present a summary of WPA activities.