

International Federation of Business and Professional Women

# ***THE XXIX BPW INTERNATIONAL CONGRESS***

Under the patronage of  
**H.E. Abdel Fattah Al Sisi**  
President of the Arab Republic of Egypt



## **GENERAL ASSEMBLY & BOARD MEETINGS**

Mena House Hotel  
Cairo, Egypt  
23 - 27 October 2017





**Dr. Yasmin Darwich, International President 2014-2017**

### **Mission Statement**

BPW International develops the business, professional and leadership potential of women on all levels through advocacy, education, mentoring, networking, skill building, and economic empowerment programmes and projects around the world.

### **Vision Statement**

To achieve a just and equal status for women where decisions are taken in true partnership with men, based on mutual respect, for a more balanced and peaceful world.





**The XXIX BPW International Congress**  
**“Making a Difference through Leadership and Action”**  
**Mena House Hotel, Cairo, Egypt**  
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# *Pre-Congress 73rd International Board Meeting*

*Held at 13:00 on Monday October 23, 2017*







## President's Opening Remarks

Dr. Yasmin Darwich

### Welcome to Cairo!

The President declared the seventy-third Pre-Congress BPW International Board of Directors Meeting in order and welcomed the Executive and International Board members, Past International Presidents, Delegates and guests. She hoped everyone was enjoying Cairo and was ready to start the important meetings at Congress, affirming how much she was looking forward to working with everyone during the Board meetings and the General Assembly. There was much work to do, and she was thankful to have such a great team to ensure everyone would be *"Making a Difference through Leadership and Action"*.

*Dr. Yasmin Darwich*

*BPW International President*

## Roll Call of the International Board

### Executive Board

President, Dr. Yasmin Darwich  
First Vice President, Dr. Amany Asfour  
Second Vice President, Dr. Arzu Özyol  
Executive Secretary, Dr. Catherine Bosshart  
Finance Officer, Roshan Strange  
Young BPW Representative, Ketlin Tackman  
RC AFRICA, Adenike Adeyanju Osadolor  
RC ASIA-PACIFIC, Susan Jones  
RC EUROPE, Karin Raguin  
RC LATIN AMERICA, Marta Susana Solimano  
RC NORTH AMERICA, Bessie Hironimus

### Past International Presidents

Sylvia Grace Perry, United Kingdom (1996-1999)  
Dr. Antoinette Rüegg, Switzerland (2002-2005)  
Dr. Chonchanok Viravan, Thailand (2005-2008)  
Elizabeth Benham, USA (2008-2011)  
Freda Miriklis, Australia (2011-2014)  
Apologies had been received from Past International Presidents Dr. Yvette Swan, Jamaica (1989-1993) and Dr. Patricia Harrison, Australia (1999-2002).

### Chairs of Standing Committees

ART & CULTURE, Giuseppa (Pinella) Bombaci  
BUSINESS, TRADE & TECHNOLOGY, Sara Martins  
DEVELOPMENT, TRAINING & EMPLOYMENT, Francesca Burack  
ENVIRONMENT & SUSTAINABLE DEVELOPMENT, Laurie Dameron  
LEGISLATION, Enrica Bellini Fornera  
PROJECTS, Giuseppina Seidita  
PUBLIC RELATIONS, Dr. Christine Walwyn  
HEALTH, Dr. Luisa Monini Brunelli arrived subsequently.



## Federations and Affiliate Clubs

For the Pre- and Post-Congress Meetings every Affiliate Federation that qualifies for a vote is represented by two (2) appointed representatives and every Affiliate Club that qualifies for a vote is represented by one (1) appointed representative per country. The indicated voting delegates apply for the General Assembly where the same rule applies for Affiliate Clubs which have in one country one vote.

REGIONS	NUMBER OF VOTING DELEGATES
<b>AFRICA</b>	
FEDERATION BPW EGYPT	3
FEDERATION BPW MOROCCO	3
FEDERATION BPW NIGERIA	3
FEDERATION BPW SUDAN	3
AFFILIATE CLUB BPW COTONOU, BENIN	1
AFFILIATE CLUB BPW OUAGADOUGOU, BURKINA FASO	1
AFFILIATE CLUB BPW EDEA, CAMEROON	1
AFFILIATE CLUB BPW MFOUNDI, CAMEROON	
AFFILIATE CLUB BPW BASSAM, CÔTE D'IVOIRE	1
AFFILIATE CLUB BPW ADDIS ABABA, ETHIOPIA	1
AFFILIATE CLUB BPW NAKURU, KENYA	1
AFFILIATE CLUB BPW ANTANARIVO, MADAGASCAR	1
AFFILIATE CLUB BPW KIGALI, RWANDA	1
AFFILIATE CLUB BPW ZONE B DAKAR, SENEGAL	1
AFFILIATE CLUB BPW FREETOWN, SIERRA LEONE	1
AFFILIATE CLUB BPW JUBA, SOUTH SUDAN	1
AFFILIATE CLUB BPW TUNISIA	1
AFFILIATE CLUB BPW KAMPALA, UGANDA	1
<b>Voting strength Africa</b>	<b>25</b>
<b>ASIA-PACIFIC</b>	
FEDERATION BPW AUSTRALIA	3
FEDERATION BPW BAHRAIN	3
FEDERATION BPW JAPAN	3
FEDERATION BPW JORDAN	3



REGIONS	NUMBER OF VOTING DELEGATES
FEDERATION BPW KOREA	3
FEDERATION BPW KUWAIT	3
FEDERATION BPW NEPAL	3
FEDERATION BPW NEW ZEALAND	3
FEDERATION BPW PAKISTAN	3
FEDERATION BPW TAIWAN	3
FEDERATION BPW THAILAND	3
AFFILIATE CLUB BPW HONG KONG, PR CHINA	1
AFFILIATE CLUB BPW MUMBAI, INDIA	1
AFFILIATE CLUB BPW BEIRUT, LEBANON	1
AFFILIATE CLUB BPW BAALBECK, LEBANON	
AFFILIATE CLUB BPW BYBLOS, LEBANON	
AFFILIATE CLUB BPW KUALA LUMPUR, MALAYSIA	1
AFFILIATE CLUB BPW UNITED ARAB EMIRATES	1
<b>Voting strength Asia-Pacific</b>	<b>38</b>
<b>EUROPE</b>	
FEDERATION BPW AUSTRIA	3
FEDERATION BPW CYPRUS	3
FEDERATION BPW ESTONIA	3 (only 1 delegate present)
FEDERATION BPW FINLAND	4
FEDERATION BPW FRANCE	3
FEDERATION BPW GERMANY	5
FEDERATION BPW ITALY	9
FEDERATION BPW POLAND	excused
FEDERATION BPW SPAIN	3
FEDERATION BPW SWEDEN	3 (only 1 delegate present)
FEDERATION BPW SWITZERLAND	6
FEDERATION BPW TURKEY	3
AFFILIATE CLUB BPW PULA, CROATIA	1
AFFILIATE CLUB BPW THESSALONIKI, GREECE	1
AFFILIATE CLUB BPW REYKJAVIK, ICELAND	1



REGIONS	NUMBER OF VOTING DELEGATES
AFFILIATE CLUB BPW VALLETTA, MALTA	1
<b>Voting strength Europe</b>	<b>45</b>
<b>LATIN AMERICA</b>	
FEDERATION BPW ARGENTINA	3
FEDERATION BPW BRAZIL	3
FEDERATION BPW ECUADOR	3
FEDERATION BPW MEXICO	3
AFFILIATE CLUB BPW SANTO DOMINGO, DOMINICAN REPUBLIC	1
AFFILIATE CLUB BPW EL BOSQUE, PANAMA	1
AFFILIATE CLUB BPW TACNA, PERU	1
<b>Voting strength Latin America</b>	<b>15</b>
<b>NORTH AMERICA and CARIBBEAN</b>	
FEDERATION BPW CANADA	3
FEDERATION NFBPWC USA	3
AFFILIATE CLUB BPW GRAND CAYMAN, CAYMAN ISLANDS	1
AFFILIATE CLUB BPW ROSEAU, DOMINICA	1
AFFILIATE CLUB BPW ST. KITTS	1
AFFILIATE CLUB BPW CONCORDIA, (SAINT MARTIN)	excused
<b>Voting strength North America &amp; Caribbean</b>	<b>9</b>
<b>Executive</b>	<b>11</b>
<b>Past International Presidents</b>	<b>5</b>
<b>Standing Committee Chairs</b>	<b>8</b>
<b>Total voting strength</b>	<b>156</b>



## Observers

The Executive Secretary asked the Observers in the room to stand and be counted. There were 17 present.

## Apologies

Messages had been received as follows:

Dr. Yvette Swan, Past International President (1989-1993): *"I am writing to wish to you all a successful congress and everything that goes with it. I am sorry that I cannot join you but as I was hoping that there would be a change in my status in Canada by this time, which would have allowed me to join you. At this time, I am only allowed to travel between Canada and Bermuda. I am sure you can understand this. My wishes go to all who are attending the conference, may God/Allah bless you all. Shalom, Yvette."* This message was also translated into French.

Dr. Pat Harrison, Past International President (1999-2002): *"Apologies and greetings to everyone. I picked Cairo twice when I did the evaluations so I was looking forward to being there. Have a great Congress and above all enjoy it – Pat."*

BPW Poland: *"Dear Yasmin, Dear Executive Board, Dear Presidents of all Federations and BPW Clubs all over the world. The twenty-ninth BPW International Congress starts in Cairo today. On behalf of the Polish Federation of BPW we wish you a very successful five days for a great work towards BPW prosperity and strength. At the same time, we would like to say thank you for your passion, dedication and commitment for BPW during the last three years 2014 to 2017. These words are directly directed especially to the International President, Dr. Yasmin Darwich. Enjoy your stay in Cairo, have a good time. Waiting for the incoming new Board and news after Congress. With best regards, Katarzyna Bekasiak."*

This concluded the apologies. A quorum was present.

## Adoption of Standing Orders

The President invited participants to read Standing Orders as printed on Page 12 in the Congress Workbook.

The Regional Coordinator Asia-Pacific moved the adoption of the Standing Orders, which was seconded by the Regional Coordinator Latin America.

Having been proposed and seconded, the President called the vote to adopt Standing Orders, which was carried.



## Minutes of 72<sup>nd</sup> Post Congress International Board Meeting

The Executive Secretary read out the minutes of the Post General Assembly Seventy-Second International Board Meeting, held on May 27 2014 in Jeju, Republic of Korea.

- 1) President's opening remarks. International President, Yasmin Darwich, welcomed Board Members to the Post Congress Seventy-Second International Board Meeting.
- 2) Roll call of International Board. The Executive Secretary took the roll call. Forty- eight members of the International Board were present.
- 3) Three Observers were present.
- 4) No apologies had been received by the Executive Secretary.
- 5) Adoption of the rules of debate was proposed by the Regional Coordinator North America & the Caribbean. Seconded by EPW USA and agreed.
- 6) The appointment of Pat Harrison as Parliamentarian was proposed by the International President, seconded by Past International President, Sylvia Perry, and agreed.
- 7) Cristina Visconti was proposed as Teller by the International President, seconded by Past International President, Elizabeth Benham, and approved. Christine Heinze was proposed as Timekeeper by the International President and approved.

Past International President, Sylvia Perry, proposed that in the interests of time, as the Minutes were already a written record that had been published, they could be accepted as read and confirmed. If anybody had anything of concern, they could bring it up in Matters Arising.

This was seconded by the Regional Coordinator Asia-Pacific and the Board voted in favor of this proposal.

## Matters Arising

In response to a question from the floor, the President reassured the meeting that approval of the Proceedings from the last Congress would be handled at General Assembly, not in the International Board Meeting.



## Appointment of Parliamentarians, Tellers and Timekeepers

### Parliamentarians

Past International President, Elizabeth Benham, nominated Sandra Thompson (NFBPWC USA) as Parliamentarian. The President asked for all nominee names to be written down and proposed that the Board should ratify Sandra Thompson as Chief Parliamentarian. At the Executive Meeting held on October 22, 2017 the Regional Coordinators had been asked to request applications for the two additional Parliamentarians from their Regions and the following nominations had been received:

- Ms Deidre Williams (BPW St. Kitts), an Attorney at Law and a Parliamentarian in St Kitts. Nominated by the Regional Coordinator North America & the Caribbean.
- Siham Sharif (BPW Sudan), President of BPW Sudan. Nominated by Abba Mahdi (BPW Sudan).
- Anita Devcich (BPW New Zealand) and Past President of BPW New Zealand. Nominated by Hellen Swales, President of BPW New Zealand.

The President consulted the Constitution Advisory Committee as to whether four Parliamentarians were allowed. This was acceptable, so no vote was required.

### Chief Teller & Tellers

No nominations had been received for Tellers, so the President encouraged members of the Board to put forward nominations. In declining a nomination from BPW Ethiopia, she pointed out that if a member worked as Teller, they could not be a delegate or hold any other official position at Congress.

The following were nominated from the Floor. The President asked everyone to submit the full names in writing to the Executive Secretary:

- Sandra White (BPW New Zealand). Nominated by Hellen Swales, President BPW New Zealand.
- Luza Waithaka (BPW Nakuru). Nominated by Nzula Kitaka, President BPW Nakuru.
- Gloria Akamanzi (BPW Rwanda). Nominated by BPW Rwanda.

### Chief Timekeeper, Assistant Timekeeper and Stewards

Timekeepers:

- Chief Timekeeper: Christine Heinze, BPW Germany
- Shahida Panhwar, BPW Pakistan
- Gerlinde Sarkar, BPW Canada.



Stewards:

Only one Steward had been nominated: Nilofer Zia Awan (BPW Pakistan), so the President invited further nominations.

## Membership

### Closures

The Executive Secretary confirmed the following abrogations:

Abrogated in 2015: BPW Siem Reap Cambodia.

Abrogated in 2016: BPW Indonesia; BPW Tbilisi, Georgia; BPW Outeniqua, South Africa; BPW Johannesburg, South Africa; BPW Yaounde, Cameroon; BPW Abidjan, Côte d'Ivoire; BPW Bamako, Mali; BPW Douala, Cameroon; BPW Kinshasa, Congo; BPW Lusaka, Zambia; BPW Niamey, Niger.

### Point of clarification

BPW Cameroon wondered why only one club from her country had been called.

The President explained that the Executive Secretary had read a list of clubs that were closed or abrogated. The Executive Secretary relayed this in French. The President then continued by explaining that in this Triennium, these Clubs had begun with outstanding dues dating back more than one or two years. Therefore, during this Triennium, warning letters had been sent to all of them, inviting them to make arrangements such as paying dues in instalments, but the majority of these Clubs had been non-financial since the last Triennium. Subsequently, the auditors had recommended cleaning this budget to remove all non-active clubs and prepare the budget for the new Triennium. Unfortunately, this had resulted in a US\$80,000 debt to manage during the first year (2014), which had caused a lot of problems. So, regretfully, all those Clubs had had to be abrogated and closed.

Furthermore, at the International Executive meeting on October 22, 2017 it had been decided to close BPW Israel and BPW Ramallah, Palestine. These clubs had not been shown as closed in the Congress documentation because the decision was only taken at the previous day's Executive face-to-face meeting, but they had also been in debt for many years.

### Approval of the abrogated clubs and federations

The Executive Secretary asked the members of the International Board for approval of the above abrogations. This was carried.

The President then invited the Vice President - Membership to inform the International Board about the opening of new Affiliate Clubs and Federations.



## New Affiliate Clubs and Federations

Africa	
New clubs	New Federations
Nairobi, Kenya; Antananarivo, Madagascar; Casablanca, Morocco; Marrakesh, Morocco; Rabat, Morocco; Kigali, Rwanda; Freetown, Sierra Leone; New Johannesburg, South Africa; Carthage, Tunisia; Jasmine, Tunisia; North Tunisia	Morocco
Asia-Pacific	
New Clubs	New Federations
Ölgii, Mongolia; Sinai, Yemen; Mumbai, India; Hong Kong; Beirut; Byblos; Baalbek	Kuwait
Europe	
New Clubs	New Federations
Thessaloniki; Rijeka, Croatia; Vilnius, Lithuania	-
Latin America	
New Clubs	New Federations
Santo Domingo, Dominican Republic	-
Tacna, Peru	-
North America	
New Clubs	New Federations
Roseau, Dominica; Concordia, Saint-Martin	-

## **Approval of new Clubs and Federations**

The Vice President moved the approval of the new Clubs and Federations. This was carried.

The President praised the hard work by the Vice President - Membership and the Regional Coordinators to achieve the formation of these new Clubs and Federations, and expressed her hope that this expansion would continue in the next Triennium. She also congratulated the Regions and the Members who were making such excellent efforts to maintain or increase the Membership in their countries. In this Triennium, Asia-Pacific had been the region which had most expanded. However, in Latin America, for example, a new Club had opened in Tacna, Peru with 25 Members and 13 Members from that Club were at this Congress, demonstrating their interest in BPW. The President hoped that all attendees at Congress would be inspired to increase Membership in their countries. She concluded by thanking the Executive Secretary, who had processed all the paperwork for these new Affiliates.

## **Presentation of the Procedure Manual for Ratification**

The President invited the Chair of the Constitution Advisory Committee (CAC), Past International President Sylvia Perry, to present the proposed Procedure Manual from the Executive for ratification by the International Board.

The Chair of the Constitution Advisory Committee pointed out that she had no vote in this session as Chair of that Committee, but did have a vote as a Past International President: in neither role was she permitted to present this proposal. It had to be presented by the Executive, so she suggested that one of the Vice Presidents presented it while the President chaired the meeting. She asked whether the other Past International Presidents agreed. Another option suggested was for the President to vacate the Chair. However, the President pointed out that the Executive had discussed this at an earlier Skype meeting and it was agreed that, as Regional Coordinator North America & the Caribbean Bessie Hironimus had handled the previous review of the amended Procedure Manual while acting as a member of the Constitution Advisory Committee, she should present the Procedure Manual to the International Board for ratification. The Board concurred.

Bessie Hironimus confirmed that the Task Force had been working very hard for a long time to review the Procedure Manual: this had involved long hours of consultation. She had been asked to serve as Committee Advisor. The aim was to make the document easy to follow for the Members, while complying with governance and the wishes of the Members. After many iterations, a version had been presented to the Executive.

The document had been reviewed twice by the Executive and it had been finalized, but Members had presented some Amendments to the Constitution and Amendments to the Procedure Manual for consideration during the General Assembly. So at this stage, the Committee was presenting the version compiled by the Committee and accepted by the Executive. The General Assembly would consider the





Resolutions and Amendments, and the documents would be updated as necessary. Then, at the Post Congress meeting, the Board of Directors would receive the final updated versions. The Committee moved that the International Board accept the Procedure Manual as presented by the Executive. Being a Committee report, no seconder was required.

### **Motion**

BPW Switzerland cited Section C, point number 3 of Standing Orders and requested a separate vote on each change to the Procedure Manual. This was seconded by BPW New Zealand.

Bessie Hironimus suggested referring questions to the Chair of the Committee but was concerned about having the time to address each change.

The Chair of the Constitution Advisory Committee, Sylvia Perry, explained that she was having temporary difficulties with her sight, so a colleague was helping her. As far as she knew, the Constitution & Regulations made no reference in Section C to the Procedure Manual. The President pointed out to BPW Switzerland that the Procedure Manual was not subject to discussion, as the changes had been made and approved by the Executive and sent to the International Board for approval only. The Committee Advisor reiterated that the Procedure Manual, as adopted by the Executive, had to be ratified by the International Board; it would then be updated after the General Assembly and presented to the Post Congress Board of Directors with the new Amendments.

### **Point of clarification**

BPW Switzerland asked if that meant the International Board would be voting on the updated Procedure Manual as a whole, without discussing the individual amendments put forward by various Federations.

The President confirmed this was the case, referring to Resolution 21 whereby the document was amended by the Executive and sent to the International Board for ratification. If there were any other comments concerning the Procedure Manual, these could be raised during the General Assembly. The General Assembly had given the Executive the right to amend the Procedure Manual. The Executive decided to receive proposals from BPW Affiliates, but that did not mean they had to be discussed during the International Board meeting. Their suggested changes had already been discussed by the Executive, the Constitution Advisory Committee, and earlier by the Constitution Review Task Force. After many months of work, the President asked the International Board to approve the Procedure Manual as presented.

### **Ratification of the updated Procedure Manual**

The International Board voted in acceptance.

## General Assembly Committees

### REGISTRATION

- Faye Gardiner, BPW New Zealand
- Victoria Olaniyi, BPW Nigeria
- Nighat Shabeeh BPW Pakistan
- Anita Devcich, BPW New Zealand.

### PUBLICITY and PUBLIC RELATIONS

- Yetunde Oladeinde, BPW Nigeria
- Victoria Olutayo Odumoso, BPW Nigeria.

Further nominations were invited.

### RAPPORTEURS

- Anastasia Eimiakhena, BPW Nigeria
- Christina Eleojo Adejoh, BPW Nigeria
- Salma Iftikhar, BPW Pakistan

### NOMINATIONS

- Chair: Carol Pelton, BPW Canada
- Samira Jibir, BPW Nigeria
- Safia Hasan, BPW Pakistan
- Carmen Kraushaar, BPW Germany
- Lucy Wangechi Mureithi, BPW Nakuru, Kenya

The President reminded all members to ensure the nominees for committees were not delegates holding a vote or acting in any other capacity.

A representative was required from Latin America for the Nominations Committee. The President pointed out the Committee would need to meet to decide who would be Chair and report back to the General Assembly.



### **Credentials Committee Chair and Credentials Committee members**

The President announced that the Chair of the Credentials Committee would be Sharon Selkirk (BPW Canada). The Committee would comprise:

- Chair: Sharon Selkirk, BPW Canada
- Sandra White, BPW New Zealand
- Qaiser Hasan, BPW Pakistan
- Marjory Hopper, NFBPWC USA
- Ann Swain, BPW UK.

### **Elections Committee Chair and Elections Committee members**

Judith van Unen (BPW Australia) would be Chair at the request of the International President. The Committee would comprise:

- Chair: Judith van Unen, BPW Australia
- Bukola Ayeni-Amu, BPW Nigeria
- Jenny Brittain, BPW New Zealand

The International President confirmed that all these positions would be ratified the next day by the General Assembly.

## **Congress business**

This had been covered previously.

## **Any other business**

There was no other business.

### **Announcements**

The President apologized for the delay with lunch and registration and thanked the Host Planning Committee and BPW Egypt for their hard work. She reminded members to be courteous if there were any issues during Congress, but also asked them to adhere to the timetable so that Congress could run to time.

She reminded everyone that in the General Assembly, the Members with a vote would sit at the front and the Alternate Delegates would be seated in the area for Observers. This would greatly assist in counting any manual votes.



The President reminded everyone to use the microphone when addressing the meeting as it was being recorded for the Proceedings. When so doing, it was important for everyone to say their name and Federation before starting to speak.

The Executive Secretary pointed out some issues with the content of the Workbook.

On behalf of the Host Planning Committee, the President urged everyone to be on time for the Opening Ceremony that evening and reminded everyone to bring their national flags.

She then clarified the difference between the International Board and the Executive before adjourning the meeting.

# *General Assembly Session I*

*Held at 14:00 on Tuesday October 24, 2017*





## Opening Remarks

Dr. Yasmin Darwich, BPW International President, called to order the First Session of the General Assembly of the Twenty-Ninth BPW International Congress.

She welcomed Executive and International Board Members, Past International Presidents, Standing Committee Chairs, Delegates, Observers and guests, before giving a special welcome to the members of the new Federations and Affiliate clubs from the Triennium 2014-2017:

### NEW FEDERATIONS AND AFFILIATE CLUBS

Africa	
New clubs	New Federations
Nairobi, Kenya; Antananarivo, Madagascar; Casablanca, Morocco; Marrakesh, Morocco; Rabat, Morocco; Kigali, Rwanda; Freetown, Sierra Leone; New Johannesburg, South Africa; Carthage, Tunisia; Jasmine, Tunisia; North Tunisia	Morocco
Asia-Pacific	
New Clubs	New Federations
Ölgii, Mongolia; Sinai, Yemen; Mumbai, India; Hong Kong; Beirut; Byblos; Baalbek	Kuwait
Europe	
New Clubs	New Federations
Thessaloniki; Rijeka, Croatia; Vilnius, Lithuania	-
Latin America	
New Clubs	New Federations
Santo Domingo, Dominican Republic	-
Tacna, Peru	
North America	
New Clubs	New Federations
Roseau, Dominica; Concordia, Saint-Martin	-



The President confirmed there were many issues to discuss and decisions to make, but affirmed that as a team, the participants and Executive would make a difference through leadership and action.

Past International Presidents, Sylvia Perry and Elizabeth Benham, respectively read the BPW International Collect and the BPW Alternative Collect.

### **BPW International Collect**

Keep us, Oh God, from pettiness.  
Let us be large in thought, in word, in deed.  
Let us be done with fault-finding and  
leave off self-seeking.  
May we put away all pretense  
and meet each other face to face  
without self-pity and without prejudice.  
May we never be hasty in judgment  
and always generous.  
Let us take time for all things;  
Make us to grow calm, serene, gentle.  
Teach us to put into action our better impulses,  
straight-forward and unafraid.  
Grant that we may realize it is the little things  
that create differences, that in the big things  
of life, we are at one.  
And may we strive to touch and to know  
the great, common human heart of us all.  
And Oh Lord God, let us forget not to be kind.

## BPW Alternative Collect

We ask

That we meet together as women,

Not allowing beliefs, religion, nationality, ethnicity or language to come between us.

That these meetings enable us to move forward  
and advance the status of women throughout the world.

That the value of women be recognized in our families, our communities,  
our workplaces, our country and the world.

That we use our good ideas, our knowledge, our experience to promote the worth of women.

That we combine our strengths to move forward in peace, in serenity and in love.

That women of all generations will do their part to achieve harmony and  
equality among all human beings.



## Minute of silence

A video was shown naming the members who had passed away since the last Congress and the General Assembly marked a minute's silence in their memory.

### BPW members who had passed away during 2014-17

NAME	YEAR	FEDERATION
Louise Jackson	2014	Bermuda
Francia Caceres	2014	El Bosque, Panama
Teresa Domżat	2014	Poznan East-West, Poland
Martina I Kischke	2014	Frankfurt am Main, Germany
Marcia Ruth Barhydt	2014	Brampton, Canada
Anne Felesko	2014	Brampton, Canada
Eleanore King	2014	Regina, Canada
Caroline Couvreur	2015	Belgium, BPW Europe AISBL Chair
Helen Ioannidou Pierides	2015	Cyprus
Willy van Iersel	2015	Netherlands, Past International Finance Officer
Doris Corbin	2015	Bermuda
Linda Armburst	2015	Welland, Canada
Henrietta Green	2015	Toronto, Canada
Dorothy Brown	2015	Belleville, Canada
Gloria Nelly Castilla de Bernal	2015	Mexico
Maisie Gore	2016	St Andrew, Jamaica
Ann Cartwright Decouto	2016	Bermuda
Lady Jacqueline Swan	2016	Bermuda
Sheila Swan	2016	Bermuda
Dr. Rafaela Domenech Jiménez	2016	Santo Domingo, Dominican Republic
Elzbieta Jurek-Frank	2016	Aachen, Germany
Essene Lewis	2016	St Andrew, Jamaica
Ranjan Amin	2016	Bombay, India
Edda Neumann	2016	Gottingen, Germany
Dr. Livia Ricci	2016	Italy, Past International President



NAME	YEAR	FEDERATION
Silvia Salazar Salazar	2016	Mexico, Coordinator of the 5-O Project, 1 <sup>st</sup> Regional Coordinator, Latin America
Elizabeth Rose Clare	2016	Cambridge, Ontario, Canada
Isabel Crumb	2016	St Catharines, Ontario, Canada
Olga Gil	2016	Brampton, Canada
Shirley Giles	2016	North Toronto, Canada
Sharon Graham	2016	Sault Ste. Marie, Canada
Kathryn Scandrett	2016	Barrie, Ontario, Canada
Barb Wetmore	2016	Barrie, Ontario, Canada
Olga Margarita Rodriguez	2017	Mexico, Past 1 <sup>st</sup> Vice President BPW International
Dr. Brigitte Hahn-Walczak	2017	Thailand
Judith Anyango Omondi	2017	Nakuru, Kenya
Nicla Spinella Capua	2017	Livorno, Italy
Dr. Salima Raisuddin Ahmed	2017	Pakistan
Lalida Chantraprasert	2017	Thailand
Dr. Margo Koeman	2017	Grand Cayman
Corrine Thompson	2017	Grand Cayman
Joyann Rollings	2017	Grand Cayman
Edna Moyle	2017	Grand Cayman
Cissy Delaphena	2017	Grand Cayman
Patsy Seymour	2017	Grand Cayman
Marian Pollack	2017	Grand Cayman
Ruth McLaughlin	2017	Grand Cayman
Vernice Hawkins	2017	Grand Cayman

## Roll Call

Executive Secretary, Catherine Bosshart, read the Roll Call and the following were in attendance:

### **Executive Board**

President, Dr. Yasmin Darwich  
First Vice President, Dr. Amany Asfour  
Second Vice President, Dr. Arzu Özyol  
Executive Secretary, Dr. Catherine Bosshart  
Finance Officer, Roshan Strange  
Young BPW Representative, Ketlin Tackman.  
RC AFRICA Adenike Adeyanju Osadolor  
RC ASIA-PACIFIC Susan Jones  
RC EUROPE Karin Raguin  
RC LATIN AMERICA Marta Susana Solimano  
RC NORTH AMERICA Bessie Hironimus.

### **Past International Presidents (PIPs)**

Sylvia Grace Perry, United Kingdom (1996-1999)  
Dr. Antoinette Rüegg, Switzerland (2002-2005)  
Dr. Chonchanok Viravan, Thailand (2005-2008)  
Elizabeth Benham, USA (2008-2011)  
Freda Miriklis, Australia (2011-2014)

Apologies had been received from Past International Presidents Dr. Yvette Swan, Bermuda (1989-1993) and Dr. Patricia Harrison, Australia (1999-2002).

### **Standing Committee Chairs**

ART & CULTURE, Dr. Giuseppa Bombaci  
BUSINESS, TRADE & TECHNOLOGY, Sara Martins  
DEVELOPMENT, TRAINING & EMPLOYMENT, Francesca Burack  
ENVIRONMENT & SUSTAINABLE DEVELOPMENT, Laurie Dameron  
LEGISLATION, Enrichetta Bellini Fornera  
PROJECTS, Dr. Giuseppina Seidita  
PUBLIC RELATIONS, Christine Walwyn  
HEALTH, Dr. Luisa Monini Brunelli arrived subsequently.

The President explained that members could form Clubs where there was no Federation. If two Clubs from the same country attended Congress, they would have to decide which one had the vote in General Assembly unless it was agreed that the first one founded would have the vote (as was standard practice).

The Executive Secretary confirmed there was a Quorum and that the full Credentials Report would follow later.

## Apologies and greeting messages

The Executive Secretary read out three messages.

1. Dr. Pat Harrison, Past International President (1999-2002): *“Apologies and greetings to everyone. I picked Cairo twice when I did the evaluations so I was looking forward to being there. Have a great Congress and above all enjoy it.”*
2. Hon. Dr. Yvette Swan, Past International President (1989-1993): *“I am writing to wish to you all a successful congress and everything that goes with it. I am sorry that I cannot join in but as I was hoping that there would be a change in my status in Canada by this time, which would have allowed me to join you. At this time I am only allowed to travel between Canada and Bermuda. I am sure you can understand this. My wishes go to all who are attending the conference, may God/Allah bless you all. Shalom, Yvette.”*
3. Katarzyna Bekasiak, President of BPW Poland: *“Dear Yasmin, Dear Executive Board, dear Presidents of all Federations and BPW Clubs all over the world. The Twenty-Ninth BPW International Congress starts in Cairo today. On behalf of the POLISH Federation of BPW we wish you a very successful five days for a great work towards BPW prosperity and strength. At the same time, we would like to say thank you for your passion, dedication and commitment for BPW during the last three years 2014 to 2017. These words are directed especially to the International President, Dr. Yasmin Darwich. Enjoy your stay in Cairo, have a good time. Waiting for the incoming new Board and many news from the Congress. With best regards.”*





## Adoption of Standing Orders

The President called for a vote to adopt Standing Orders as printed on page 12 of the Congress Workbook.

### Point of clarification

BPW New Zealand referred to the Congress Workbook, page 13, under C: Motions, Resolutions and Amendments to the Constitution and Regulations, and asked a point of clarification regarding number 7, sub-section B, “in all other cases no one may speak more than once and no Delegation may speak more than twice.” She wondered whether, for example, BPW Italy with nine delegates had the opportunity of right of reply nine times.

The Parliamentarians and Credentials Committee Chairperson had not yet been appointed and New Zealand began to formulate a motion as follows. “To accept the Standing Orders as they are, with the exception of Section C, number 7, sub-section B.” She called for a Secunder but Past International President Sylvia Perry, CAC Chairperson also speaking on behalf of Past International Presidents, clarified that since no delegation could speak more than twice, Federations such as Italy could speak twice, but no individual could speak more than once.

### Motion

There was no secunder, so the President asked the General Assembly to vote on whether to make no amendments to the text in the Workbook. The vote was carried.

## Adoption of Programme

The Executive Secretary moved the adoption of the Program with the provision that some flexibility would be needed. Seconded by the Chairperson of the Standing Committee on Development Training and Employment, Francesca Burack.

There was no discussion and the motion was carried.

### Call to order

The Executive Secretary asked the audience to switch their mobiles to silent and to leave the room if they wished to take or make calls. She then announced the names of the General Assembly Officials and the composition of the Committees.

## Announcement of General Assembly Officials and Committees

### Credentials Committee

- Chair: Sharon Selkirk, BPW Canada
- Qaiser Hassan, BPW Pakistan
- Marjory Hopper, NFBPWC USA
- Sandra White, BPW New Zealand

### Elections Committee

- Chair: Judith Van Unen, BPW Australia
- Bukola Ayeni-Amu, BPW Nigeria
- Jenny Brittain, BPW New Zealand

### Constitution Advisory Committee

- Chair: Past International President, Sylvia Perry, BPW UK
- Diana Barragán Medina, BPW Ecuador
- Dr. Catherine Bosshart, Executive Secretary, ex-officio member
- Doris Hall, BPW Canada
- Carolyn Savage, BPW New Zealand
- Ann Swain, Assistant Executive Secretary, BPW UK.

### Resolutions Committee

- Chair: Linda Davis, BPW Canada
- Dr. Catherine Bosshart, Executive Secretary, ex-officio member
- Lynn Everson, BPW UK
- Christine Heinze, BPW Germany
- Monica McNeill, BPW Jamaica
- Sandra Thompson, NFBPWC USA
- Past International President Sylvia Perry, BPW UK, Consultant

### Nominations Committee

The Chair had not been appointed as the Committee had not yet met, but the members were:

- Chair: Carol Pelton, BPW Canada
- Safia Hasan, BPW Pakistan
- Samira Jibir, BPW Nigeria
- Carmen Kraushaar, BPW Germany



Past International President, Elizabeth Benham, pointed out that there had not been a call for nominations for the Chairpersons of the Standing Committees. She proposed the motion that the Nominations Committee call for nominations for Chairpersons of the Standing Committees to be presented to the Committee and given to the incoming Executive to appoint Chairpersons of the Standing Committees to serve for the following term.

The BPW International Constitution stated that Chairpersons of the Standing Committees were voting members of the International Board. In addition, at Jeju International Congress in 2014, it had been understood that the Project Initiated Taskforces and the Standing Committees would run in parallel until 2020, when a decision would be made to remove one of these. There had been no information on the status of these Committees and Taskforces, so it needed to be addressed here.

The President confirmed that this would happen after the first declaration of Quorum from the Credentials Committee.

## **Announcement of appointments of Parliamentarians, Timekeepers and Scrutineer**

The Executive Secretary presented the nominees:

### **Parliamentarians**

- Chief Parliamentarian: Sandra Thompson, NFBPWC USA
- Deidre Williams, BPW St. Kitts
- Anita Devcich, BPW New Zealand

These were approved by the General Assembly.

### **Credentials Committee**

- Chair: Sharon Selkirk, BPW Canada
- Sandra White, BPW New Zealand
- Qaiser Hassan, BPW Pakistan
- Marjory Hopper, NFBPWC USA

These were approved by the General Assembly.

### **Timekeepers**

- Chief Timekeeper: Christine Heinze, BPW Germany
- Zahida Powar, BPW Pakistan
- Gerlinde Sarkar, BPW Canada.

### Tellers

- Gloria Kamanzi, BPW Rwanda
- Sandra White, BPW New Zealand
- Mary Kariuki, BPW Nakuru, Kenya
- Evie Hudack, NFBPWC USA

### Stewards

- Nilofer Zia Awan, BPW Pakistan
- Ryan Elyas, BPW Sudan
- Christelle Wollendji, BPW Mfoundi, Cameroon

Past International President, Sylvia Perry, asked the technicians to ensure the microphones were working properly.

The Executive Secretary suggested that the General Assembly tested the DigiVote system and then explained how it worked: delegates had to press 1 for “yes”, 2 for “no” and 3 for “abstain” in order to vote. A test vote was run to make sure everyone understood and to show how the number of votes would appear on the screen each time.

### Voting Numbers

Members of the Executive Committee	11
Past International Presidents	5
Standing Committee Chairpersons	6
Federation and Affiliate club Delegates	116
Total Delegates	138

The Executive Secretary confirmed there was a Quorum.

### Motion

NFBPWC USA proposed acceptance of the Credentials Report. This was seconded by the Regional Coordinator North America & the Caribbean, Bessie Hironimus, and the vote was carried.





## Adoption of Proceedings of the Twenty-Eighth Congress

Past International President, Freda Miriklis, formally presented the Proceedings from Jeju Congress in 2014. She thanked everyone who had attended a very memorable Congress and invited members from BPW Korea to stand to be applauded for organizing such a wonderful event.

She admitted that it had taken longer than expected to produce the Proceedings and apologized to the General Assembly for their late presentation. However, she was delighted with the final result in terms of the content and how there were two parts to the actual documentation. The first part was in a magazine style to really capture the colorful events that happened during Congress, and could serve as a marketing tool going forward. The second part of the Report looked at new initiatives and different things that were tried at the Congress.

### Motion

Past International President, Freda Miriklis, moved that the Proceedings should be voted on in two parts: one for the actual Proceedings themselves and the second for the Report. This was seconded by BPW Australia, but the Past International President also acknowledged the attempt by the Regional Coordinator for North America & the Caribbean, Bessie Hironimus.

### DISCUSSION

Past International President Freda Miriklis invited questions from the floor.

There were no questions. So Past International President Sylvia Perry suggested that the vote should be taken to accept the Proceedings of the General Assembly.

Past International President Elizabeth Benham asked why it had taken so long to produce the Proceedings. Constitutionally, the Proceedings should be produced within one year from the end of Congress, but these were only presented in 2017. She also remained unsure about the distinction between the two documents.

Past International President Freda Miriklis thanked her for the question. She explained there had been many reasons for the delay with the Proceedings. All those involved were very busy Business and Professional Women and although BPW was always a priority, it was very regretful that they had been unable to get them distributed on time.

It had been noted that the priority was to present the Constitutional Amendments and the Resolutions which had been passed at the Jeju Congress; consequently, these had been received by the Executive within a month of Congress and could have been easily distributed via the website. This would have ensured that all Members had access to those documents containing the agreements that had come out of Congress which governed activity regarding the Resolutions and the Constitutional Amendments.

The Proceedings themselves were made available afterwards, and again Past International President Freda Miriklis sincerely apologized.

Past International President Sylvia Perry agreed that there had been a historical distinction in the BPW International Constitution between the Congress and the Business Sessions. At Helsinki Congress, when the Constitution came in, the General Assembly was deemed to be the highest form of governance meetings for this organization. As a result, the General Assembly was now held every three years at the same time as Congress, which was the forum for training, communication and various other things. This was separate from the essential business part, the General Assembly. This was why the report from the General Assembly should be dealt with and voted for separately, because it was a separate entity. Past International President Sylvia Perry had worked with Past International President Freda Miriklis on the latter stages of these current Proceedings and the formatting was changed accordingly.

### **Motion to Amend the Proceedings**

The Regional Coordinator North America & the Caribbean requested an amendment to the Second Business Session of the General Assembly document. During the Regional Meeting in Jeju, the North America and the Caribbean Region had instructed the Regional Coordinator to present a motion to the General Assembly, which was carried. That motion said that the North America and Caribbean Region requested that the documents that were lacking for the nomination of candidates be printed and distributed to the General Assembly and the Observers prior to the election. The motion had not been mentioned in the Proceedings. All it said here was that “*CANADA expressed their dismay that the nominations package was not completed*”, but the motion from the North America and the Caribbean Region was not included, so the Regional Coordinator North America & the Caribbean asked for the Proceedings to be modified. This was seconded by Francesca Burack, Chair of the Standing Committee, Development Training & Employment.

#### **Point of clarification**

Manjul Batra NFBPWC USA felt that the General Assembly found the above motion confusing.

In response to the motion by the Regional Coordinator, Past International President Freda Miriklis asked if this was definitely to amend the Proceedings.

The Regional Coordinator North America and the Caribbean confirmed she wanted to see the request from the region included in the Proceedings as it had happened.

Past International President Freda Miriklis asked for a written motion.



The Regional Coordinator repeated that the motion was as follows: *“The North America and the Caribbean Region move that the nomination papers that were not published in the Workbook be printed and distributed to the Delegates and Alternates prior to the election of officers”*.

Past International President Freda Miriklis accepted this wording and when prompted, the Regional Coordinator confirmed that this was a correction to be incorporated in the Proceedings, as was standard procedure.

### **Point of order**

BPW New Zealand presented a Point of order following on from NFBPWC USA’s question around the motion on the floor. She had understood that there already was a motion to vote on two separate documents, but was the General Assembly now considering that or the corrections to the document?

The President confirmed that the General Assembly had to first vote to approve two votes for two separate documents.

Past International President Sylvia Perry requested confirmation of this from the Parliamentarian. She felt that questions could be asked and answered until the vote was called, but BPW International President pointed out there was an amendment pending on this.

Past International President Dr. Chonchanok Viravan explained that as the Amendment had been accepted by Past International President Freda Miriklis, there was no need for a vote.

The President agreed that the General Assembly had the right to make amendments and also believed that this section under debate had apparently been deleted in error during the editing process.

Past International President Sylvia Perry clarified that she had proposed that the General Assembly adopt the Business Session part of the documentation, and that it was within the Business Session that the amendment was made and accepted in good faith. So as the proposer of the motion, she moved that the Proceedings of the Business Session at Jeju Congress, along with the amendment that had been agreed between the author and the proposer of the amendment, should be put to the vote.

The President added that when she had read the Proceedings as Past Executive Secretary, it was only one document and she was unaware that it would be divided into two.

### **Motion to Amend the Proceedings**

The President added that she and the final reviewer of the draft Proceedings, the Constitution Advisory Committee, had both requested removal of reference to the award given by Past International President Freda Miriklis to the Prime Minister of Bahrain because it had not been approved by the Executive. In the last Minutes of the Executive Committee Meeting in Jeju, there was a request to Past International

President Freda Miriklis to refrain from referring to this as an official BPW International Award during the Proceedings. This had also been the advice of the Constitution Advisory Committee. The Executive had approved a CEO award, but not a politician's award.

Past International President Freda Miriklis had understood that the General Assembly was being asked to approve these documents as a report of what actually happened at Congress, regardless of anyone's opinion of the content. The report had been presented to the Executive and fully agreed, although not voted on at the time. She had correspondence to prove this, but did not have the Minutes of the verbal online meeting held to discuss this issue. However, she would be happy to share her notes on the subject.

In response, the President said that many had witnessed her presenting the award, but the request had been not to term it an official BPW International award.

#### **Point of clarification**

Ahead of the vote and speaking against the motion, Manjul Batra from NFBPWC USA asked if the two reports from Jeju Congress were available to the General Assembly.

The President explained that although the cost to print the Proceedings had been included in the Budget, it was subsequently requested that this money be saved so the Proceedings were not ultimately printed. However, the money had apparently been paid, but on the BPW International website there was a link to open the two separate PDFs of the Congress Proceedings.

NFBPWC USA did not want to change any motions on those reports at this time. So she spoke against the motions.

### **Updated Motion to accept the first part (General Assembly) of the Twenty-Eighth Congress Proceedings**

Past International President Sylvia Perry proposed that the General Assembly adopt the Business document part of the Proceedings, which had been carefully set into one part of the overall document. Included in that should be the amendment proposed by the Regional Coordinator North America & Caribbean which the Immediate Past International President had just accepted. She moved that the General Assembly Proceedings plus that amendment be approved, and that the remainder of the Proceedings be approved separately. So there would be two votes. This was seconded by the Regional Coordinator North America & Caribbean.

This was voted on by show of hands and accepted by the General Assembly.





## **Motion to accept the second part of the Twenty-Eighth Congress Proceedings**

After attempting a vote by show of hands, BPW International President asked for the vote to be taken by DigiVote, although the Executive and Past International Presidents would have to vote by hand as they did not yet have DigiVote devices.

This was accepted by the General Assembly.

The President was informed by Timekeeper Christine Heinze that the session was over-running.

## **Motion to extend the session**

BPW Canada moved that the Meeting be extended until 18:00 and then continued the following day. Seconded by BPW New Zealand.

This was agreed by the General Assembly.

## **BPW International President's report**

The President referred to her full report on page 20 of the Congress Workbook.

“Thank you very much. It has been an honor and a very special privilege to serve BPW International as its Twenty-Third President. These last three years have given me the opportunity to lead the most important organization for women in the world and to work with our wonderful Members in over a hundred countries. Talking from my heart, as I said from the beginning, I have always had an open agenda and I only have love and commitment for BPW and its Members. I am very proud to have served you as the first International President from Latin America representing my BPW Mexico Federation and my Region. We have reached many accomplishments and many others are still to be achieved. I have no doubt that we will keep working until we complete our success. We will keep working towards keeping our roots, building our future.

As your International President, I truly value the outstanding relationship that we have within our Federations around the world, as well as the collaboration with various organizations and NGOs with whom we share our activities. I have had the opportunity to meet with many government representatives, CEOs, legislators, and business people and I am proud to say that the results have been positive. BPW International is better now and respected in these areas and our initiatives are gaining ground. We are making a difference through leadership and action.

My participation in the many meetings and conferences in the five Regions have given me first-hand experience of meeting and working with many of our Members on a personal basis and to work with them in our projects and initiatives. One of my goals when I started my tenure as President was to

increase effective communication to encourage Members' participation and to work with the grass-root Membership in our common goals. I believe that the personal contact with our Members is invaluable.

Another issue I believe important is to promote and support women in decision-making roles. BPW Programs, Conferences and Summits and other events provide a venue to train, guide and support our Members. Helping women become successful in a global economy that values competence and develop high skills, high knowledge and be effective in this information age are goals we all believe in. During my Triennium we have been very busy encouraging Membership recruitment and have welcomed many new Affiliates and Federations in all five Regions, while keeping a balanced membership and providing membership services of value to all. We have, at all times, offered support and assistance to our Young BPW Members, their Regions and at international level, and to serve on Committees and on their Boards.

The main issue in my agenda has been to serve our Members, keeping the promise I made in Jeju during our last Congress: to work with the Members and for the Members. For this reason I have been in contact personally with them as much as I could. Listening to their concerns and learning about their dreams and projects, collaborating with them and looking for ways to assist and support them as much as we could. Unfortunately, it is not possible to visit all the countries as there is not enough time to do it but I am very pleased to have met our Members in 35 countries, where I have been received with much attention, and I really appreciate all you did for me during my visits.

I am proud of our efforts to achieve effective sustainability for BPW International. We have worked hard to collect the Membership Dues on time in order to maintain a healthy financial structure. We can now say that the Federation finances are on solid ground and that we have worked in an efficient and transparent manner. Unfortunately, several Clubs have closed as they could not meet the financial obligations, but our Membership has increased notably during the last Triennium. The handover process had some difficulties that made it a longer transition than expected. We could not finalize the finance handover and the transfer of our bank accounts to the new Finance Officer for a period of over a year. After a prolonged period, BPW finances are in the hands of our Executive Finance Officer Roshan Strange.

The beginning of the Triennium was a bit difficult as we were facing an unrealistic budget approved at the Jeju General Assembly. The number of Members on which the budget was originally based did not reflect the number of Members we had, nor did it reflect special financial agreements with BPW in March 2014, which are reflected in 2015 Finances. And with this our hands were tied, as we had to operate during the first year with eleven months' budget instead of a full year. We can now say that the Federation Finances are on solid ground, as you can see by the Report of the Executive Finance Officer and the auditors. In addition to the final transfer delay, there were also difficulties ensuring the archiving of the records from the prior Triennium for our permanent records, as it was not possible to receive the Past International President's complete archives.



Relating to the administration, the Members of the Executive kept us all informed of the activities in their respective areas through regular reports. The team has worked very hard for you during our term. We have been in touch through constant e-mails, Skype or conference calls, meeting as a group or individually to take care of the day-by-day business. I commend the Membership for its foresight to select such a great team of leaders to administer our organization. Thank you very much to all the Executive.

We have seen some changes in the International Executive. Due to family commitments Executive Secretary, Beatriz Fett, presented her resignation in April 2015 and the Executive Finance Officer, JoAnn Pozzi, had to resign from her post due to very severe health issues. To replace them, Executive Secretary, Dr. Catherine Bosshart, and Executive Finance Officer, Roshan Strange, were appointed by the Executive. They brought their expertise to the team in a very efficient way. The President's Office has been operating with the participation of Alejandra Frias, who is here; Alejandra thank you very much for the support to the Executive and to all of us. My thanks also to Ava Luz Becerra - she is not here - and Patricia Maya who is working, I don't see her here in the room. This small but hard-working team has been supporting the President and the Members on the day-to-day operations. Ayça Mazman is the assistant to our Vice President - United Nations, Dr. Arzu Özyol, Patricia Maya assists First Vice President, Dr. Amany Asfour, as Head of Member Services, and Ann Swain was appointed to assist the Immediate Past International President with the preparation of the 2014 General Assembly Proceedings and as assistant to the Executive Secretary. Thank you very much, Ann. Ayça is not here and I do not know if Ann is here, but all of our gratitude to them.

I want to thank the President's Office Staff and Member Services for their dedication and the long hours they have worked to keep BPW running smoothly. I am very appreciative to them for the support that they give me and the Executive at all times.

The website has gone through several updates in an effort to have an efficient and user-friendly design. The contents had to be up-to-date and easy to navigate and the information easy to reach. Unfortunately, in spite of our efforts, this was not done. Starting in January, we now have a new team that has been dedicated to recover the files from previous websites so we can have a complete and efficient website as promised: this Executive is leaving a complete platform as promised. We have tried up to the last minute to accomplish this.

With regard to the Procedure Manual as mandated by the Members at the General Assembly in Jeju 2014 - we made a complete revision of the Procedure Manual with the assistance of the Constitution Reform Revision Taskforce and this was approved and then submitted in April 2017. Subsequent amendments resulting from the Constitutional Amendments being put forward at the Cairo General Assembly will provide an update, and the revised Procedure Manual will be presented to the International Board post the 2017 General Assembly meetings.

I extend my special thanks to the Constitution Reform Taskforce and the Constitution Advisory Committee, to Past International Presidents Sylvia Perry and Dr. Chonchanok Viravan with her team for this Herculean task of updating the Procedure Manual, and special recognition to Regional Coordinator Bessie Hironimus who has supported the Executive with its governance and many other tasks related to official matters. Thank you very much.

Membership - the success of our Affiliates is the result of a strong foundation, good governance and appropriate dues. We must ensure that our Members carry on with their duties properly. Unfortunately, during the Triennium we were in the position that meant we had to close some Clubs who had been in debt for several years. We made all possible efforts to retain them, including offering them the possibility to make partial payments until they covered the debt.

First Vice President Dr. Amany Asfour and the Membership Team have been working tirelessly up to this last couple of months to increase our Membership. That is why we have now two new Federations, BPW Morocco and BPW Kuwait in Africa and the others in Asia-Pacific. We hadn't had a new Federation in Africa since we approved BPW Sudan in 2004.

I'm happy to report the following dream, that we are following the dream of our founder, Lena Madesin Phillips, and inspired by her vision we have been fortunate to increase our Membership in the Arab countries. We have also seen our Membership grow with new Affiliates in all the regions. The Regional Conference and Meetings are key components in developing advanced skills and training, as well as for meetings one-on-one with colleagues, leaders from different fields and from different areas. They provide us with the opportunity for mutual collaboration and interaction. I had the pleasure of participating in and supporting all five regions during the Regional Conference and all the Sub-Regional Conferences in Asia-Pacific, which were all successful. The work and efforts of our Regional Coordinators is evident during these events. In addition to the Regional Conferences, we had Young BPW Regional Meetings and symposia, leadership workshops and great programs around the world.

These events keep our Members engaged and energized and contributed to their activities and participation at all levels of our organization. The Latin America Regional Conference this Triennium had most of the Executive attending and participating in this Program, since it was scheduled to coincide with the Executive Annual Meeting. For the first time, we have had Sub-Regional Conferences in Asia-Pacific. We have realized the dream of Dr. Lena Madesin Phillips to have a Sub-Regional meeting in Lebanon in October 2016. Thank you very much for this achievement to the Regional Coordinator, Susan Jones, and to the Members in the Arab countries, especially in Lebanon. Thank you very much to all of you.

The Sub-Regional Meetings allow the Members to better relate with others in their areas and to share common interests of the Sub-Regions. I encourage those Regional Coordinators with large regions to follow this example. I also urge the Members to familiarize themselves with our governance documents and procedures so they are better integrated and are knowledgeable about their rights and obligations





with BPW International, allowing them to be fully engaged. Being familiar with our governance and procedures is a good base for effective leadership. There have been many opportunities for me to attend different activities on behalf of BPW International and to see the generosity of our BPW Members during some natural disasters. Once more, the generosity of our Members was evident with the contribution of US\$80,000 to BPW Nepal from members all around the world. Thank you to all of you who made this possible.

I attended meetings with many other NGOs. We created greater engagement with Rotary, with ZONTA and with many other organizations, so we now have greater communication and in the future we can work together again. The Leaders' Summit, as you know, was a big success during this Triennium. Many thanks to Past International President Dr. Antoinette Rüegg for her support, as well for her team, especially to Past International President Elizabeth Benham and Dr. Chonchanok Viravan for their major work every year in preparing the Program for the Leaders' Summit.

I also wish to extend my thanks to Executive Secretary, Dr. Catherine Bosshart; BPW New York City President, Francesca Burack; and Regional Coordinator North America & the Caribbean Bessie Hironimus for their assistance with the venues, reservations and arrangements for the meetings and events in New York. My recognition also goes to Vice President Dr. Amany Asfour for the Egyptian Mission in New York and for their generosity towards BPW during the first Leaders' Summit. Through the efforts of the Executive and the cooperation of the Egyptian mission, we were able to offer a reduced registration fee to the Leaders' Summit. For the first time, it was US\$300 instead of US\$400 and we were able to maintain the same offering thanks to the donations from Liza Lin and also Merck Pharmaceuticals. We also provided ten scholarships for Young BPW in 2016 and 2017 thanks to these donations. Thank you especially to Liza Lin and the Tzu Hsing Foundation for their generosity. CSW was attended by many of our Members, led by our Vice President, Dr. Arzu Özyol, who did a great job organizing the D-20 Group, preparing them, teaching them and creating a wonderful set of tools which was very useful for the D-20 Members and would also encourage others to participate in the future. Thank you very much Dr. Arzu for this amazing effort and all your work as Vice President - UN, thank you.

We were able to celebrate the 85<sup>th</sup> anniversary of BPW International with more than a hundred participants in New York. I want especially to thank Dr. Antoinette Rüegg and the Pilot Project Taskforce because this will form the basis for a new structure for us. She has worked so hard to explain all the new opportunities to our members and I encourage all of you to please seriously consider this wonderful opportunity that BPW now has with this pilot project.

Moving on to the Standing Committees, I would like to thank Dr. Luisa Monini, the Chairperson of the Health Committee, and the Chairperson of our Art & Culture Committee, Pinella Bombaci, for all their work. The same applies to Francesca Burack of the Development, Training & Employment Committee. My special thanks go to Enrica Bellini Fornera of the Legislation Committee because she produced a great tool for women on boards and spent a lot of time doing all this work, my thanks to

all of you. Also my thanks to the Twinning Committee for such a successful Triennium with a lot of members actively involved in twinning. Thank you to all our committees and taskforces, members and chairpersons.

There is something that I cannot omit. I'm very thankful to Past International Presidents Tuulikki Juusela, Sylvia Perry, Yvette Swan, Liz Benham, Nok Viravan, Antoinette Rüegg and Pat Harrison for being my mentors for so many years, and for their unconditional support during this Triennium. I extend my sincere thanks and recognition to Past International President Dr. Chonchanok Viravan and her team of volunteers for assuming the enormous responsibility of organizing this Congress. Coordinating an International Congress is really a huge responsibility: my thanks to you and all your team.

Thank you to BPW Egypt, Dr. Omnia Fahmy, President of BPW Egypt, and all the team. The Host Planning Committee led by Dr. Amany did a great, great, great job. My deepest, deepest gratitude goes to God, to my dear family who have shared their lives with BPW during many, many, many years. For their love, support and encouragement, thank you to my daughters, and all my family who are not here. Also thanks to my BPW Club Torreón and the BPW Mexico Federation, to the Latin America Region and all its Members.

I am proud of having served all of you during these years, the trust you gave me and your support during my tenure. I have served you with pride and I am honored to have been your President. Together we can change the world, together we can make a difference to achieve an action. Thank you. I move acceptance of my Report.”

### **Point of order**

Past International President, Freda Miriklis thanked the BPW International President and reminded her to request questions before moving her report.

The President invited questions from the floor.

### **DISCUSSION**

Past International President Freda Miriklis reiterated her thanks. She asked that the published name “*Lisa Lin*” be corrected to “*Liza Lin*” and then referred to the amounts that Liza Lin had donated to BPW International. On page 22 of the Workbook, the report mentioned that in 2016 and 2017 there was a donation forthcoming for Young BPW scholarships but the amount had not been specified, so Past International President Freda Miriklis requested it for the record. She suggested this might be available from the Executive Finance Officer and added that Miss Liza Lin had also donated US\$130,000 to the La Paz Nursing School. In addition, she asked for it to be noted that from the donations raised for the Nepal Disaster Relief, another US\$20,000 had been forthcoming from Miss Liza Lin. An additional US\$20,000 was given for the Prevention of Child Marriage Project



in 2015, with a further US\$20,000 donated by Miss Liza Lin from the Tzu Hsing Foundation. Past International President Freda Miriklis asked for those numbers to be clarified and confirmed for the record by the Executive Finance Officer.

Reiterating that the Executive Finance Officer's report would contain all these amounts, the President acknowledged that Past International President Freda Miriklis now worked with Liza Lin, but stressed that she had expressed her gratitude accordingly in her report and had given enough information in this necessarily abbreviated presentation. She continued by giving the full details of Miss Lin's donations: US\$10,000 for the Leaders' Summit and US\$20,000 for Child Marriage. US\$20,000 was pending return to Miss Lin because she had decided to no longer support the project, and this would be reimbursed on receipt of the details of the Tzu Hsing Foundation's bank account. BPW International had sent several requests for these details already. As per her report, BPW International had received US\$10,000 for the Leaders' Summit in 2016, US\$130,000 to finish the auditorium at the Nursing School and US\$20,000 for the Child Marriage Project.

Past International President Elizabeth Benham thanked Past International President Freda Miriklis, but in the essence of time moved that if there were any further finances to be clarified, these should be considered in the Finance section of Congress. The President and PIP Freda Miriklis agreed to this.

### **Point of clarification**

Referring to the President's report on page 23 of the Congress Workbook, Past International President Freda Miriklis requested correction of the statement "*The only partnership that was built in 2012 with BPW International financial resources was the Commonwealth Business Women.*" She pointed out that there had also been a partnership with the International Organization of Employers (IOE), but that no financial resources were committed, given, or handed over to the Commonwealth Business Women (CBW).

Additionally, referring to page 24, the Past International President asked for more context to be given to the statement "*[the CBW] ... was discontinued under the advice of Past International President Freda Miriklis who advised the Executive in September 2014 that it would be better to finalize the partnership.*" She felt that Past International President Liz Benham could confirm that at the time there had been concerns about the Commonwealth Business Council, which had gone into liquidation. Given that Commonwealth Business Women was an initiative within the Commonwealth Business Council, Past International President Miriklis had suggested that the partnership should be discontinued pending news about CBW. Given the Cairo meeting of BPW International occurred immediately after she had addressed the International Labour Organization, she had not had the opportunity to liaise with Commonwealth Business Women or provide an adequate update to the Executive. Subsequently, it had been discovered that Commonwealth Businesswomen's Network was registered at Companies House in the UK, but it was not her private company.

The President thanked Past International President Freda Miriklis and confirmed that everything had been well-documented. For example, Commonwealth Business Women was totally funded by BPW International because it required a lot of staff, documents and on-site support to build it.

Secondly, the documents showed that in April 2014 a company had been opened in UK by Past International President Mirklis, Arif Zaman and a third person as a private company.

Past International President Freda Miriklis reiterated her request for amendment.

The Executive Secretary pointed out that she had exceeded her time. She then called the vote.

Delegates voted in acceptance of the President's report.

### **Point of order**

BPW New Zealand requested a reconfirmation of voting strength.

The Executive Secretary confirmed it was 138.

BPW New Zealand pointed out that on the earlier vote, the total number on the vote was over 100. In this vote, the total was 102. So when adding in the voters without a DigiVote, the total did not add up to the original number.

Past International President Dr. Chonchanok Viravan responded that it was possible that some people had chosen not to vote.

The President closed the debate by saying that the vote had still produced a majority in favor of her report.

### **Announcements**

Executive Secretary, Dr. Catherine Bosshart, reminded everyone to hand in their DigiVotes.

The Young BPW Members were having a raffle, with tickets available from Otoha Hayashi.

This was a free night, but Yasmeen Dabees of the Host Planning Committee added that there was an optional Nile Cruise that evening, along with belly dancing, an oriental Program and dinner at a cost of US\$60.

### **Adjournment of General Assembly Session I**

The President adjourned the meeting until 14:00 the next day.





# *General Assembly Session II*

*Held at 14:00 on Wednesday October 25, 2017*



## Opening remarks

BPW International President Dr. Yasmin Darwich welcomed everyone to the Second Session of the General Assembly. She referred to the Officers' and Chairs' Reports as printed in Section 4 of the Congress Workbook (starting at page 20). The presenters at this Session would give a brief summary and any additions to their Reports.

She reminded delegates and observers that the Standing Orders for this Assembly had been adopted and read from page 13 of the Congress Workbook, under Section B, paragraphs 3-4 "*Open Discussion and Presentation of Reports*" whereby: "*No speaker may speak to the same discussion more than once except to establish a point of order or ask one question. [...] Other than for the presentation of reports, no one may speak for more than 2 minutes.*" In Section C "*Motions, Resolutions and amendments to the Constitution and Regulations*", paragraph 7b), it stated: "*No one may speak more than once on an issue and no Delegation may speak more than twice.*" She asked the Executive Secretary to make the Announcements.

### Announcements

Executive Secretary Dr. Catherine Bosshart had some housekeeping comments and a motion to make. The Agenda for the Second General Assembly was on page 16 of the Congress Workbook. She asked Delegates wishing to leave the room during the session to notify the Credentials Chair and hand in their DigiVote device, ensuring that Alternate took their place during their absence.

She called for silence. During the debate, there would be two microphones: one For each motion and one Against. When speaking, Delegates should speak clearly and carefully into the microphone. Headsets should be worn at all times for ease of understanding.

The President called for the Second Credentials Report, but noticed that many delegates had not yet returned from lunch.

The Resolutions Chair suggested, in the interests of time, that the Reports were read sequentially and the voting held at the end, after the Credentials Report had been given. This could not be presented as a motion without the Credentials Report.

The Chair of the Constitution Advisory Committee, Past International President Sylvia Perry, pointed out that the Reports would not be read. They would instead be presented and moved, and any questions discussed. Only the President read her Report in full at this meeting.

The President reminded the General Assembly that the Executive Secretary had announced a motion on the Agenda, which would be discussed and then voted on when the Credentials Report had been given.





## Motion

Executive Secretary Dr. Catherine Bosshart moved to amend the Agenda and take the Reports of the Regional Coordinators, Young BPW Representative and the Report of the Pilot Taskforce after the presentation of the candidates for Presidency.

There was no discussion.

### Point of order

BPW New Zealand pointed out that the Report of the Nominations Committee would be required before the Presidential Candidates could present, because the General Assembly required their eligibility to be confirmed.

The Executive Secretary was concerned that the Nominations Committee had not yet met and that a Chair had not been appointed. She asked the nominees for that committee to meet with Carmen Kraushaar to elect a Chair.

## Nominees for the Nominations Committee

The Committee had to have one member for each region of BPW International. These members had to be without a role at Congress and able to speak English.

The Nominees were:

- Samira Jibir, BPW Nigeria
- Carol Pelton, BPW Canada
- Carmen Kraushaar, BPW Germany

Safia Hasan, BPW Pakistan, was not present so Regional Coordinator Asia-Pacific Susan Jones asked Delegates from her region to nominate an Observer to join the Nominations Committee. Regional Coordinator Latin America Marta Susana Solimano, did the same.

President Dr. Yasmin Darwich asked the Nominations Committee to appoint a Chair immediately. While this was happening, Past International President Dr. Chonchanok Viravan recommended beginning with the Vice President's Report from the previous day's agenda.

President Dr. Yasmin Darwich referred her to the pending motion on the floor requesting that the Reports be approved as they appeared in the Congress Workbook.

Past International President Dr. Chonchanok Viravan agreed that the Reports could be put forward without a Credentials Report.

## Motion

Past International President Sylvia Perry moved that the Reports would not be read out; instead, the Assembly would approve them by a show of hands in order to continue with the business on the Agenda. Seconded by Executive Secretary Dr. Catherine Bosshart.

## Amended Motion

NFBPWC USA Manjul Batra moved that the Reports be presented and moved but the presenter would be allowed to add a comment to their Report.

This motion was carried.

## Report of the First Vice President and Membership Chair

First Vice President - Membership, Dr. Amany Asfour, presented her report as printed on page 26 of the Congress Workbook and showed a presentation. In her term, she had promised to open 30 new Clubs and stressed that Members were the core of the organization. She had three pillars to her strategy: strengthening the existing Clubs and Federations; spreading an expansion of Members and Clubs; and giving services to Members.

She had visited 38 Clubs within her Triennium and increased the number of Clubs and Members. Her target was 30 new Clubs: she achieved 27 Clubs and 2 Federations with several pending (Algiers, Juba, Mauritius, Zimbabwe, Libya), and she had worked on services and interaction with Members and the promotion of Friends and Fellows.

The Vice President had attended the five Regional Conferences and two Sub-Regional Conferences of BPW International in Grand Cayman; Auckland, New Zealand; Cancún, Mexico; Zurich, Switzerland; Kampala; Ulaanbaatar; and Byblos. She had also attended AGMs and Candlelighting Ceremonies, increasing the visibility for BPW International through these international conferences. Within the Affiliates she had met: Taiwan; Italy; Bahrain; India; Brazil; Finland; Estonia; Kenya; Sudan; New Zealand; Kampala; Nepal; Addis Ababa; Beirut; Lebanon; Thailand; Brazil; Cayman Islands; Mexico; Brilliant in Mongolia; New Zealand; USA; New Johannesburg; Morocco; Roseau, Dominica; Saint-Martin; Spain; Dakar, Senegal; UK; Kampala, Uganda; Sharjah, UAE; Singapore; Switzerland; Pula, Croatia; Canada; and Kigali, Rwanda.

Vice President Amany Asfour then listed all the new clubs and Federations founded during the Triennium:





Africa	
New clubs	New Federations
Nairobi, Kenya; Antananarivo, Madagascar; Casablanca, Morocco; Marrakesh, Morocco; Rabat, Morocco; Kigali, Rwanda; Freetown, Sierra Leone; New Johannesburg, South Africa; Carthage, Tunisia; Jasmine, Tunisia; North Tunisia	Morocco
Asia-Pacific	
New clubs	New Federations
Ölgii, Mongolia; Sinai, Yemen; Mumbai, India; Hong Kong; Beirut; Byblos; Baalbek	Kuwait
Europe	
New clubs	New Federations
Thessaloniki; Rijeka, Croatia; Vilnius, Lithuania;	-
Latin America	
New clubs	New Federations
Santo Domingo, Dominican Republic	-
Tacna, Peru	
North America	
New clubs	New Federations
Roseau, Dominica;	-
Concordia, Saint-Martin	

Anguilla and other clubs in the Caribbean were also in the pipeline.

Within the Friends Program, there had been 70 Friends in 2015, and by 2017 there were about 100 Members who had signed up for the BPW Livia Ricci Dinner.

She moved her report and it was seconded by Executive Secretary Dr. Catherine Bosshart.

President Dr. Yasmin Darwich thanked the Vice President for her report and congratulated her on her work, having broken the record for the creation of new Affiliates during the Triennium. She also thanked her for going beyond her duties in supporting her and the rest of the Executive.

## Report of the Second Vice President and UN Chair

Second Vice President - United Nations, Dr. Arzu Özyol, referred to her report on page 28 of the Congress Workbook. She summarized her work under four headings.

- 1) Organizational responsibilities to the United Nations. As an organization with general consultative studies to the United Nations, BPW International had certain obligations, responsibilities and privileges. The Vice President - United Nations was responsible for the organizational responsibilities to the United Nations, which included:
  - preparation of the Triennium Reports to ECOSOC June 2014
  - preparations of Annual DPI NGO Reports for 2015 and 2016
  - accreditations of the UN Representatives for 2015 and 2016
  - increasing the number of UN Representatives from 20 to 33 in three years
  - accreditations of more than 100 Members to different UN Meetings in different countries.
- 2) Work for UN CSW processes:
  - submitting written statements for CSW59, 60, 61 and 62
  - following the nomination processes for all official BPW Delegates (D20s) and providing their accreditations for the last three CSW Processes. By using different channels, 90 BPW Members had been inspired to attend CSW over the previous three years.
- 3) Starting an online orientation program for D20s in order to increase the effectiveness of BPW's advocacy work at the United Nations during CSW. This included the preparation of handbooks, ads and flyers, but also the organization of 20 side events in the three years to strengthen collaboration with other NGOs, UN Agencies, governments, missions, corporations, and to create synergy among national Federations and Affiliates. She had delivered oral statements in the General Assembly of the UN in CSW61 and arranged Claire Fulcher dinners, morning sessions and social activities to foster friendships. The Vice President had monitored and evaluated, re-structured, updated and developed education, nomination and accreditation tools. This involved compiling questionnaires and designing evaluation reports for all the CSW Sessions in order to measure the rate of success in the session and take the relevant steps to achieve better results.



4) The dissemination of information regarding UN work and organizational visibility. The CSW Side Events were very important for the organization's visibility. Through side and parallel events, more than 1,000 people from different organizations and countries had attended BPW events at CSW in this term. Members of the Steering Committee of the United Nations Commission on the Status of Women had been working to disseminate the information about UN work in their regions, and collaborating with relevant organizations to increase the visibility of BPW International. The Vice President had represented BPW International in various international meetings and UN sessions, and had presented the organization's UN work at Regional meetings as well.

She believed that a major outcome of her term was the advocacy tool kit, developed to increase the advocacy capacity of Members and enable them to leave BPW's mark on the feminist agenda. It had been a great honor to represent BPW International as Vice President - United Nations. She moved her report and it was seconded by the Executive Secretary Dr. C. Bosshart.

The President thanked and congratulated Second Vice President Dr. Arzu Özyol, UN Chair. It had been a considerable challenge to design all these tools to train Members about CSW and how the UN Agencies worked and how BPW International Members had to know about advocacy. She was grateful that Dr. Özyol had organized so many parallel events. In previous years there had been three or four, but 10 was a record. The President thanked her for her friendly approach and hard work, then invited all the present UN representatives to stand and thanked them all for their work at the United Nations.

### Voting Numbers

Credentials Chair, Sharon Selkirk, confirmed that the total voting strength was 156.

Executive	11
Past International Presidents	5
Chairs of Standing Committees	5
Federations	92
Affiliate clubs	32
<b>Total voting delegates</b>	<b>145</b>

145 voting delegates represented 93% of voting strength, giving the requisite two thirds majority.

## Report of the Executive Secretary

Executive Secretary Dr. Catherine Bosshart referred to her report on pages 30-31 of the Congress Workbook, and as her job was not public-facing, declined the use of a presentation and listed some key highlights of her term.

She had been appointed in 2015 by the Executive Board, after the resignation of the elected Secretary Beatriz Fett. As there had been no handover, it had been a very steep learning curve. During the Triennium 2014/2017, there were 12 Executive Board Meetings, 9 of them prepared and followed up by Dr. Bosshart. She had conducted 27 polls for the approval of new Clubs, two for the approval of new Federations, and one for a new Director of the President's Office and a new Executive Finance Officer after the elected officer JoAnn Pozzi had resigned due to illness.

An important task was to help, before and during the Regional Conferences, with the nomination and selection procedure for a new Regional Coordinator. After a short time in office, she had realized there was little horizontal information in BPW related to which projects were being conducted by the Affiliates. With the help of Member Services, she started to prepare a compilation of all the projects that were showcased in the Annual Reports of the Affiliates. One of the problems she encountered was the fact that the questionnaire for the Annual Report was standardized, so there was no room for the Affiliates to elaborate on their projects. She knew that there had been a lot of initiatives to change the status of women on the ground and/or in a country. The task of the new Executive would be to change the reporting system to facilitate more detailed reporting of the Affiliates' projects.

As the UN main representative in Geneva, she had demonstrated to the various UN Agencies the work of BPW International at the grassroots, national and international levels. It was crucial for Members to know what was happening throughout the organization and to be able to connect with Members conducting similar projects. She therefore wanted to create a new website, which could be used as a working tool and also as a means to show BPW International to potential partners. With the help and the experience of Past International President Dr. Antoniette Rüegg, they had created a new structure for a responsive website. The webmaster who had worked for BPW International for almost nine years resigned at the end of 2016. A new webmaster was found in Thailand, who promised that the new website would be finished by this Congress. Unfortunately, the Congress website had taken priority so the main website was still pending, for which she apologized. The next Executive Board would have to remedy that as a first priority.

She was grateful for the great opportunity BPW International had given her and particularly thanked the International President, her colleagues on the Executive, and Past International Presidents Sylvia Perry, Dr. Antoinette Rüegg, Dr. Chonchanok Viravan and Elizabeth Benham, along with all the Members. The Executive Secretary moved the acceptance of her Report. Vice President - Membership Dr. Amany Asfour seconded it and the report carried.





President Dr. Yasmin Darwich thanked the Executive Secretary for her focus and dedication, adding that the decision to elect her into this position was one of the best decisions of the Triennium. As well as going beyond the duties of the Executive Secretary, she had also unswervingly supported the Vice President - United Nations in many issues related to the UN.

## Report of the Executive Finance Officer and Presentation of Accounts

Executive Finance Officer Roshan Strange referred to her report in the Congress Workbook on pages 32-33, plus the Financial Appendices on pages 206-228, and gave a presentation. She had been appointed as Executive Finance Officer at the end of 2016, when the previous office-holder Jo-Ann Pozzi had unfortunately had to resign.

The Executive had worked very hard to ensure that the Members' Dues had been used wisely and that the budget was met.

The financial accounts were audited every year and for the previous three years the accounts had been audited by a registered company auditor in Sydney: the accounts were presented in accordance with International Accounting Standards. Revenue streams had been generated in a number of different ways: Members' dues, Friends & Fellows sponsorship, and the sale of goods. Members' Dues were collected from each of the Federations and Affiliate clubs. The amount charged changed every year. In 2014, it had started at €16.50 per Member and had increased every year to end at €19.50 in 2017. This comprised the bulk of the income received. Sponsorship was another way of raising money, and these funds were used to reduce or subsidize the price of events being organized.

The dues to be paid in 2018 would rise to €20.50 per year, and would increase again in 2019 to €21.50 per Member, then again in 2020 to €22.50 per Member. Half a euro per Member subsidized training and Congress. If the accounting entries were added back for unrealized gains and losses (which were only book entries for accounting purposes), with the exception of 2014 which had a deficit of €91, budget expectations had been fully met. In 2014 and 2015, there had been unrealized foreign exchange gains, but in 2016 there was an unrealized foreign exchange loss of around €70,000. This loss had been caused by Brexit which led to the pound sterling becoming de-stabilized against the euro; however, the expectation was that this situation would actually reverse in 2017.

She then turned to Assets & Liabilities on the balance sheet. There were just over €1,190,000 in assets, mostly held as cash in bank accounts at HSBC in the UK, Chase Bank in the US, and Westpac Bank in Australia. The stock figure was for the goods being sold at Congress, for fundraising purposes. Accounts receivable stood at around €29,000, but actually that had since dropped at Congress because many of the Clubs with outstanding dues had paid their dues on arrival at Congress.

Most of the liabilities on the balance sheet comprised the two restricted funds: the Madesin Phillips Fund and the Battersea Fund. Accounts payable was negligible because she always aimed to pay

invoices promptly to make sure that people were not out of pocket for longer than necessary. The Congress loan account was an inter-company loan, which would disappear at the end of Congress once the accounts were balanced.

This gave a net surplus of €370,000 in the accounts. This was essentially made up of funds from 2017 and previous years which had not been spent.

In 2014, income met expectations regarding Membership Dues. If the Executive noticed that the income was not coming in, the expenditure was adjusted accordingly to avoid a budget deficit.

2015 had been difficult because it had not been possible to charge as much for Membership fees, but again there had been an overall surplus of around €6,000 because the budget expectations had been adjusted carefully.

Similar careful management of expenses had meant that 2016 had delivered a surplus of over €21,000.

The Battersea Fund had remained the same throughout the Triennium. Other funds were held in Trust, to spend at a later date - for instance, if money was collected on behalf of the members for the Nepal Disaster Fund, the Mexico Disaster Fund, or the Haiti Disaster Fund, before being distributed at the appropriate time to the relevant cause. These were accounted as liabilities on the balance sheet.

She then discussed the accounts for 2017. The current Executive had been responsible for the accounts until October 2017. They had been able to collect most of the money for the dues, and on expenditure they were tracking to ensure only ten twelfths of the money available for the budgeted time had been spent. This meant the accounts would be in good shape for the new Executive. Other expenses had to be added after Congress. She moved acceptance of her Report. Seconded by Executive Secretary Dr. Catherine Bosshart.

President Dr. Yasmin Darwich thanked the Executive Finance Officer on behalf of all the Executive for all her work to keep the finances in order. She had left her paid position as the Finance Support Accountant to fill the volunteer vacancy of Executive Finance Officer when the elected Finance Officer JoAnn Pozzi had had to resign due to serious illness. She had worked with great efficiency, especially given the difficult situation that the organization had faced with its finances. She had never complained, she always had given her support. The President invited questions from the floor.

## DISCUSSION

Past International President Elizabeth Benham complimented the Executive Finance Officer on a very clear Report, and asked whether the currency of the Battersea Fund was euros or pounds Sterling. The Finance Officer replied that it was held in pounds Sterling.

BPW Sweden asked which items had been sold in Inventory generating sales of €18,752, and also wondered what had led to the €74,000 loss.



The Executive Finance Officer explained that sales included scarves, crystal pins, gold and silver pins, books and CDs. Regarding the loss, at the end of each year unrealized exchange losses or gains had to be documented under the rules of the accounting standard. This involved revaluing the bank accounts based on the exchange rate at the reporting date. The reason the loss was so great in 2016 was because the Pound sterling de-valued against the euro because of Brexit. So, over time, the value of the pound would rise again and then an unrealized gain would be entered in the accounts for 2017. This was not actual lost money but an accounting entry.

BPW Jordan asked if there was a minus sign before the €74,000: this was confirmed.

BPW Nigeria congratulated the Executive Finance Officer for the work she had done, but asked where the figures were for the 2015 financial year on p. 206 of the Congress Workbook.

The Executive Finance Officer replied that the 2013 accounts were included as comparatives. However, she agreed that 2015 was missing.

BPW Nigeria asked which currency was used for record-keeping.

The Executive Finance Officer confirmed the use of US Dollars, euros, Australian Dollars, and pounds Sterling. The main currencies used on a daily basis were US Dollars and euros.

BPW Jordan pointed out that there was an error in the slide being shown to the General Assembly which mistakenly reversed the income and expenditure.

There were no further questions due to time constraints.

## **Report of the Immediate Past International President**

Immediate Past International President Freda Miriklis referred to her report on page 42 of the Congress Workbook. In line with the Emergency Resolution from Helsinki, the Executive for 2011 to 2014 steered BPW International in a new direction through the issuance of the first Sustainability Report to really think through specific impacts in relation to the economic, environmental, social and governance performance of BPW, and which could be used as a tool to attract further funding. The Executive delivered resources to help empower women to become experts in BPW core initiatives and produced a series of Membership tools to provide real value for Members.

Each transition had its difficulties and the handover in this case was not as smooth as had been expected because the Executive Communications Manager's contract was terminated and the three month overlay of the President's Office, as discussed in Jeju by Past International President Nok, did not take place so there was no financial resource to complete the transition. All the files needed to run the President's Office and from the Triennium had been made available on the digital storage platforms.

She had worked with the Past Executive Finance Officer, Sandra D'Souza, to produce the official Financial Report of Congress, and in the absence of a face-to-face financial handover post-Congress, Ms D'Souza worked with Accountant Roshan Strange to finalize the operating and Congress accounts, including the signatory banking forms and paperwork. Access to bank accounts and the Cloud-based accounting systems Saasu were provided to the President and the Finance Officer during the transition process, and all working accounts were handed over on June 30, 2014.

The Immediate Past International President recommended that this 30-day transition should continue for outgoing Finance Officers. To ease the transition process, she also recommended that the Office of the Immediate Past International President be maintained in tandem with the incoming President, as suggested by Past International President Nok Viravan in Jeju.

The opening balances from the audited Helsinki Congress accounts were also incorporated into Saasu, and that allowed for the past accounts to be viewed: this level of transparency and efficiency represented a big leap forward for BPW International. As a result, today the President and the Executive Finance Officer could access financials and real time data from anywhere in the world.

The Congress Budget had been maintained very tightly and due to the limited nature of transacting business in South Korea, the aim had been to deliver an unforgettable experience and break even. In fact, there had been a €445 profit and Congress delivered a surplus of €42,445; of this, €30,000 was reinvested in the Congress Contingency Fund, and the €12,000 approved by motion from the Executive Board to cover the costs of the Executive Board accommodation due to the non-negotiation of free rooms at the hotel was put back into the operating account. This ensured that the Federation's finances and the Congress Contingency Fund were on solid ground, an impressive achievement given that the culture did not allow for financial negotiations.

The Congress Proceedings Report has been prepared with the help of many volunteers, and in particular Ann Swain, Past International Presidents Pat Harrison and Sylvia Perry, Jean Murray and Sandra D'Souza. The feedback from Members following Congress had been very positive and she once again thanked the Members of BPW Korea for providing an unforgettable experience in their beautiful Island of Jeju. She also thanked the previous Executive for all their hard work in making Congress such a professional, well-run and financially viable event. She moved her report. Seconded by Regional Coordinator Latin America Marta Solimano.

There were no comments or discussion.





## Approval of the Reports of the Vice Presidents, Executive Secretary, Executive Finance Officer & Immediate Past International President

Votes for	113	Against	2	Abstentions	3
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The Parliamentarian was asked if it was acceptable for the Assembly to accept the presentation of the Candidates and leave the Nominations Report for the next day. She replied that this was fine because the vote would not take place until then. If the next day the Nominations Committee determined that any credentials were not in order, they would just not be accepted.

Past International President Dr. Chonchanok Viravan agreed and added that, according to the Regulations, the President had to be elected on October 26 and the rest of the Executive the day after. That meant that all three candidates had to speak for five minutes in this session.

## Presentation of Candidates for Presidency

Executive Secretary Dr. Catherine Bosshart introduced the three nominees for the Presidency: Dr. Amany Asfour, Dr. Arzu Özyol, and Henrike von Platen. The 5-minute presentations would be made by each candidate in sequence according to their surnames.

### Dr. Amany Asfour

“My dear sisters from all over the world, it was really a great pleasure to serve you as a Vice President and Africa Regional Coordinator before. I have served on the national, local, regional and international levels.

My vision is inspired by our Founder Dr. Lena Madesin Phillips, “make no small plans, they have no power to stir the blood”. My plan for BPW International is great. Based on my vision that BPW International should expand globally its action through action, through leadership and have an impact on the daily life of women across the world. My vision to achieve it is based actually on expanding our new Clubs, expanding our network, making new partnerships, and making new connections. I based our strategy on three pillars. The three pillars are personal empowerment - we have to empower our women all over from the top to the grassroots, through capacity building, training, business incubators, business development centers. The second pillar actually is about policy advocacy - we need to be a partner in the world to have legislation, to empower our women across the world with better legislation, better laws, policy, entrepreneurship, STEM education, webs, corporate and government procurement policy – it is all about what’s on the ground, what is the policy we have to advocate for the governments. The third pillar is project development - we need to work on projects across the whole world with our Affiliates to communicate among ourselves. Projects that will really add value to all of our women across the world. Projects that could really have an impact. We have hundreds of Affiliates across the world – this is great

power. This organization actually should work to unite together, inspired again by our Leader, Dr. Lena Madesin Phillips. If we have the reason and if we have the courage, we can achieve our commitments.

I would be very much honored to serve as the International President for BPW International, to serve this great organization. When I started, I travelled to London in 2000 to establish BPW Cairo: nobody approached me. I went to search for a big organization across the world, to change the world, and here I am standing in front of all of you. I have served in this great organization, travelled the world and have experience of opening new Clubs, experience of funding projects and experience of having new friends and new networks, and new achievements across the world. We have secured partners, we have achieved friendship, we have achieved a lot being together – united. This is our goal for BPW International, this is how we all unite together for solidarity, for peace. Our founder, Lena Madesin Phillips, when she started in 1930, she travelled the world. She came up to Lebanon, She wanted to go in order to unite us in peace, in solidarity - no matter religion, no matter color, no matter any face or any language. My dear sisters, it will be an honor to serve you as the International President and this is my real hope for all of us as BPW International, thank you very much.”

### **Dr. Arzu Özyol**

“The world seems to have turned upside down. Terrorism is rearing its ugly head all over the world. Autocracy is becoming a threat in some of the most democratic nations. Many are dying because of their faith, their sex, their ethnicity, and many are becoming refugees trying to escape their painful situation. We, as women advocates, cannot remain silent in the face of this change. First of all, we need to ensure peace and social justice, international understanding and goodwill in our own organization, as Dr. Lena Madesin Phillips expected.

Therefore I would like to share my strategic plan in summary, which has three major dimensions. The first is to strengthen organizational sustainability by ensuring good governance. A basic tenet of good governance is to solidify holistic approach mechanisms and make possible a check and balance system. Structuring effective and regular communication amongst Board Members is vital to facilitate active governance within our organization, and strengthen solidarity and engagement of our Members.

The second is restructuring of our Membership Strategy. BPW International should build its profile as a learning organization that will attract new lifelong learners and sustain our enrolled strength. The concept of lifelong learning is the key element to emphasize, for the community services our advocacy actions and member-initiated projects all over the world. Moreover, we must never forget to invest in our young members in order to create the future we want.

The third dimension is to retain funding opportunities. We should investigate advantages of organizational Membership and fully-funded projects, which also creates synergies between relevant stakeholders through partnerships as well as enhance our financial capacity. Consequently, I will ensure a term where experience, knowledge, excitement, creativity, friendship and solidarity will



be our governing principles, and I promise to lead the Presidency within an organization which finds a sustainable and resilient path to reach our common goal as well as developing its potential, professional, business and leadership potential of women at all levels, all around the world without considering nationality, ethnicity, denomination, and political opinions, thank you everyone.”

### **Henrike von Platen**

“I’m a proud Member of BPW and I am very honored to stand here in front of all of you. I am actually very, very moved by the thought that we will change the world for women together. I can feel standing here that this change is really possible a lot faster than most humans believe. Looking at you sitting here shows me that we have the power, we can really change the world – believe it. If every one of us takes one small step, the step needed at your place, within your capabilities, together we will achieve very big steps. We are strong-hearted, we have faith in the truth, we stand for inclusion and we stand for collaboration. All four count between regions, countries, Clubs and every single woman. That’s what you are all here for and that’s what we are all practicing daily.

We need to exchange the best practices from one country to another and we need to work together to eliminate the unfairness which is reigning the world. We have the courage to stand up and speak out loud for our beliefs and we empower each other. My aim is to support you all in your daily work and provide you with everything you need.

I am known for equal pay, a perfect example actually, for showing the power of BPW from USA to Germany then around the world: the movement is huge. It’s becoming a real change in legislation in countries, leading to real pay equality that we need and this shows that together we can achieve what we need to have, and I tell you I will never forget Jeju and the Japanese Members talking to a Resolution called Gender Empowerment to Reduce Damages by Disaster. They just came from a rescue mission after Fukushima. I was moved to tears. Maybe you will remember them standing there and that was an example of the importance of our organizations. What happened after that Resolution? Is this challenge solved – is it? These kinds of issues have to be our priority. Issues are diverse in the countries and regions but what unites us, the right to equality of chances. Over 100 years women have fought for equal pay and women’s rights: we are allowed to vote in some countries of the world, not in all. I am really tired of unfairness and inequality: my main motivation is exactly that. I want to see a fair, I want to see an equal world during my lifetime and your lifetime. That’s what I am standing here for today, that is what it’s all about. What about you? Do you want to wait another 100 years for equality, or do you want to act now? Are you as impatient as me? Are we all so impatient?

Our Founder Lena Madein Philips already said it: “We have the right to half of the power, we have the right to half of the wealth”... and that’s the reason why economic empowerment of women is key and must always be top priority. I want to develop women’s independence and their capabilities across the world and as your President I will fight for you and defend the right of each and every one of us to have the power to achieve what we really want. But I cannot do it alone. You have to stand with

me, together we can do it. The needs of Federations, Affiliates and Clubs are guiding lights for all our actions. This is your organization, this is the world you live in and this is about your lifetime. Make a courageous step every day for our future and please let us do it together, thank you.”

Ms von Platen used French, Italian and Spanish in her presentation.

### **Announcements**

Executive Secretary Dr. Catherine Bosshart reminded everybody about the start of the next day’s session. She also pointed out that headscarves would be necessary during the sightseeing trip. The ITC Women and Trade Workshop would take place at 09:00.

BPW International President Dr. Yasmin Darwich adjourned the meeting and asked everyone to return their DigiVotes.



# *General Assembly Session III*

*Held at 11:00 on Thursday October 26, 2017*



## Constitution & Regulations Amendments, 1<sup>st</sup> Session

### Amendment 1: R1.1 International Board Membership

**Proposer:** Past International President Dr. Chonchanok Viravan

**Seconder:** Executive Secretary Dr. Catherine Bosshart.

#### PROPOSED AMENDMENT:

*R1.1 The International Board membership consists of:*

- *Members of the International Executive*
- *BPW International Past Presidents*
- *Affiliate Federations, that qualify for a vote, represented by two (2) appointed representatives*
- *Affiliate Clubs, that qualify for a vote, represented by one (1) appointed representative per country*
- *BPW International Standing Committee Chairpersons*

#### Point of clarification

BPW Edea, Cameroon asked how many votes an Affiliate Club had and how it was determined which Club would have those votes.

The President replied that an Affiliate would have one vote on the International Board. The decision as to which club had that vote was not relevant to this amendment.

The Constitution advisory Chair called the vote.

***Amendment 1: R1.1 International Board Membership – passed***

Votes for	107	Against	13	Abstentions	1
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## Amendment 2: R2.2 Election of Members of the Executive, bullet point 4

**Proposer: Past International President Elizabeth Benham**

**Seconder: Past International President Dr. Chonchanok Viravan**

**This was supported by all the Past International Presidents.**

### **PROPOSED AMENDMENT:**

*“Candidates for President must have served as an elected Member of the International Executive for at least one term during the previous two Trienniums.”*

Speaking as the Proposer, Past International President Elizabeth Benham said that it was very important that an International Organization such as BPW International, which spanned more than 110 countries, should have a President who understood the workings of the organization. She understood this as she had been a Vice President who then became International President. That experience was vast and extremely important in then taking on the leadership role of President. So this amendment was appropriate because the experience, the vision and the understanding of the responsibility were all important.

Seconder, Past International President Dr. Chonchanok Viravan, agreed and pointed out that if a member had never served before on the Executive Board, she would not know how much work, responsibility, time and money were required to become International President.

When she became International President, Dr. Viravan spent three million baht of her own money to travel because the President’s budget was inadequate. It was also very tiring as it required a lot of travel and it was not possible to keep working while in this role. So as International President she did not have an income for three years. There were also a lot of issues running over from the previous Triennium, so it would be difficult to manage them without the experience as an Executive Board Member. This knowledge was also required when having to compile reports for the United Nations etc..

BPW New Zealand spoke against this amendment, as she felt enough experience in governance was gained at national level. She believed that if there was enough documentation at international level, good policy and good procedures that were clear and transparent, a member who had not been on the Executive Board would be able to do the role. They would be supported by the Members who voted them in because they would check their credentials, they would check their qualifications, and they would look at what they had done in their own country.

The President agreed that all Members were leaders, so theoretically capable of doing the job. But this was a matter of experience rather than capability. She admitted that she had had to call upon her 35 years of knowledge of BPW International to run the organization. She had acquired vital valuable experience for the role of President when working as Regional Coordinator and Executive Secretary, helping her understand how to manage the day-to-day work of the Executive.

The Constitution Advisory Committee Chair reminded everyone that the sequence for speaking was: Proposer, Seconder, and then alternately For and Against mics.

The Parliamentarian confirmed that Federations could speak twice.

## DISCUSSION

BPW Switzerland agreed that an International President required experience on the international level, but suggested that being a Member of the Executive Board was not the only way to gain this international experience. Every Federation President had been part of the International Board. They knew what was happening and members could gain this experience in other international organizations too, such as the UN or Red Cross. Secondly, it was not necessary to have formal points to bind members; instead there should be criteria regarding their efficacy.

Past International President Dr. Antoinette Rüegg was in favor of change and development. Even having been National President in Switzerland with four languages and different cultures, it was such a huge difference at the international level. A major consideration was how to work with people within the budget and as Executive Board members were elected, it could be difficult if there were personality clashes. It was vital to know through voluntary work experience how to develop and manage contacts.

BPW New Zealand spoke against this Resolution on the basis of BPW's work with women on boards. This was being pursued very actively, particularly in Europe. To get experience on an International Board or Boards, particularly with an international affiliation, the Constitutions and the Standing Laws that regulate those Boards were very, very similar, so by saying that external experience had no value was undermining the credibility and the weight of the Members who wanted to stand for office. A President did not need to know everything. There was a team of 11 people on the International Executive. Members voted for them for their skillset in combination with the other members of the team. Being a National President provided excellent training, as did working on any external Boards recognized as international bodies.

BPW Canada said that their Federation was as old as BPW International. In BPW Canada, a member had to work as the First Vice President for two years before being allowed to be National President. That was the training ground for being President. So that was two years on the Board with the Executive before assuming the position of President. After that time, the member became President Elect rather than being voted in. She felt this Resolution or amendment was a partial improvement, as it would ideally be even stronger, but at least it was a step in the right direction to require that Executive experience and time on the Executive. She added that not all Federations were the same size, so the experience that came from the Federation would not always be the same, which meant that the former Presidents of some small Federations would not be as prepared to take the position.

Karin Raguin, Regional Coordinator Europe, had had three years of experience on the Executive Board and did not believe that BPW International was a complex organization. It did not require many years





to understand it. She felt that what was needed at the very top of BPW International was a leader acting with fairness. The channels were already there to transmit information, so it was important to be democratic and respect the votes equally of Members with 3 months' or 30 years' experience.

The Chair indicated that the session could possibly be extended.

The Executive Secretary was familiar with working in multi-cultural environments. She worked in a bilingual university, but the difference with a non-profit organization was that the Executive could not demand performance because there was no salary involved, just the goodwill of Members. Also, depending on the Executive Board, it might not be possible to have recourse to the experience of Members who had been serving for a long time.

BPW France felt that this amendment was too restrictive, and if national constitutions were a reflection of international constitutions, this amendment did not allow Club presidents to stand as candidates for International President and this seemed to be too restrictive as well.

The Constitution Advisory Committee Chair decided that there had been a very fair representation from both sides, so she called for the right of reply.

### **Right of reply**

Past International President Elizabeth Benham urged the General Assembly to seriously consider this amendment. Useful information had been provided by Past International Presidents who truly understood the role, having done it. Of course, they were not saying that people were not capable of this job. Anybody could be a President but the International President had an enormous leadership responsibility to lead an organization voluntarily. She had to have inter-cultural understanding, she had to have served longer than what was required and if that President had served one term that was two years' experience and possibly she had never travelled outside her country – so that gave her no international experience. As an organization, BPW could potentially encompass many, many more countries than 110. There was a serious need for leadership understanding of how this organization should function, and this was far different to being a CEO in a business.

### **Point of order**

Past International President Dr. Chonchanok Viravan moved to stop the debate.

The Constitution Advisory Committee Chair pointed out that she had already done that by calling for the right of reply, and then requested the voting slide be shown.

The President reminded everyone that the vote for this amendment would apply for the next election, not for the current election.

### Point of order

BPW Sweden had understood that delegates could speak for three minutes but the Proposer of the amendment had talked twice longer than three minutes each time, so she felt it was wrong to stop the rest of the delegates from speaking.

The Constitution Advisory Committee Chair responded that BPW Sweden seemed to be challenging the Timekeepers whom she had been watching carefully while participants spoke. She clarified that the Proposer could speak twice because if there were points against a motion, the Proposer was constitutionally entitled to a right of reply, as per Standing Orders. However, if BPW Sweden wanted to challenge the Timekeepers she was effectively challenging the whole organization and this Congress, so she could not allow that.

### *Amendment 2: R2.2 Election of Members of the Executive, bullet point 4 - lost*

The Chair called the vote. The result was not a two thirds majority in favor, so the motion was lost.

Votes for	75	Against	61	Abstentions	0
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She added that as she was having temporary problems with her eyesight, she had an assistant to help her at this Congress. She then asked if she should proceed or if the General Assembly would break for lunch.

### Motion to extend the session

Past International President Elizabeth Benham tabled a motion to extend the session so that the vote could be held for International President. This was seconded by the Chair of the Standing Committee, Development Training and Employment, Francesca Burack.

The Constitution Advisory Committee Chair closed the Constitutional Amendments Session.

The President invited comments from the floor.

### Point of clarification

BPW New Zealand could not find any text in the voting procedure about proxy votes. She asked the Constitution Advisory Committee to explain the situation.

The Constitution Advisory Committee Chair confirmed that there were no proxy votes in the BPW International Constitution.

BPW New Zealand drew the attention of the General Assembly to the fact that BPW Thailand members were not in the room, but that someone was apparently voting on their behalf without being part of that Delegation.



There was some discussion about this and Past International President Dr. Chonchanok Viravan indicated that the person in the room could vote because she was accredited as a BPW Thailand Member.

BPW New Zealand asked for the other two DigiVotes to be removed from the BPW Thailand member.

Past International President Dr. Chonchanok Viravan agreed.

The President felt this situation was out of order as it called into question the accuracy of the votes.

#### **Point of clarification**

BPW Germany indicated that the two Delegates from BPW Thailand who left had actually checked with the Credentials Committee first, and were informed that they could leave their DigiVotes in the room. But if that was incorrect, of course, the other two devices could be removed.

The Executive Secretary invited the Elections Chair to respond.

The Elections Chair responded that this was not a decision to be made by the Elections Chair, but by the Credentials Chair.

The Executive Secretary invited Sharon Selkirk to respond as Credentials Chair.

The Credentials Chair asked if there were any delegates with more than one DigiVote. Each delegate was only allowed one vote.

Assistant Executive Secretary Ann Swain asked if anybody else had too many DigiVotes. There were no others.

The President asked to speak with the Nominations Chair.

The Credentials Chair and the Assistant Executive Secretary agreed to remove three votes.

#### **Voting Numbers**

The Credentials Chair stated that the previous count had been 153. Having deducted three, the count was now 150 DigiVotes.

The Elections Chair reminded everyone of the importance of the vote.

The President asked for lunch boxes to be provided and gave the floor to the Elections Chair.

The Elections Chair began by thanking her Elections Committee, Bukola Ayeni-Amu (BPW Nigeria) and Jenny Brittain (BPW New Zealand) for their work.

Regarding the DigiVoting, if anyone left the room, their DigiVote should be handed in at the door and then collected again on return into the room. However, when she called for the voting strength, if there were any DigiVotes at the door, they would not be returned because once she had called the voting strength it could not change. Only those in that voting strength would be allowed to vote. Once the voting strength was announced, she was going to ask all delegates to vote number one, in order to give an accurate picture of the number of votes in the room. Accuracy was vital as she felt this would be a highly contested election. The winner would be by a simple majority.

It would be possible for the number of votes to be lower than the voting strength as some people might decide not to vote. When she called the voting strength officially, the Observers' and Delegates' doors would be locked. Of the three candidates standing, none of them had so far put themselves forward as Vice President but they were entitled to do so.

The two unsuccessful candidates had until 14:00 that day to advise if they wanted to stand for Vice President. This was because the Floor needed to know before the end of the day if there would be other candidates to consider.

The Elections Committee Chair reminded everyone that electioneering within the room was prohibited and would be punishable by elimination from the election. She then called for the voting strength.

### **Voting Numbers**

The Credentials Chair announced that the voting strength was 152.

The Elections Chair asked for the doors to be locked and then invited everyone in the room to test the voting system and prove the presence of 152 potential votes, as she wanted to ensure the due diligence and good governance of BPW International in such an important vote. She asked everyone to refrain from touching the DigiVote until she asked them to do so.

On completion of the test vote, there were 142 registered as opposed to 152, which meant that a second test vote was required. The result was still inconclusive.

The President reminded everyone to listen to the instructions.

The Elections Chair took the decision to proceed with the vote. Unlike other votes, the results for the vote for President would not be shown on the screen, as per the protocol of BPW International. The decision would be made by a simple majority. She asked for the names of the candidates to be shown on the screen.

### **Point of clarification**

The Regional Coordinator North America and the Caribbean pointed out in Spanish that the Elections Chair had said the votes would not be declared, but that the Spanish interpreter had incorrectly said that the vote would not be guaranteed.





The Elections Chair called the vote and confirmed that the only announcement would be the name of the winning candidate.

## Result of the vote for BPW International President for the next Triennium

Dr. Amany Asfour was duly elected International President for the next Triennium.

President Elect Dr. Amany Asfour thanked everyone.

The Elections Chair called the meeting to order and asked if she could close her part of the session.

The President said that it was customary to report the number of votes.

The Elections Chair confirmed the total voting strength was 139. She reminded delegates to return their DigiVote each time they left the room. She had made the results clear to the Parliamentarians as was her duty and she requested permission to destroy the voting papers.

The Regional Coordinator BPW North America & the Caribbean pointed out that the General Assembly needed to know the results of the election before the voting papers were destroyed.

The Elections Chair had apparently received a different instruction, whereby she simply had to give the total voting number and the winner.

The Regional Coordinator BPW North America & the Caribbean requested the number of votes the winner had received, as it had to be documented in Congress Proceedings, and also to show who would be the First Vice President.

The Elections Chair denied this and pointed out that the Vice Presidents would both be elected the following day. However, having consulted the Parliamentarian, she agreed to give the vote for each candidate.

### Votes cast in the election for International President

<b>Dr. Amany Asfour</b>	<b>90</b>
<b>Henrike Von Platen</b>	<b>38</b>
<b>Dr. Arzu Özyol</b>	<b>11</b>

The Elections Chair declared the election for the International President closed.

### Announcements

The Executive Secretary reminded everyone to participate in the Young BPW raffle. The General Assembly would reconvene after lunch.

BPW International President Dr. Yasmin Darwich recessed the meeting.

# *General Assembly Session IV*

*Held at 14:00 on Thursday October 26, 2017*



On opening the session, the President requested the pre-report of the Credentials Committee and then reminded everyone that no campaigning was allowed within 30 meters of the General Assembly meeting room. She also announced that the Livia Ricci Friends and Fellows Dinner would take place that evening. It was only open to people who had signed up to be Friends of BPW. This was a special donation that some Members gave to BPW International in order to support BPW International programs and projects. Ten percent of the amount in the Friends and Fellows fund went to supporting Young BPW members to attend International Congress. For this 2017 Congress, two scholarships of €1000 had been awarded for each region.

The Executive Secretary announced that the Session would continue with point 3 of the Constitution and Regulations Amendments, i.e. R.2.2, bullet point 5, *Election of the Members of the Executive*.

Before beginning the session, the President reiterated that Dr. Amany Asfour had been duly elected President of BPW International for 2017-2020.

### Motion to extend the session

The President moved that the session be extended by one hour. Seconded by Regional Coordinator Asia-Pacific, Susan Jones.

The motion was carried.

### Voting Numbers

The Credentials Chair confirmed that the total voting strength was 156.

Executive	11
Past International Presidents	5
Chairs of Standing Committees	4
Federations	71
Affiliate clubs	20
Total voting delegates	111

The Credentials Chair indicated that 111 represented 70% of the voting strength, giving the requisite two thirds majority. The Constitution Advisory Committee Chair had calculated 64% but the President was happy that there was a Quorum, so she invited the Chair to proceed with the amendments pending.



## Constitution and Regulations Amendments, 2<sup>nd</sup> Session

### Amendment 3: R.2.2, point 5, Election of the Members of the Executive Board

**Proposer:** NFBPWC USA

**Seconders:** Chair, Standing Committee on Development Training and Employment, Francesca Burack

#### PROPOSED AMENDMENT

**“A candidate for President who is not elected may not become a candidate for any other office of that current voting slate.”**

NFBPWC USA proposed the motion. She explained that the Secunder, Francesca Burack, was currently running a workshop. This amendment was important because the General Assembly comprised Business and Professional Women, ready every day to commit to a full day of service to others. Everyone engaged in self-development and prepared for their jobs, as did the candidates running for specific offices within the organization. All the elected officials in BPW should be ready, willing and wanting to take the office that they had chosen and prepared to run for. This would not be the case for a person who decided to run for the office of Vice President simply because she lost the Presidency. It was not fair on members to have a second choice person fill the important Vice President position. Members deserved to have fully committed and prepared Vice Presidents.

In the absence of the original Secunder, Past International President Elizabeth Benham seconded the motion, adding that it was critically important that there were dedicated executives in the leadership roles at international level. The term of an officer was three years: that was a major commitment. The executives in those roles had to have done everything in their power to make sure they could serve in that role. It was unfair for anyone to attempt to take such a role without planning for it carefully.

#### DISCUSSION

BPW New Zealand wanted to raise two points. She queried the term ‘voting slate’, as it would not translate readily into other languages. Her main concern was what Members of BPW International would be denied if this motion went through, because in fact those who stood for President were those with the most experience. They had worked so hard to reach that position so they could offer the most to the organization. If this amendment went through, the organization would lose so much potential and expertise.

The President ceded the chair to First Vice President Dr. Amany Asfour while she spoke in favor of this motion. She explained that it was aligned to the Resolution or the Amendment that had passed,





in that candidates were not admitted from the Floor because the candidates for Vice President had already prepared themselves to run and were not necessarily willing or able to stand as President. If they wanted to run for Vice President, they could hold this office before deciding to run for President.

In speaking against the motion, BPW Switzerland indicated that the arguments in Amendment numbers 2 and 3 were inconsistent. The arguments in Amendment number 2 had been that experience was the most important. So anybody should be given chance to gain this experience, and the argument was that everybody who had been on the Executive Board was able to be President. Therefore, everybody who was able to be President should be able to fulfil every other position in the Executive Board.

### **Point of clarification**

The President reiterated that this Amendment would only apply after this Congress.

The Constitution Advisory Committee Chair saw nobody else waiting to speak, so invited the Proposer to avail herself of the right of reply. A Delegate attempted to speak in favor of the Amendment, so the Chair pointed out that she had called for anyone to speak in favor but that nobody came forward. So she had called for the right of reply, which meant it was too late for anyone to speak in favor. The Proposer had the right of reply because she had proposed the Amendment, but she did not need to take it.

### **Right of reply**

As Proposer, NFBPWC USA repeated that the candidates running for Vice President positions were obviously passionate about the positions and what those positions represented. They should be given the opportunity to run and not just let a President who had lost the Presidency automatically have the opportunity to move into a position that they had not initially sought when there were other candidates who really wanted that position. So if Members were passionate enough to be Members, they were passionate enough for advocacy and should be able to continue through with it to the end.

### ***Amendment 3: R2.2, point 5, Election of Members to the Executive Board – lost***

The Constitution Advisory Committee Chair apologized for the delay in showing the voting slide. While waiting, she clarified that in the workshop the word ‘slate’ had been queried, but this effectively meant the voting. She then called the vote, saying that to pass, a two thirds majority was required, so 74 votes.

Votes for	56	Against	39	Abstentions	2
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The President had noted that some of the delegates were complaining that their DigiVotes had not worked, so she asked Technical Support to change the batteries as necessary.

The Constitution Advisory Committee Chair pointed out that if there were 14 people not voting and the total of votes was 97, with 111 votes in the room this still did not reach the two thirds, so it did

not affect the outcome. She wanted to ensure that everyone had their appropriate DigiVote, but on this occasion she did not deem it necessary to re-run the vote. There were no queries.

## **Amendment 4: R5.5 Affiliate Constitutions**

**Proposer: Regional Coordinator, North America & the Caribbean Bessie R Hironimus**

**Seconders: BPW St Martin, but they were absent due to a hurricane on their home island. The Proposer asked for another Secunder from her region. BPW Canada seconded the motion.**

### **PROPOSED AMENDMENT**

**“Constitutions of Affiliates require approval by BPW International and must comply with the BPW Constitution and Regulations and to ensure good governance”.**

In presenting her proposed amendment, the Regional Coordinator explained that this was a housekeeping measure to ensure that the governance was followed.

The Constitution Advisory Committee Chair interrupted in order to read out the full text.

The Regional Coordinator continued her explanation. All the governance documents of the Affiliates should be in accordance with those for BPW International. The current documentation was not complete.

The Constitution Advisory Committee Chair opened the floor to discussion.

### **DISCUSSION**

#### **Point of order**

BPW New Zealand was concerned as a Federation, because any legal constitutional changes in New Zealand would mean that the BPW Model Constitution would not be accepted and the same could apply in other countries. If the current wording of the BPW Model Constitution remained as it was, this would allow the Federation to be compliant with national and international law when registering the BPW Model Constitution.

The Constitution Advisory Committee Chair asked if the Point of order was in fact a statement against the motion.

BPW New Zealand replied that it had been intended as a comment, but that if she was speaking against the motion, if it actually passed it would make the Constitutions illegal in some countries. So she was indeed speaking against the motion.

Nobody spoke in favor.



The Chair invited the Proposer to have the right of reply without presenting new material for the motion.

### **Right of reply**

The Regional Coordinator repeated that the intent of this motion was to update the document so that it was in accordance with those of the International Federation. Once in compliance with International, it could be described as the Model Constitution, but at the moment it did not comply. The aim of the motion was to ensure that the Federation documents matched those of BPW International.

The vote was called.

### ***Amendment 4: R5.5 Affiliate Constitutions - lost***

Votes for	60	Against	30	Abstentions	3
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### **Motion**

The Executive Secretary pointed out that during this session there were seven Amendments to the Constitution and Regulations to consider. She suggested that the General Assembly continue with the three further items scheduled for that day.

This was seconded by New Zealand and passed.

### **Amendment 5: R8 Financial Matters, R8.2 Dues, point 3**

**Proposer: Regional Coordinator North America & the Caribbean**

**Seconder: BPW St. Kitts & Nevis**

#### **PROPOSED AMENDMENT**

**“The General Assembly sets the rate of dues payable each year. There is a 10% annual penalty payable for late dues.”**

The Proposer believed that the dues were too high. If an Affiliate did not have the funds to pay the dues and they were behind schedule, International imposed a 10% penalty per quarter; however, she would prefer a more reasonable penalty of 10% per year rather than per quarter. Most of the time, BPW International tried to negotiate with the Affiliates and help them by offering payment plans, but this amount remained on the books with or without a penalty.

## DISCUSSION

BPW Canada spoke against the 10% per annum, as there had been several natural disasters across the world in 2017 so even an extra 10% would be difficult for many Affiliates to pay. She recommended suspending the interest charge for one year.

The Regional Coordinator North America & the Caribbean pointed out that it was the turn of someone in favor of the Motion to speak.

The Constitution advisory Committee Chair added that this Amendment would only involve a change in the method of payment. BPW Canada was proposing a different motion which could have been presented as an emergency motion, but the General Assembly had to focus on the proposed change in the Constitution.

### Point of clarification

Executive Finance Officer Roshan Strange stated that in her six years' experience with BPW International's accounts, they had never once penalized a Club, nor was it their intention to start penalizing Clubs. 99.9% of defaulting Clubs were unable to pay due to real financial hardship. So the Executive would be very reluctant at any point in time to charge the 10% per annum, and would certainly not consider 10% per quarter.

The Constitution advisory Committee Chair pointed out that this information also represented speaking to the motion, rather than making a point of clarification.

### Friendly Amendment

BPW Switzerland proposed amending the 10% per annum to 6% per annum. This would be more helpful to Affiliates in financial difficulties and it would be easy to calculate 6%. This was seconded by BPW New Zealand.

The Chair acknowledged that BPW Switzerland had given notice of a Friendly Amendment with a slide, but said they had originally suggested 5% instead of 6%.

BPW Switzerland confirmed that 5% had been the original figure, but the Regional Coordinator for North America and the Caribbean had indicated that 6% would be easier to calculate.

The Constitution Advisory Committee Chair asked if the Regional Coordinator would accept the Friendly Amendment without the amended slide. She replied that she would. The Chair announced that this was an Amendment to the Amendment and invited delegates to speak to the Amendment to 6% before voting. If passed, this would become the Substantive Amendment.





### Point of order

BPW Canada had understood that when there was a Friendly Amendment, the General Assembly did not have to vote on the Amendment as it had been accepted by the mover.

The Constitution Advisory Committee Chair agreed. She had simply been explaining the situation regarding the Amendment to the Amendment.

BPW Ecuador wanted to know if the percentage could be changed to 2%.

### Point of information

The Regional Coordinator North America & the Caribbean clarified that the intent of the motion was to have 6% per year, 3% for six months and 1.5% for a quarter.

BPW New Zealand supported the motion.

The Constitution Advisory Committee Chair called the vote.

### *Amendment 5: R8 Financial Matters, R8.2 Dues 6% - passed*

Votes for	88	Against	7	Abstentions	1
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## Amendment 6: R18 Amendments, R18.2

**Proposer: Past International President Dr. Chonchanok Viravan**

**Seconder: Executive Secretary Dr. Catherine Bosshart**

### PROPOSED AMENDMENT

**Amendments to the Constitution and Regulations, and Procedure Manual may be submitted by:**

- **Members of the International Executive**
- **BPW Past International Presidents**
- **The appointed Representative of Affiliate Federations that are financial**
- **The appointed Representative of Affiliate Clubs that are financial, one per country**
- **BPW International Standing Committees Chairpersons.**

Past International President Dr. Chonchanok Viravan explained that this Amendment was to correct the omission in the current Constitution, because Standing Committee Chairs were currently unable to submit Amendments. So this Amendment to the Regulations would make the wording consistent with the definition of the International Board.

Seconded by Executive Secretary Dr. Catherine Bosshart.

## DISCUSSION

BPW Canada queried the wording “are financial” in some of the bullet points. The Constitution referred to paid-up Memberships, or paid-up Members, so this Amendment should similarly refer to “paid-up dues”.

The Constitution Advisory Committee Chair replied that in fact throughout the Constitution and the Procedure Manual, the term “are financial” had been there for some time. So this was in common use.

### Point of information

Since BPW was a female NGO, BPW Valletta, Malta wanted to correct the terminology so that the term “Chair” was used consistently, instead of Chairperson, Chairman, or Chairwoman.

### Point of clarification

BPW New Zealand asked how many Standing Committees were currently operational or could potentially be.

The Chair responded that it had always been known that the Standing Committees had the vote, but it had been mistakenly omitted from this Constitution.

The Executive Secretary responded that there were 13, of whom 4 Standing Committee Chairs were related to the offices of the Executive.

There was no further discussion.

Past International President Dr. Chonchanok Viravan also wanted to confirm that this was not an extension but simply a correction.

### *Amendment 6: R.18 - passed*

Votes for	84	Against	12	Abstentions	5
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## **Amendment 7: R21 Procedure Manual, R21.1**

**Proposer: Past International President Dr. Chonchanok Viravan**

**Seconder: Executive Secretary Dr. Catherine Bosshart**

### **PROPOSED TEXT**

**“The Procedure Manual sets out how the Regulations should be followed and must be consistent with the Constitution and Regulations.**

**R21.2 The Procedure Manual can be amended by the executive between General Assemblies, such Amendments apply only after they are accepted by a majority vote of the International Board.**

**R21.3 Constitution and Regulations Amendments must be prepared with attached clear explanations as to their impact on the Procedure Manual. When approved the changes update in the Procedure Manual should be carried out in the same time as the updating of the Constitution and Regulations. There will be no need to make any further change to the International Executive”**

Past International President Dr. Chonchanok Viravan explained that the first change in R21.1 was to clarify that the Procedure Manual was to be viewed as a document that explained the Constitution and Regulations. For R21.2, as Chair of the Constitution Review Taskforce she had spent a long time trying to make sure that the two documents, the Constitution and the Procedure Manual, were consistent, as inconsistency caused misunderstandings. So it was important to reduce the time between a Constitutional change at Congress and the point when the Procedure Manual was updated accordingly; this would ensure that at the end of Congress, the Procedure Manual and Constitution were consistent, rather than having to wait several months to bring them into alignment.

The Executive Secretary seconded this motion, in the light of her experience in the Constitution Review Taskforce.

### **Friendly Amendment**

BPW New Zealand asked for the words, “each singly” be inserted into 21.1 to ensure greater democracy and empowerment to the International Board to make sure that the Regulations met expectations. She also commended Dr. Viravan and Dr. Bosshart for all the work they were doing to ensure consistency.

Past International President Dr. Chonchanok Viravan did not accept this Friendly Amendment as there were too many items to work on.

The Constitution Advisory Committee Chair announced that New Zealand would table their suggestion as a Formal Amendment to the Amendment.

### Point of order

Immediate Past International President Freda Miriklis asked if BPW New Zealand needed a Secunder for their proposed Amendment.

The Chair agreed and announced that the Secunder was BPW Switzerland. She then called the vote on the proposed Amendment by New Zealand to insert “each singly”. This was passed and then the General Assembly considered the amended text.

### Motion

Past International President Dr. Chonchanok Viravan proposed voting on this in two different votes so that R21.1 and R21.3 would be taken together, followed by R21.2.

This was seconded by Past International President Liz Benham.

### Point of clarification

BPW New Zealand did not understand the need to split 21.1 and 21.3 and take out 21.2 when the addition of “each singly” had already been agreed.

The Chair said that BPW New Zealand was entitled to disagree with the suggestion by Past International President Dr. Chonchanok Viravan.

BPW Switzerland felt that the amendment had already been passed.

The Chair pointed out that the first vote was to insert “each singly”, but Past International President Dr. Chonchanok Viravan had then proposed a further Amendment which now needed to be voted on.

Past International President Dr. Chonchanok Viravan added that, typically, when voting on Constitutional Amendments, each bullet point was considered separately because people might agree with one but disagree with another.

The Constitution Advisory Committee Chair reiterated that if someone had not supported the addition of “each singly”, the whole vote could be lost. Consequently, Past International President Dr. Chonchanok Viravan was proposing this to protect the rest of the Motion.

The vote was called on the Motion by Past International President Dr. Chonchanok Viravan and the General Assembly agreed to vote on the Amendments in two batches.

### ***Amendment7: R21.1 and R21.3 of the Procedure Manual, as amended - passed***

The Constitution Advisory Committee Chair called the vote on the amendment to clauses R21.1 and R21.3. This was passed.





Nobody wished to speak regarding R21.2, so the vote was called.

***Amendment 7 continued: R21.2 of the Procedure Manual, as amended - passed***

Votes for	80	Against	16	Abstentions	2
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This concluded the Constitutional Amendments.

The President congratulated the Constitution Advisory Committee and expressed on behalf of the Executive the deepest gratitude for their work during this Triennium and during this Congress. She added that the Constitution Advisory Committee Chair was an example of discipline, work, passion and love for BPW International.

The Constitution Advisory Committee Chair, Sylvia Perry, also thanked Carolyn Strange (BPW New Zealand) who had been assisting her during the process at Congress.

## Nominations for Vice President

The Chair of the Nominations Committee announced that no further nominations had been received for either Vice President position, so the individuals who had indicated their interest in those positions remained the same for the next day's voting. She reminded the General Assembly about the restrictions on campaigning near the General Assembly hall.

### Announcements

The Executive Secretary described the arrangements for the Friends and Fellows Dinner and asked for everyone to be ready for the next General Assembly at 09:00 the following morning.

BPW International President Dr. Yasmin Darwich adjourned the General Assembly Business Session.

# *General Assembly Session V*

*Held at 09:00 on Friday October 27, 2017*





## Opening remarks

BPW International President Dr. Yasmin Darwich declared the meeting of the General Assembly reconvened and welcomed International Board Members, Past International Presidents, Delegates and Alternates, Observers and Guests. She pointed out that there were some items still pending from previous sessions which would be included in the day's proceedings.

### Announcements

The Executive Secretary described some personal property which had been found. The Agenda for the General Assembly was on page 17 of the Congress Workbook. She reminded Delegates to notify the Credentials Chair and hand in their DigiVote when leaving the room, ensuring when they did so that their Alternate took their place. She read from p. 13 of the Congress Workbook, in Section B of Standing Orders under *"Open discussion and presentation of Reports"*: *"No speaker may speak to the same discussion more than once except to establish a point of order, or ask one question. Other than for the presentation of Reports, no one may speak for more than 2 minutes. [...] no one may speak more than once and no delegation may speak more than twice."*

For Observers, there were two Workshops running parallel to the General Assembly: "1930-2017-2030, the Future of BPW" from 09:00-10:00, and "Women, Peace and Security" from 09:00 to 10:30. The details were given in the Congress Workbook.

She asked Observers not to speak or smoke during General Assembly and not to use their mobile phones during the sessions.

The Farewell Party would be held that night and the prize-winners of the Young BPW Raffle would be announced that evening.

The President described some personal property which had been lost.

### Point of clarification

BPW Sweden asked which day's program would be used.

The President reminded everyone that the day's Agenda was on page 17 of the Congress Workbook, but there would be some items from previous sessions that also had to be addressed.

The Executive Secretary introduced the Report on *"Sustainability into the Future of BPW"*, to be presented by Judith van Unen and Carole Shaw.

## Motion

The Executive Secretary proposed that all the External and Internal Resolutions be taken together in the afternoon, as some proposers had workshops that morning. This was seconded by the Regional Coordinator North America & the Caribbean. The General Assembly accepted this.

## Sustainability into the Future of BPW International

Judith van Unen and Carole Shaw from BPW Australia were joint CEOs of JERA International - Justice, Equality Rights Access. The International President had contracted JERA International to assess the financial sustainability of BPW International and produce a report. She had recognized the need for the organization to start considering what it required to ensure that it was financially healthy and had the capacity to deliver the best of the best to its memberships globally.

A presentation was shown.

Carole Shaw explained the overall aim had been to look at new avenues for untied funding to bring greater flexibility for the Executive and Members. This involved providing a strategic framework for sustainability for the future of BPW International and considering potential and sustainable ways of funding, given the global changes in funding arenas. This would identify the potentials, the specialties and the efficiencies.

They looked at the whole process of strategic flow around four key areas. The monitoring of the impact took place each Congress. They measured across the three years from Jeju in Korea to this Congress in Cairo and ran a horizontal and a vertical scoping around the reporting. Aspects included providing programs and services for Members, which were primarily: international business monitoring; the Online Academy; Business-net; and the online portal.

They looked at bringing the learning into action, as best typified by the successes with Project 5-O. Then they considered the larger part, to bring about social, sustainable change, not only for BPW Members, but for all women in the economic empowerment sphere. For this, they assessed the effectiveness and ways of campaigning, the global strategic partnerships, the research and policy, the statements put into the United Nations, and how it all came together.

Judith van Unen congratulated the current International President Dr. Darwich and the vision of the Executive in looking beyond a three-year turnaround. BPW International offered multi-channel programs and offerings, and products. The aim would be to set the framework up for many things to be monetized where possible, as this would enable the organization to move away from dependence on Membership fees, but also have some freedom in non-tied funds. So, in going forward, the





organization would gather up and use multichannel ways to monetize as much as possible to ensure that there was greater capacity to do the things that Members wanted and to attract new Membership.

President Dr. Yasmin Darwich thanked the two representatives from Jera International for responding to her concerns about how to support Members with a limited budget. It was not possible to ask for more membership fees, so to achieve sustainability, other resources were needed. Some NGOs received funding from many companies, from the UN, etc., so it was time for BPW International to tap into this.

This deep analysis of BPW International had revealed the areas within BPW International which were not functioning very well. So the President believed that the decision of this Executive to take this step for the benefit of this organization was the best legacy they could leave BPW International, in order to support all Members.

## **Adoption of the Reports of the UN Representatives, the Standing Committee Chairs and the Taskforces**

### **Motion**

The Executive Secretary moved that the General Assembly should consider consecutively the reports of the Standing Committee Chairs, Taskforce Chairs and UN Representatives.

The Reports in the Congress Workbook were on pages 44-55, 63-73 and 76-93 respectively.

This was seconded by the Chair of the Constitution Advisory Committee, Past International President Sylvia Perry, and there being no discussion was accepted by the General Assembly by a show of hands.

The Executive Secretary began with the report of the UN Representatives, which was seconded by Dr. Arzu Özyol Second Vice President, and there being no discussion was accepted by the General Assembly by a show of hands.

The Executive Secretary continued with the Reports of the Standing Committee Chairs and moved that these reports be accepted. This was seconded by the Regional Coordinator, North America & the Caribbean. There being no discussion, these were accepted by the General Assembly by a show of hands.

The Executive Secretary concluded by moving acceptance of the reports of the Taskforces. This was seconded by the Chairperson of the Standing Committee on Training and Employment, Francesca Burack. There being no discussion, these were accepted by the General Assembly by a show of hands.

## Voting Numbers

Credentials Chair, Sharon Selkirk, presented her report. The Voting strength was 157.

Executive	11
Past International Presidents	4
Standing Committee Chairs	6
Federations	75
Affiliate clubs	14
<b>Total voting delegates</b>	<b>110</b>

110 represented 70% of 157, so over the requisite 2/3 for a Quorum. President Dr. Yasmin Darwich requested a test of the DigiVote system.

## Resolutions, 1<sup>st</sup> Session

The Executive Secretary invited the Chair of the Resolutions Committee Linda Davis to take the chair: the General Assembly would be discussing all the Resolutions, one after the other, starting with the External ones.

The Resolutions Chair explained there were 11 Resolutions to be considered sequentially. As per Standing Orders, any Amendments had to be presented in writing. Each Proposer had three minutes to speak, and each Secunder two minutes. There were separate microphones for “Against” and “For”.

## Motion

Before the Resolutions began, BPW New Zealand moved that the time for each Resolution be restricted to five minutes for discussion, plus the Standing Orders requirement of three minutes for Proposer and two minutes for Secunder, giving 10 minutes in total for each Resolution. BPW Nigeria seconded this motion.

There was no discussion and the General Assembly voted in favor of this motion by a show of hands.



## Resolutions, 1<sup>st</sup> Session: External Resolutions

### Resolution 1: Recognition of Climate Change and Requirement for New Status of Environmentally Displaced Persons

This was on pages 105-7 of the Congress Workbook

**Proposer:** BPW New Zealand

**Seconded:** BPW St. Kitts

BPW New Zealand stressed the urgent need for the new status of environmentally displaced persons. Note from Roger Zetter, Emeritus Professor and former Director of the Refugee Study Centre 2006 to 2011: *“International and national legal and normative frameworks protect the rights of many different groups are forced in involuntary migrants, refugees stateless persons, people who are trafficked and those displaced in their own countries by disasters and conflict. However, a new category of involuntary migrant is emerging for whom there is a significant rights ‘protection gap’. ‘Environmentally displaced people’ are those who are impelled or induced to migrate because their livelihoods are rendered unsustainable by proliferating natural disasters or the irreversible degradation of environmental resources resulting from the slow-onset impacts of rising sea levels and desertification. The potential scale of displacement and permanent resettlement related to climate change – estimated at between 50 and 200 million people by 2050, mostly in developing countries – constitutes a significant policy challenge.”*

Scientific data was not needed to show that the world was obviously at a critical point for a change to the way industries, governments and major corporations were impacting on the environment through the output of waste in all forms. This was having a direct impact on nature, the ozone layer, the higher atmosphere, weather changes and the more extreme weather events worldwide. The news reports and personal stories from BPW members had illustrated this power in the ferocity of the impact of storms, where whole communities, cities, countries and islands had had their infrastructures and basic facilities destroyed.

BPW St. Kitts seconded this Resolution. In her region, North America and the Caribbean, the population was already feeling the effects of climate change. This had been made apparent with hurricanes Irma and Maria. The intensity of those two storms had been unprecedented and very frightening. The adverse economic impact had affected the most vulnerable, namely women and children. Economies, trade, agriculture, homes, businesses and employment had all been negatively impacted.

There being no discussion, the vote was taken.

**Resolution 1: passed**

Votes for	102	Against	0	Abstentions	0
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## Resolution 2: The Zero Hour Contracts and If and When Contracts

This was on page 107 of the Congress Workbook.

**Proposer:** BPW New Zealand

**Seconder:** Past International President, Sylvia Perry

BPW New Zealand acknowledged the people on whose land the Congress was meeting. She acknowledged those who had gone before and those who would follow. BPW was seeking to transform the unjust structures of society in order to empower women and with this Resolution to specifically empower women economically in the workplace. It was important to remove exploitative employment contracts especially where they included zero hour clauses or If And When work clauses. From an employer's point of view, having staff on call minimized expenses. From an employee's point of view, it looked very different. For someone desperate for any type of work, the offer of a contract would be irresistible but it would be impossible to negotiate a reasonable rate for the on-call hours. Most of the vulnerable workers in terms of pay and conditions were women. While waiting for their working hours, women could not earn money, so this was heading towards forced labor, which contravened the Articles of the International Labour Organization's Fundamental Conventions.

Empowering women by providing protection for them was a necessary part of building a strong workforce, strong families and strong communities, and with that a strong economy and society. BPW wanted to make a difference to women workers through leadership and the first action would be to vote for this Resolution.

Past International President Sylvia Perry seconded this motion. She pointed out that a Zero Hours contract could be a useful tool for good employers, and if used responsibly and ethically, very useful for small firms of five and under employees. The main abuse of this was usually by very large employers and women were the main target of this abuse.

In the UK, her sources had revealed the distress caused by this system of work, with people in debt, difficulties in organizing childcare, elder care, and a whole raft of reasons why responsible contracted, flexible hours should apply. This resolution should be supported and advocacy should then begin.

There being no discussion, the vote was taken.

***Resolution 2: passed***

Votes for	104	Against	0	Abstentions	3
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## Resolution 3: Pay Equity for Women and Girls with Disabilities

This was on page 109 of the Congress Workbook.

**Proposer: BPW New Zealand**

**Seconder: BPW Germany**

BPW New Zealand explained that the Resolution referred to the United Nations Convention on the Rights of Persons with Disabilities as the essential document, which stated the obligations of countries to protect human rights and fundamental freedoms of disabled persons. The Convention had 30 Articles on wide-ranging issues. Article 6 dealt exclusively with women and recognized that women and girls with disabilities faced multiple discrimination and required additional measures to ensure their full and equal enjoyment of all human rights and fundamental freedoms.

It was well-documented that women with disabilities were often at greater risk of exploitation: pay equity had to be addressed. Employment brought personal and social benefits: being treated equally was a human right, and being productive and contributing to society added to overall personal wellbeing. A key part of the Convention was to promote recognition of the skills, merits and abilities of persons with disabilities and their contributions to the workplace and the labor market, which were key to their economic empowerment. Government agencies would find the specific measures of the Convention useful to analyze and improve current mechanisms for implementing a pay equity policy that impacted on disabled people. It would also help to ensure that pay equity included disabled people and delivered in non-discriminatory ways. Governments should measure progress and report on this in an open and transparent way.

This Resolution asked BPW to require their governments to adhere to the UN Convention on the Rights of Persons with Disabilities and its Optional Protocol, and to make specific reference to women with disabilities whose rate of employment and pay equity were lower than women without disabilities, and if they did not adhere, to urge them to do so.

In order for countries to meet the Sustainable Development Goals, countries had to actively implement Goal 5 Gender Equality; Goal 8 Decent Work and Economic Growth; and Goal 10 Reduced Inequalities.

BPW Germany seconded the resolution. As BPW was the leading organization for equal pay for all women, delegates had no choice but to vote for this as women included all minorities, especially those with disabilities. So it made sense to do exactly what the Resolution said and go further to try to collaborate with organizations that were specifically there for these women with disabilities, to involve them in the campaign and ensure all women around the world had equal pay.

***Resolution 3: passed***

Votes for	103	Against	1	Abstentions	2
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# Resolution 4: Long Term Strategy for the Elimination of all Forms of Violence Against Women and Girls

This was on page 110 of the Congress Workbook.

Proposer: BPW New Zealand

Seconded: BPW Cayman Islands

BPW New Zealand explained that one in three women would suffer at the hands of their intimate partner at least once in their lifetime. BPW had to change that, work with others, implement a long-term strategy to empower women to remove that barrier and the effects of domestic violence for women who wanted to work and make choices in their lives. She urged delegates to vote for this Resolution.

BPW Cayman Islands seconded this Resolution. Violence remained a pervasive social issue in the Cayman Islands and in the Caribbean as a region. Promotion of legal rights, raising awareness, and advocating against violence experienced by women and girls was a key issue. BPW Cayman Islands had a strong foundation in advocating for women against violence. The founding Members of BPW Cayman Islands were instrumental in the creation of the country’s first crisis center, providing a shelter for women needing a safe place to reside. This crisis center maintained a hotline 24 hours a day, 7 days a week. This hotline had seen a significant increase in the number of calls it received, and this highlighted the need for this service and the success of campaigns that had raised awareness in the local community and enabled women to step forward and receive support. BPW Members had led annual silent witness marches, 16 days of activism, fundraising initiatives and proposed legislative frameworks. BPW Cayman Islands continued to create partnerships to work with local and government agencies to tackle violence in our community. However, there was still much to be done. Passing this Resolution would strengthen BPW’s organizational platform to organize and advocate for legislative and community change, to enable women and girls to experience a life free of violence.

There being no discussion, the vote was taken.

## Resolution 4: passed

Votes for	112	Against	0	Abstentions	1
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## Point of clarification

BPW Sweden asked how 113 votes had been cast if only 110 were able to vote.

The Resolutions Chair replied that there were a total of 157 votes according to the Credentials Chair.

BPW Sweden felt that any change to the voting numbers should have been published.

The Resolutions Chair explained that the General Assembly was quorate and could have up to 157 votes, but delegates could choose not to vote.

Past International President Dr. Chonchanok Viravan agreed that any change should be notified but fluctuations in the number were possible due to people arriving late or leaving the room.

The Resolutions Chair did not feel it was appropriate to stop the proceedings every time somebody entered or left the room. There were 157 votes in total and delegates had been told to hand in their DigiVote on leaving and collect one on arrival, hence some variation in numbers was inevitable.

The Constitution Advisory Committee Chair asked the Parliamentarian to rule on this because the Credentials Report was requested specifically for voting purposes and if there were a lot of delegates arriving or leaving the voting could be significantly affected.

The Parliamentarian ruled that, prior to each vote, the General Assembly had to be informed if the voting strength had changed or the doors had to be locked.

The Resolutions Chair summarized that as a Resolution required 50% of votes in order to pass; with 157 votes present, this would equate to 79 votes. Any Resolution with 79 or fewer votes meant there was the potential of passing a Resolution that might not have passed had there been a full vote. But if the vote was above 79 in favor, then it did not matter whether 10 or 15 people were out of the room, as it would still have carried.

The Constitution Advisory Committee Chair disagreed. The number of votes registered in the room was 110 according to the Credentials Report, so 56 was the voting strength for a simple majority. Theoretically there could 157 people eligible to vote, but they could be out at the bazaars. It was vital to know who was in the room with a DigiVote and able to vote: that was the number to be taken for voting purposes. She was very emphatic about this because there would be some very important decisions about the future of BPW International coming up later in the day, and there could be some injustices if this matter remained unresolved.

NFBPWC USA said that once a Credentials Report was given, it should stand for the day or the session, so 50% of that would count so as long as 80 votes were in favor of a Resolution.

### **Point of order**

The Constitution Advisory Committee Chair referred to the practice of signing in Alternates.

The Resolutions Chair called off the debate as there had already been a ruling from the Parliamentarian. She asked for a further Credentials Report and ordered the doors to be closed.

### **Point of clarification**

NFBPWC USA asked whether, if a Delegate left the room, an Alternate could sit in her place.

The Resolutions Chair agreed and added that the Alternate had to take the Delegate's DigiVote and re-register it at the door.

### **Voting Numbers**

The Credentials Chair announced that the voting strength was 116.

The Resolutions Chair asked for the doors to be kept closed with no more Delegates to enter the room.

## **Resolution 5: Mental Health - Women in Prisons**

**Resolution 5 was on page 112 of the Congress Workbook.**

**Proposer: BPW New Zealand**

**Seconder: BPW Thailand**

BPW New Zealand explained that the Sustainable Development Goals committed to leave no one behind, and yet one group of around a million women were often forgotten: those in prison. It was well-documented that women in prison had poorer health than the general population and were often dealing with substance abuse and mental health issues. Recent research from New Zealand showed that two thirds of women in prison had been victims of violence, rape or sexual assault, and three quarters had diagnosed mental health conditions. Over half had suffered head injuries with cognitive behavioral and emotional consequences. Women prisoners needed specific gender management, with an emphasis on trauma-specific services, and prison staff needed training in trauma-related practice to achieve good outcomes.

BPW members could play a key part in changing prisons systems. The first step was to require and lobby governments or states to meet the UN minimum standards plus the Bangkok Rules. BPW's second role was to make submissions to human rights bodies when standards were breached, and for all members to understand the prevalence of mental health issues and trauma in women prisoners' lives, and advocate for trauma-informed practice in women's prisons.

All members should investigate if their state or country adhered to the minimum rules and, if not, should urge them to do so, because BPW could be an initiator and an encourager in this area to work for the rights of all women prisoners and the improvement of their mental health. In this way, BPW would help to leave no one behind.

BPW Thailand seconded the motion. Having been launched in 2010, the UN Bangkok Rules for





treatment of women prisoners<sup>1</sup> had been fully implemented by the Department of Correction of Thailand. Her Royal Highness Princess Bajrakitiyabha of Thailand had established her own initiative called *Kamlangjai* or *Inspire projects* to ensure that female and pregnant inmates in prison were given adequate assistance and preparation so they integrated well into society after being released. For over 14 years, BPW Thailand had run many projects, such as *Give Women a Second Chance*, to provide vocational and self-esteem training. Experience had shown many other initiatives on physical wellbeing, but very little focus on mental health due to constraints such as lack of funding coupled with a lack of knowledge and little experience in mental health on the part of medical staff.

Policies that truly addressed the mental health and the mental conditions of women inmates were vital to the success of the rehabilitative and correction process, which had to be constantly monitored and properly evaluated on a regular basis. There had to be a balance between physical and mental strength; as Dr. Nok Viravan once said, *“Once we are able to identify obstacles and barriers, it becomes known and we can help lift these so-called barriers and obstacles.”* By supporting such Resolutions, BPW gave mental health the importance it needed to help ensure this would be a primary focus along with the Bangkok Rules.

There being no discussion, the vote was taken.

***Resolution 5: passed***

Votes for	108	Against	0	Abstentions	0
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## Resolution 6: Mental Health - Suicide Prevention

**Resolution No. 6 was on page 114 of the Congress Workbook.**

**Proposer: BPW New Zealand**

**Seconder: BPW Canada**

BPW New Zealand explained that suicide prevention was lodged firmly in her heart because suicide eliminated all options: it was final. This meant that, as women of the world, BPW was leaving behind women and girls whose lives were so awful that they had lost all hope and took the final way out. Each year, around 800,000 suicides occurred worldwide and nearly half were women and girls, some as young as five years old. BPW members had a duty to intervene by urging their governments to take measurable action. The World Health Organization, in collaboration with the Mental Health Commission of Canada, had produced a pilot community engagement toolkit which aimed *“to provide a bottom-up process by which communities identify, prioritize, and implement activities that are important*

<sup>1</sup> [https://www.unodc.org/documents/justice-and-prisonreform/Bangkok\\_Rules\\_ENG\\_22032015.pdf](https://www.unodc.org/documents/justice-and-prisonreform/Bangkok_Rules_ENG_22032015.pdf)

*and appropriate to their local context, and can influence and shape policy and services.*” In New Zealand, a toolkit had been developed for use by health boards across the country. However, there was nothing in the health board targets set by the government relating to mental health, let alone suicide prevention. It was not mandatory to have someone on each health board specializing in mental health, and there was no national target set for the reduction of suicides year on year. It was no surprise, therefore, that the toolkit was not widely used and that suicide rates continued to climb and outstrip road deaths by more than 100%.

BPW Canada seconded this Resolution. Suicide was an absolute global epidemic and the world was losing its young women and girls. Stigma played a role in this, as some parts of society mistakenly felt that women made lots of attempts at suicide but few actually killed themselves. On average, women attempted suicide five times before succeeding. One of the lesser known groups at risk was those close to those who committed suicide: they were the most vulnerable. The families of the suicide victims, their counsellors and their physicians were all at risk. It was important to collate reliable statistics, remove the stigma and address the issues causing women to be so bereft of hope.

There being no discussion, the vote was taken.

***Resolution 6: passed***

Votes for	111	Against	1	Abstentions	0
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## Resolution 7: Alcohol Use and Breast Cancer

**This Resolution was on page 115 of the Congress Handbook.**

**Proposer: BPW Canada**

**Secunder: BPW New Zealand**

BPW Canada was passionate about this Resolution because of the uninformed decisions that women particularly had been forced to make because they lacked information. The grim statistics were shown in the Resolution. There had been no studies of women until 1972. In 1976, it was recognized that women potentially metabolized alcohol differently to men, but the implications were unknown, particularly for fetal alcohol syndrome. It was not until 2000 in Canada that prevention was seriously considered. For breast cancer, the information had been there since the 1980's and there had been some attempts on prevention in terms of healthcare workers, but physicians did not generally give this information to their patients. If a family member had already suffered from breast cancer, other women in that family were at risk. If a woman had had breast cancer, they should not be using alcohol at all.



Women had to be able to make an informed choice. Physicians worldwide should have this information available for women to make an informed choice. Women should be able to make an informed choice about their mental health, their physical health, their spiritual health, and their sexual health.

BPW New Zealand seconded the Resolution. She was delighted to do so because it went a long way to empowering women with their health. Knowledge was empowering and this Resolution sought to ensure that women were told by their doctors and their medical practitioners of the dangers of alcohol in their body. The effect of alcohol on women had been well-documented and research today suggested that it caused breast cancer. So any women with a weakness or a tendency to be prone to this had to have the knowledge that this could affect their wellbeing.

Women were already disempowered in the health system in many ways. BPW needed to use this Resolution to make changes in women's lives through governments ensuring medical practitioners empowered them with the relevant information – breast cancer was just one example. Voting for this Resolution would help reduce gender inequality.

Speaking in favor of the Resolution, the Chair of the Business, Training & Employment Standing Committee wanted to focus on younger women as they particularly lacked information. They were making unwise choices on college campuses: binge drinking continued and its effects stayed within the body. She was glad that the Resolution had mentioned the fatty tissues which women were prone to. She had taught health at High School level and she saw that women were not given this information, so BPW should start with young women as early as possible so that they could make informed choices.

### **Point of information**

BPW PAKISTAN pointed out that fizzy drinks also had adverse effect on the lives of women particularly and gave rise to fatty tissues. She began to read from a research report: *"...the more sugary drinks women consume, the greater the density of their breast. Sugar is thought to enhance cell growth therefore increasing breast density."*

Resolutions Chair, Linda Davis, stopped her as the speaker sequence required someone to speak Against the motion at this point.

### **Point of order**

Immediate Past International President Freda Miriklis had understood that the Order of Proceedings for Resolutions was that once a proposer and a seconder had spoken, the arguments should be taken in the sequence Against first and then For. She asked if the Parliamentarians could confirm that.

The Parliamentarian read out the standing rule. *"After the mover and the seconder have spoken others wishing to speak to the motion are invited to join one of two lines of speakers. One designated for speakers and the other for speakers against. Speakers are accepted alternately against and for the motion until there are no further speakers on one side. At which point the mover of the motion may exercise her right of reply"*

*and then the motion is put to a vote.”* So, the sequence would be Against first and then For.

There being no further debate, the vote was taken.

***Resolution 7: passed***

Votes for	106	Against	2	Abstentions	1
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This concluded the first part of the Resolutions session.

The Executive Secretary called the Elections Chair to the microphone.

The Elections Chair reminded the General Assembly that no lobbying material was to be distributed in the General Assembly room or coffee area, or the candidate would be disqualified.

Assistant Executive Secretary Ann Swain asked all delegates to leave their DigiVote in the room if they wanted to leave the General Assembly, otherwise the device would be removed from them and they would not be allowed to return.

**Point of clarification**

BPW New Zealand requested clarification on the message from the Chair of the Elections Committee regarding lobbying material. It was possible that any leaflets found in the General Assembly room and coffee area had been mistakenly left there by the people who had been given them elsewhere.

President Dr. Yasmin Darwich recessed the Business Session.



## General Assembly Session V (continued)

BPW International President Dr. Yasmin Darwich reconvened the session.

### Announcements

The Executive Secretary made an announcement regarding personal property and also encouraged everyone to pay for their tickets to the Farewell Party. She then tabled a motion.

### Motion to change the Program

Some of the candidates for the Executive Board had to leave Congress at lunchtime, so the Executive Secretary moved that each candidate should stand up and introduce themselves at this point in the proceedings, then the Election would be run before finishing the Resolutions session. This was seconded by Past International President, Sylvia Perry, and approved by the General Assembly.

### Report of the Nominations Committee

The Nominations Chair reported that the other candidates standing for positions were eligible to remain for election and thanked her Committee members from BPW Pakistan, Nigeria, Kenya and Germany for their work.

The Executive Secretary asked each candidate to give their name and the position they were standing for.

### Presentation of the Candidates for Executive Officers

Their statements were printed on pp. 123-181 of the Congress Workbook.

The President read out the lists of candidates and they presented themselves to the General Assembly.

Position	Candidate
Vice President - United Nations	Dr. Catherine Bosshart, BPW Switzerland
Vice President - Membership	Angela Ajala, BPW Nigeria Susan Jones, BPW Australia
Executive Secretary	Angela McLeod, BPW New Zealand Bessie Hironimus, NFBPWC USA
Executive Finance Officer	Iguehi Adetiba, BPW Nigeria Giuseppina Seidita, BPW Italy
Young BPW	Neelima Basnet, BPW Nepal Vivien Johnson, BPW New Zealand

## Nominees for the position of Regional Coordinator

Region	Nominee
Africa	Abla Mahdi, BPW Sudan
Asia-Pacific	Dr. Narudee Kiengsiri, BPW Thailand
Europe	Giuseppa (Pinella) Bombaci, BPW Italy
Latin America	Diana Barragán Medina, BPW Ecuador
North America and the Caribbean	Dawne Williams, BPW St. Kitts & Nevis

### Voting Numbers

Credentials Chair, Sharon Selkirk, confirmed that the total voting strength was 138.

Executive	11
Past International Presidents	5
Chairs of Standing Committees	6
Federations	95
Affiliate clubs	21
<b>Total voting delegates</b>	<b>138</b>

### Point of clarification

BPW Sweden asked whether a person would be voted in if there was only one candidate for the role but they failed to achieve the simple majority.

The Parliamentarian confirmed a majority would be required.

### Voting Numbers

The Credentials Chair confirmed there were now 139 votes in the General Assembly.

The Elections Chair explained that there would be several elections. She then conducted a test of the DigiVote system with the Delegates in General Assembly, and then began the voting process.

## Elections of the Executive 2017-2020

Position	Candidate	Votes
Vice President - United Nations	Dr. Catherine Bosshart, BPW Switzerland	110 in favor 20 against 2 abstentions
Vice President - Membership	Angela Ajala, BPW Nigeria Susan Jones, BPW Australia	25 106
Executive Secretary	Angela McLeod, BPW New Zealand Bessie Hironimus, NFBPWC USA	56 72
Executive Finance Officer	Iguehi Adetiba, BPW Nigeria Giuseppina Seidita, BPW Italy	46 84
Young BPW	Neelima Basnet, BPW Nepal Vivien Johnson, BPW New Zealand	88 42

The Elections Chair explained that as there was only one candidate for Vice President - United Nations, she required a simple majority to take up the position.

The voting strength did not change.

The General Assembly then voted for the Regional Coordinators.

Region	Nominee	Votes
Africa	Abla Mahdi BPW Sudan	118 in favor 4 against 3 abstentions
Asia-Pacific	Dr. Narudee Kiengsiri BPW Thailand	116 in favor 4 against 5 abstentions
Europe	Giuseppa (Pinella) Bombaci BPW Italy	114 in favor 6 against 1 abstention

Latin America	Diana Barragán Medina BPW Ecuador	116 in favor 3 against 3 abstentions
North America & the Caribbean	Dawne Williams BPW St. Kitts & Nevis	112 in favor 2 against 3 abstentions

## Election of First and Second Vice Presidents

The Elections Chair then turned to the election of the Vice Presidents and explained that the vote would be for the First Vice President, so the other candidate would automatically become the Second Vice President. At the President's request, she described the main duties of the First Vice President, which included representing the President when the President was unavailable and instructed her to do so. If the First Vice President was unable to perform these duties, the Second Vice President stepped into the role.

The two candidates for First Vice President were Catherine Bosshart and Susan Jones.

### Result of the vote for First Vice President

Candidate	Votes
Catherine Bosshart	43
Susan Jones	84

The Elections Chair invited the General Assembly to congratulate both Vice Presidents and all the candidates who had put themselves forward.



### **Motion to destroy the ballot papers**

The Elections Chair asked for a Mover and Second for the motion to destroy the ballot papers. Moved by BPW New Zealand and seconded by Past International President Elizabeth Benham. The General Assembly voted in favor of this by a show of hands.

The President thanked Judith Van Unen for her commitment and work as Elections Chair.

#### **Announcement**

Executive Secretary Catherine Bosshart asked everyone to collect their Congress certificate and gift from the Registration Hall at lunchtime. She then invited Linda Davis Resolutions Chair to take the Floor and proceed with the Internal Resolutions.

The President thanked the Host Planning Committee, BPW Egypt, for providing the gifts and papyrus certificates.

### **Resolutions, 2<sup>nd</sup> Session: Internal Resolutions**

**The Internal Resolutions were listed on pp. 117-122 of the Congress Workbook.**

The Resolutions Chair confirmed the next Resolution for consideration would be Number 8: Core governance and reminded the General Assembly that if there was a speaker against the Resolution, that speaker spoke first after the Proposer and Second. If there was no one speaking against the Resolution, nobody other than the Proposer and Second could speak. There would be a Credentials check for the voting numbers before each vote.

#### **Voting Numbers**

Credentials Chair, Sharon Selkirk, announced that there were 132 votes in the room.

### **Resolution 8: Core governance**

**This was on pages 117-8 of the Congress Workbook.**

**Proposer: BPW New Zealand**

**Second: BPW Korea**

BPW New Zealand described the legacy of BPW International founder Lena Madesin Phillips, which had been enhanced over the years by committed women using the General Assembly to agree on core documents that set out the structure and policy of the organization.

In 2015, BPW New Zealand had been concerned that many of the organization's core documents were not on the BPW International website, and took this issue as a Resolution to the Asia-Pacific Regional Meeting in New Zealand in April 2016. This was passed unanimously. Subsequently, some of the documents listed could be accessed on the website. The Resolution listed all the documents central to the life of any BPW Member. For BPW New Zealand, as a staunch advocate for women's rights and gender equality, the policy documents were vital. They used BPW's international policy to add weight when lobbying their national government. For this reason, it had to be accessible and up to date.

This Resolution was needed now to ensure the current website met Members' requirements and gave a good foundation for going forward. The documents included the guiding principles which molded Members' actions globally and they helped Members to understand the potential of BPW International and ensure they were fulfilling the mission of BPW International's founder, Dr. Lena Madesin Phillips.

BPW Korea seconded the Resolution. BPW Korea's President had attended the Regional Meeting in Auckland which discussed this matter and had agreed with all the other Asia-Pacific Presidents that this was a key issue. There were many reasons to preserve these documents. For example: to ensure BPW International's governance was transparent and followed the rules agreed at General Assembly; to provide resources for strong advocacy; and to provide potential Members with the information they needed to decide about membership. BPW Korea's aim in seconding this Resolution was to protect the continued accessibility of those core governance documents so that in future BPW members would be sure of the ground on which they stood.

### **Point of clarification**

Past International President Dr. Chonchanok Viravan pointed out that the website being discussed was still under construction. The aim had been to complete this before Congress, but to date only 70% had been finalized. The Executive Committee had not ignored the request from the Regional Meeting in New Zealand, but there had been an overwhelming amount of work to complete. She thanked Dr. Antoinette Rüegg and Dr. Catherine Bosshart for preparing all the information to go on this website, and continued by stating that some documentary items mentioned in the Resolution did not actually exist, such as the *"BPW International Board Proceedings"*. She had been compiling the archive of past publications from BPW International Congress and the BPW International Board Proceedings since 1930. In fact, it had been many years since the BPW International Board Proceedings were last published so they would definitely not appear on the website.

### **Point of clarification**

Past International President Sylvia Perry agreed and pointed out that at the Helsinki Congress, the *"BPW International Board Proceedings"* were renamed the *"General Assembly Proceedings"*. The International Board would meet at the end of Congress in Cairo and only Minutes would be produced for that, not Proceedings, so this was another document which did not exist.



Past International President Dr. Chonchanok Viravan added that the plan was to make a lot of information available. She understood the intent behind the Resolution, but the content was inaccurate.

The Resolutions Chair recognized the President.

### **Point of clarification**

The President was reluctant to publish budgets and audited accounts on the BPW International website. She asked the Executive Finance Officer if the website was secure. If members logged on as members, they could access all the information. Because of this, the roster had been removed from the site because many Members had reported being contacted by fraudsters asking for money.

Executive Finance Officer, Roshan Strange, agreed that it was not a sensible idea to publish all information to everyone. Instead, the accounts were sent to the International Board for distribution to their Members, but the financial information should not be published on an open forum.

The Resolutions Chair asked if the President had been speaking against the motion and the latter replied that she wanted to remove point 3) from the Resolution.

### **Friendly Amendment to Resolution 8**

Past International President Dr. Chonchanok Viravan proposed that point 3) be removed from this Resolution, with the understanding that the necessary information should be made available to the International Board but not necessarily through the website.

BPW New Zealand was happy to second this Friendly Amendment as long as the information was accessible to those on the International Board.

### **Point of clarification, continued**

The President continued by referring to her Report (p. 21 of the Congress Workbook), where she had alluded to some problems with the previous webmaster. More money had been invested on the understanding that the results would have improved, but this had not happened so Dr. Catherine Bosshart and Dr. Antoinette Rüegg had worked hard to find a replacement webmaster and all this had delayed the website.

### **Point of clarification**

The Executive Secretary added that every year she sent the Audited Reports of BPW to all the International Board. This sensitive financial document could not be published on the website.

BPW New Zealand replied that that point had been made.

The Resolutions Chair summarized the text for the Friendly Amendment: “*BPW International core governance documents be accessible*” [...] “*to the International Board*”. So, the sentence in number three would say “*accessible to the International Board*” and the numbers below that, 1, 2, 3, would be deleted. If Members still needed access to these documents, the International Board included the Regional Coordinators who would have access to these documents, so the documents would be accessible to Members through their Regional Coordinators.

### **Point of clarification**

Past International President Sylvia Perry clarified that the Regional Coordinators were part of the International Executive and the International Executive was part of the International Board. The International Board members were already entitled to receive all these documents directly. She proposed deleting the whole of point 3. It was not necessary because the International Board had just entitlement and should get all those documents by the normal means of communication via the Executive Secretary, so the documents did not need to be posted on the website. If any were published, they would have to be encrypted.

Past International President Dr. Chonchanok Viravan was still concerned about security and asked for point 3) to be deleted.

BPW New Zealand replied that this would not be acceptable. There was some discussion on a proposed different wording and then she requested a specific timescale to be indicated, but Past International President Dr. Chonchanok Viravan said this would depend on the type of document. A financial report would be annual, but other documents had different frequencies. She suggested using the term “*regularly distributed*”.

BPW New Zealand asked for reinstatement of the original sub-sections under point 3) to show which documents were covered.

The Resolutions Chair asked for the updated text of point 3 of Resolution 8 to be read out. Past International President Dr. Chonchanok Viravan took the General Assembly through the text:

***“The following BPW International Core Governance Documents be readily distributed to the International Board:***

- 1. The Triennium’s budgets and audited accounts,***
- 2. Minutes of BPW International Board meetings.”***

The Mover and Seconder accepted these changes.

Past International President Elizabeth Benham spoke against these amendments as she was concerned about the semantics. These governance documents had always been accessible on the BPW





International website; it was simply that there had been a delay in launching the new website. These documents could be made available in a password-protected archive section on the new website. The Board was routinely provided with documents for their consideration, so she felt that this Resolution took the Members too far away from the intent of the organization.

BPW New Zealand spoke in favor of this Resolution. She simply wanted to make the point that when the BPW International website was under construction, the governance documents had to remain accessible, but this had not recently been the case. For example, the International Aims were currently not visible and this was not a transparent approach.

### **Point of clarification**

The Executive Secretary wanted to remind the General Assembly that the Aims were part of the Constitution and were also in the Procedure Manual, and both of those documents were on the website. It would admittedly be useful to have the Aims shown more clearly on the new website.

The President explained that when her Executive took office, they had held an Executive Meeting in Cairo and reviewed the previous website. This revealed a lot of errors, but no documents or archives. So they had asked the webmaster about that and he notified them that the solution was to build a new website. The International President had met him that November in Zurich. More money was invested but nothing happened for a year, despite continuing efforts, but the documents were there.

The Resolutions Chair asked if the President wanted to extend the time or call the vote. The President asked her to proceed with the vote.

### **Voting Numbers**

Credentials Chair, Sharon Selkirk, confirmed the voting strength was now 119.

The Resolutions Chair called the vote. There was a technical problem with the system.

### **Point of order**

BPW Switzerland had noticed that many Delegates had left for lunch and asked for a count.

The Executive Secretary replied that the Credentials Chair had confirmed the voting strength was 119.

The Resolutions Chair called the vote again due to technical issues.

### ***Resolution 8 Core Governance (as amended): passed***

Votes for	75	Against	22	Abstentions	2
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## Resolution 9: Annual Leaders' Summit

This was on page 119 of the Congress Workbook.

**Proposer: Past International President, Elizabeth Benham**

**Second: Past International President, Dr. Antoinette Rüegg**

Past International President Elizabeth Benham clarified that the correct term was *“Leaders’ Summit”*. As the initiator of the Leaders’ Summit in 2009, having run through nine successful and very well-attended Leaders’ Summits, she wanted to make sure that there was continuity on this event which Members found so beneficial. She wanted to be sure that BPW International developed the business leadership and professional potential of women on all levels, and that BPW leaders were involved from the grassroots level up. The Leaders’ Summit had been an incredible platform for that. She read out the rationale: *“for involving present and future leaders into the development and growth of our BPW Organization, committed leaders and Members must be able to engage together with the International President and Executive for the discussion on plans, strategies, commitments and results, which especially concern countries, partnerships, projects, Members and services, governance and our rules of BPW International.”*

The Summit gave BPW Leaders from around the globe the opportunity and a platform to exchange their experiences to work out new ideas and strategies with positive collaboration and guidance, and cooperation with the International Executive. It remained an important opportunity for BPW members to really focus, and this Leaders’ Summit should occur annually before the Commission on the Status of Women (CSW) in New York, and in addition at each Regional Conference throughout the Triennium.

As Second, Past International President Dr. Antoinette Rüegg mentioned that in addition to Congresses, BPW International needed an annual platform where the President, Executive Board, the Taskforces, the Project Chairs and the UN Representatives could discuss, explain and communicate their issues. This served as a dialogue between the grassroots and the Executive, which was why it was open to everyone in the organization. The name was being changed from the Leadership Summit to the Leaders’ Summit, as there had been a misunderstanding among Members that it would include leadership training. This was an element at the Summit but the main focus was on discussing BPW issues.

### Proposed Amendment to Resolution 9

BPW New Zealand proposed an amendment that the word *“leaders”* be changed to ‘leadership’ because that one word defined how BPW International actually operated and, more importantly, the path BPW was following internationally. She called for Leadership Forums throughout the world at international, regional and national levels so that capacity-building for the organization could take place. New voices



would come forward to build the organization's effectiveness as a voice at CSW. Seeing new people come forward was exciting and would ensure the future of the organization. So, the word "leadership" was functional and she also did not accept item 3 of the Implementation: *"An annual Leaders' Summit should welcome max. 70 BPW Members"*. She wanted to develop the purpose of the four aims and have inclusive Leadership Forums.

BPW Switzerland seconded the proposed Amendment.

## **2<sup>nd</sup> Amendment to the proposed Amendment to Resolution 9**

BPW Switzerland wanted to open the Summit to other women leaders, not only BPW Members.

The Resolutions Chair explained that the 1<sup>st</sup> Amendment had to be discussed before considering another Amendment. The motion on the floor was to change the name of the event from Leaders' Summit to Annual Leadership Summit.

### **Point of clarification**

The President pointed out that it had previously been called the *"Leadership Summit"*. Her Executive had assessed the term and decided to change it to Leaders' Summit as it was believed that Members felt more comfortable using Leaders' Summit.

### **Point of clarification**

NFBPWC USA asked for confirmation that the vote was for the amended motion.

The Resolutions Chair explained that if delegates voted in favor of the proposed amendment to the amendment, the name would change to Annual Leadership Summit. If they voted against, the name would remain Annual Leaders' Summit.

### **Voting Numbers**

The Credentials Chair confirmed there were now 124 votes in the room.

The vote was paused due to technical problems with some of the DigiVote handsets.

### **Point of clarification**

Past International President Elizabeth Benham pointed out that she had not had right of reply as to why she would not be in favor of "leadership". If this amendment passed, the Resolution would refer to a Leadership Summit, which was not what she had proposed.

The Parliamentarian confirmed that if the Proposer took her right to reply, this would end the debate.

### Point of clarification

BPW New Zealand pointed out that they also had not been given that right, although it had already been stated that everybody had the right of reply. The ruling was inconsistent.

The Resolutions Chair granted the right of reply while the technical issues were resolved.

Past International President Elizabeth Benham urged the General Assembly to understand that there had been a lot of debate over the previous nine years about the title Leaders' Summit versus Leadership Summit, and that she had made it very clear that there was a very big difference between these two words. "*Leadership*" technically should be developed with Members in every Federation and Affiliate domestically, but then this became "*Leaders*" when it reached International level.

The Resolutions Chair pointed out that the time had been exceeded for this Resolution, so after the proposed Amendment had been voted on, it would be necessary to call for a motion to extend the time. This would need to be seconded and voted on.

The Executive Secretary pointed out that, as the Mover of the original motion limiting the time to 10 minutes for each Resolution, she had specified that this was only for the External Resolutions, not for the Internal ones.

The Resolutions Chair thanked her for the clarification.

### Motion

NFBPWC USA moved that the General Assembly should have a recess and then continue the discussions after lunch as there was enough time to accommodate that in the program.

There was no Secunder to that motion so it was not discussed.

The Resolutions Chair said that once the technical issues had been resolved and the vote taken on the proposed Amendment to the Resolution, she would defer to the President regarding the time.

The President said that there would be time after lunch and there was time to continue the vote on the table.

The Resolutions Chair called the vote and it was defeated, so the name would remain "*Leaders' Summit*".





## Motion

The Executive Secretary moved that the General Assembly be recessed and restarted at 14:15.

### Point of information

Regional Coordinator North America & the Caribbean Bessie Hironimus asked whether there was still a motion pending on the floor.

The Resolutions Chair confirmed this to be the case.

The Regional Coordinator pointed out that it was not possible to have a recess in the middle of a motion, as there could be no lobbying or discussion outside the General Assembly.

### Friendly Amendment to the Motion

BPW Switzerland tried to move a Friendly Amendment.

### Point of order

The Chair of the Constitution Advisory Committee asked the Parliamentarians to look at the Standing Orders, as they stated that if there was a motion saying “*please vote*” or “*we move to vote*”, the vote had to take place immediately.

BPW Switzerland pointed out that she had mentioned her proposed Friendly Amendment earlier.

The Resolutions Chair did not believe anyone had moved a motion to vote. The discussion had been about interrupting the session for lunch. She had not heard anyone motion that a vote be taken, so as there was a speaker on the floor with a Friendly Amendment, that should take precedence. She asked BPW Switzerland to continue accordingly.

### Friendly Amendment to Resolution 9

BPW Switzerland proposed a Friendly Amendment to open the Annual Leaders’ Summit to other women leaders, not only BPW members. She felt this would be more open and create more visibility for BPW and also better achieve our goal. Her amendment read: “*These Leaders’ Summits are open to BPW Members and especially to non-members so we make BPW visible as an organization of strong leaders and interesting for female leaders to become Members of BPW.*”

This was seconded by New Zealand.

The Resolutions Chair asked the Proposer and Seconder of the original Amendment if they accepted this Friendly Amendment.

Second International President Dr. Antoinette Rüegg agreed that guests were routinely invited to speak at Leaders' Summits, but the priority was to discuss the issues which BPW members wanted to raise. It was important to have the time to address BPW internal issues.

The Resolutions Chair interpreted this as opposing the proposed Friendly Amendment. The Second of the original motion, Dr. Antoinette Rüegg, confirmed that this was not the main goal of the Leaders' Summit, so it was to be considered as an ordinary Amendment.

The Resolutions Chair read the proposed Amendment: *"These Leadership Summits are open to BPW Members and especially to non-members, so we make BPW visible as an organization of strong leaders and interesting for female leaders to become Members of BPW."*

As Second, Past International President Dr. Antoinette Rüegg reiterated that the Leaders' Summit was designed to give leadership and training to BPW Members. It was not a marketing tool, so participants had to become Members in order to attend rather than get the benefit of the knowledge from the Summit without joining the Organization. The Regional Conferences or International Congresses were good marketing opportunities for non-members to attend. The Leaders' Summit was designed to teach BPW Members to achieve their full potential and better serve the International Federation.

The Resolutions Chair called the vote on the proposed amendment and it was defeated, so the Leaders' Summit would remain open only to members of BPW.

The vote was then taken for the original Resolution.

***Resolution 9 Annual Leaders' Summit - passed***

Votes for	70	Against	24	Abstentions	1
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BPW International President Dr. Yasmin Darwich recessed the Business Session for lunch.





# *General Assembly Session VI*

*Held at 14:00 on Friday October 27, 2017*



BPW International President Dr. Yasmin Darwich convened the Sixth Session of the General Assembly of the Twenty-Ninth International Congress.

### **Announcements**

Executive Secretary Catherine Bosshart described the arrangements for the Farewell Dinner.

The President commented that during her travels over the Triennium, she had decided that Cairo would be the best place for this Congress. Aware of fears about security, she had promised never to put her family or BPW family at risk by asking them to accompany her to somewhere not secure. She was delighted to now present her family, including grandson Antonio, to the General Assembly, to great applause.

## **Resolutions, 3<sup>rd</sup> Session: Internal Resolutions**

The Executive Secretary invited the Chair of the Resolutions Committee to take the floor to resume the Resolutions.

### **Resolution 10: Business and Network Committee**

**This was on page 120 of the Congress Workbook.**

**Proposer: Past International President Elizabeth Benham**

**Seconder: BPW Brazil**

The Proposer, Past International President Elizabeth Benham, asked if the word Committee in her Resolution could be amended to Taskforce. This was done. She then described how BPW International had worked with business partners for two Trienniums, saying it had been a wonderful experience. She had been part of the Steering Committee working with them, but had identified a gap between these business partners and BPW Members. Since this was a Business and Professional Women's Organization, she wanted to bring attention again to the business side of BPW, which meant accessing all the benefits that the business partners were bringing to the organization, and to ensure when a Memorandum of Understanding was signed with them, the relationship would be mutually beneficial.

Therefore, this Resolution would ensure that there was a permanent Taskforce in place so that the business side of the organization was focused and the opportunities and partnerships were engaged properly so that BPW Members could enjoy the benefits.

The Resolution would enable the permanent Taskforce to function in the absence of the Committees and ensure the business side of the organization flourished. In addition, some funding was being requested to provide basic tools for the Taskforce.





Seconder BPW Brazil fully supported this Resolution, given that BPW International had not yet had a strong focus on business and this needed to be provided as a benefit for all Members. The economic empowerment of women could be strengthened by entrepreneurship. The Taskforce had already been working very hard to implement all benefits for BPW Members with micro, small and medium enterprises. BPW International had to support BPW entrepreneurs making links with local, national and international markets, and support Members wishing to start a business.

### Voting Numbers

CREDENTIALS CHAIR, Sharon Selkirk, announced the Voting numbers:

Executive	11
Past International Presidents	5
Chairs of Standing Committees	5
Federations	73
Affiliate clubs	20
<b>Total voting delegates</b>	<b>114</b>

### *Resolution 10 – Business Network Committee - passed*

There being no discussion, the vote was taken.

Votes for	72	Against	11	Abstentions	0
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## Resolution 11: Administrative Director

**This was on page 121 of the Congress Workbook.**

**Proposer: Past International President Dr. Antoinette Rüegg**

**Seconder: Past International President Elizabeth Benham**

Past International President Dr. Antoinette Rüegg explained that the Resolution sought to provide smart flexibility to support the President's Office and such smart flexibility required no additional costs. Since 1999, each International President had hired her own Director of the President's Office: there was no longer a permanent BPW International Office. However, there was a major barrier to recruiting the best candidates and that was the 3-year term.

So, the idea was to split the job into two parts: 80% for the Administrative Director, who could continue to work with the following President, and 20% for the much-needed Personal Assistant to the President. These could be two people. Technology made this possible, so the President would have the

opportunity to split this role of the Director of the President's Office into those two parts.

As Second, Past International President Elizabeth Benham appreciated the enormous task of running an international organization, with a very steep learning curve and the frustration that, by the time the Director had fully learned the job, they had to leave. As such, the sustainability of an organization and continuity were critically important: all the knowledge came with a permanent position or a staff person. It was difficult to believe that the organization continued to operate with a constant churn of people, which wasted a tremendous amount of time. Instead, with a permanent Director, the knowledge would be preserved and enhanced and they could support the President with their understanding and knowledge of the workings of the international administration.

The President spoke against this Resolution, as she wanted the incoming President to decide whether or not to use the services of the Director. She had an office and an assistant, which was much better than having only one person with all the knowledge. The Executive had agreed to run a parallel office for three months so that there was a good hand over, and the President had offered to help prepare the next people who would work in the President's Office. Having 80% of the budget for the President's Office for only one person would be too restrictive.

Past International President Sylvia Perry said that it had been 18 years since she vacated the President's Chair, and that she felt qualified to speak on this topic because she was the last President with the permanent International Headquarters office in Battersea, London. It was sold in the following Triennium. She had greatly appreciated having a font of knowledge in one place, particularly prior to the advent of Internet technology. She knew that if anybody wanted any information, it was there. In fact, she felt that a lack of knowledge had been a big drawback to this Congress, and to this General Assembly. So it would be very good to have somebody able to deal with the administration of the business. The proposed 20% President's support used to be a personal assistant's role. Losing three months at the beginning of the next Triennium trying to recruit would be a waste of time when there was so much work to start immediately.

The Regional Coordinator - North America & the Caribbean was apprehensive to speak after four Past International Presidents. She agreed there should be a centralized office, but wondered how feasible it would be to hire competent, well-qualified employees with 20% of the budget. She felt that it would be too restrictive for an incoming President to allocate one person 20% and the other person 80%, and pointed out that under Regulation 23 (Office arrangements), it was the responsibility of the President to set up the President's Office staff.

Immediate Past International President Freda Miriklis supported the Resolution, as she had direct experience of how difficult it was to take on the position of President without support and when she had put in a person to look after the administration, everything became so much easier. The corporate history created during her term had been absolutely instrumental in setting up BPW for the future. It was unfortunate that this had not continued, so she wanted to see this Resolution implemented to give



the organization continuity, and restore the corporate history moving forward. Of course, the President needed somebody to support and work with her, which is why 20% had been allocated for her personal assistant, or for her personal needs to run the organization.

Past International President Dr. Chonchanok Viravan had experienced both worlds. She had served in the International Executive while the Battersea Office was operating. One of the main reasons for the sale of the Battersea Office was to reduce the expense of having the President fly to another country to run her office, and the compatibility between the staff and the new President. When the President's Office moved with each President and she could choose her own staff, the staff was always compatible. There was admittedly an initial learning curve, but the compatibility between the President and her staff ensured that the three years ran very smoothly. Regarding the budget, she proposed an amendment to remove the 80% and 20% because they were too restrictive. The situation varied from one Triennium to the next. For continuity, she had created a digital archive from the year 1930 to 2008, so that knowledge had been passed on and referenced – it did not have to be held by just one person.

BPW Switzerland strongly supported this Resolution. They had had an office in her country for about 15 years and it had worked well. It made each handover much easier, as it contained the living memory of the organization. Having a person looking after all the files and records ensured that all the knowledge was accessible and this gave great continuity to the organization. Similar arrangements were to be found in every big company and organization, and even every State. The bosses changed but the administration remained to run the daily business.

Past International President Dr. Antoinette Rüegg did not want to amend the Resolution to remove the 20% and 80%, as this would make it difficult to draft the contracts for two different people.

#### **Point of clarification**

The President queried whether the Resolution meant that the President would be limited to having two members of staff.

Past International President Dr. Antoinette Rüegg replied that instead of having 100%, she had proposed this split so that the administration could continue without change from one President to the next, unless there was a clash in personalities which prevented the incoming President from working with the administrative person. Continuity was important.

#### **Point of clarification**

The President asked how many people would be covered by the President's Office Budget.

The Chairperson of the Resolutions Committee had understood that the wage for the one Administrative person would be split into two (80% and 20%).

### **Point of clarification**

BPW Malta asked if BPW International currently employed permanent staff.

The Chairperson of the Resolutions Committee replied that there were paid but not permanent staff.

### **Point of clarification**

Vice President Dr. Amany Asfour wondered how this would affect her, as President Elect. The President's Office has currently comprised three people, which was about 100% of the budget: the Assistant Executive Secretary, the Membership Assistant and the Personal Assistant. So that meant that any budget for the President's Office would only be divided by two, so if there were only two people, one would only be paid 20% and the other would have 80%. She did not believe this was fair.

From experience, Past International President Dr. Antoinette Rüegg had calculated that just 20% was needed as a personal assistant, and the rest was for administration.

### **Friendly Amendment to the Resolution**

Vice President Dr. Amany Asfour had understood that it was acceptable for 80% of administration to be divided among several persons, but she was not happy with 80% for one person and 20% for another. She proposed amending the Resolution to make it more flexible, so that 20% could be allocated to the Personal Assistant role and 80% to the Administrative role, but it could also be shared between several people.

Proposer Past International President Dr. Antoinette Rüegg accepted this Friendly Amendment, as long as the administrative role was permanent.

The Chairperson of the Resolutions Committee summarized that the friendly Amendment had been proposed and accepted by the Proposer and Seconder. The term 'Administrative Director' would be changed to 'Administrative Staff'.

### ***Resolution 11: Administrative Staff (as amended) - passed***

There being no further discussion, the vote was taken.

Votes for	70	Against	23	Abstentions	4
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In concluding the session, the Chairperson of the Resolutions Committee expressed her gratitude for being given the opportunity to chair the committee, and acknowledged her mentors, particularly BPW New Zealand. It had been impressive to see how much preparation had gone into the Resolutions. She handed the Chair back to the President, who thanked her for her excellent work.

The Executive Secretary said that the next item from the Agenda of the General Assembly Session would be the Budget for the next Triennium, as presented by Roshan Strange, Executive Finance Officer.





## Budget for the next Triennium 2017-2020

**The Budget was on page 227 of the Congress Workbook.**

**The Executive Finance Officer invited questions from the floor.**

### DISCUSSION

BPW New Zealand was concerned by the apparent jump in the Members' Income - Federation Fee projected figures: a jump of €61,652 from 2016 to 2017, and the following year, from December 2017 to the end of December 2018, another large jump of €31,516. Subsequent years also showed increases. She requested the basis for those figures.

The Executive Finance Officer explained that the 2018 Budget had been based on the current Membership figure of 24,500, multiplied by the rate of what the membership Fees would be in that year, €20.50. For the year 2019, she had increased it by €24,500 because of the €1 increase. She had made the assumption that the Membership numbers would be the same for the three years 2018-2020.

BPW New Zealand appreciated that the figures for the first year, 2018, would be based on actual Membership numbers. She asked if the approved budget for 2017 was the same proposed budget as approved in Jeju.

The Executive Finance Officer replied that the Triennium budget that was approved in Jeju had only stood for the first year (2015), but that each year the Executive had met and adjusted it. The categories had remained the same, but the figures had been brought into line to be more realistic with actual facts.

BPW New Zealand asked why, in that case, the General Assembly had approved those three years of budgets.

The Executive Finance Officer had also wondered about this. She thought the point was that 2018 was not that far away, so it gave the incoming Executive a starting position from which they could apply the experience of each year. They could then see how much things would cost in different countries, and adjust their expenditure according to that and any fluctuations in Membership. It simply provided them with a starting point.

BPW New Zealand felt it was inappropriate for the General Assembly to ratify changes to a budget going forward, because it was apparent that only the following year could be approved and in the subsequent two years the Executive could have free rein. She wondered if there could be a mechanism between Congresses for the International Board to see proposed changes to budgets.

The Executive Finance Officer said that all she could do for 2019 and 2020 was make an educated guess based on experience.

Past International President Sylvia Perry added that this had always been the way that a three-year budget was adopted: adjustments were inevitable and budgets had to be constantly reviewed. The Executive had the authority to manage the organization during General Assemblies, and reviewing the budget was part of this. This had always been the case for reasons of practicality.

Past International President Elizabeth Benham added that the Triennium budget had to be approved by the General Assembly, and then the actual Membership numbers were also taken into account as they would obviously change over three years. It was the responsibility of the Executive and the Executive Finance Officer to adjust the budget annually. The Executive met each year to work out the budget for the year based on the actual numbers.

BPW New Zealand asked whether the budget was proportional to Membership numbers.

The Executive Finance Officer concurred, saying the expenditure always had to be adjusted to come below the income.

BPW New Zealand noticed there was a line item for the Immediate Past International President of €4,000 in 2017, and €2,000 in 2018, which she assumed was for the handover.

The Executive Finance Officer replied that it was a new item not included in the previous Triennium budget. It was there to help the Immediate Past International President set up her own office, because she would still hold a place on the Board for 12 months and thus the Immediate Past International President incurred costs – mainly for travel.

The President explained that this item had been approved by the Executive in the last face-to-face meeting to help the Immediate Past International President continue performing her duties as a Member of the Executive. She believed the Past International Presidents also deserved this budget during the additional year they served on the Executive.

### Motion

Immediate Past International President Freda Miriklis added that previous International Presidents had not had the opportunity to have a budget such as this. It was true that the Immediate Past International President served in an advisory capacity to the Board if the President chose to take that advice, and that was only for 12 months. There was a budget allocated to her under the Executive Budget of €35,000 for her travel to attend Executive Meetings to ensure that there was a proper hand over. Any other additional travel had to be paid by the Immediate Past International President at her own expense. She believed this system should continue unchanged. She therefore proposed a motion to remove the line item that the Executive had incorporated without the approval of this General Assembly. Seconded by BPW Switzerland.



### **Point of clarification**

The President confirmed that the Past International President served as advisor to the President. Personally, she did not need this funding, but others might do and this was a move to future-proof the organization. The figure was also intended for other items such as producing the Congress Proceedings, because this was no longer included in the Congress budget. The proposed budget under discussion had been suggested by the Executive Finance Officer, not the President, and had already been considered during a face-to-face meeting of the Executive.

### **Point of order**

Regional Coordinator - North America & the Caribbean pointed out that until the budget had been moved for adoption, the floor could not discuss it.

### **Motion**

The Executive Finance Officer moved the approval of her Budget Report. Seconded by the Executive Secretary.

The Executive Finance Officer invited questions from the floor.

### **DISCUSSION**

NFBPWC USA asked if this was the appropriate time to amend the budget. She proposed a motion to allocate US\$2,500 per annum from the budget for the Business & Technology Standing committee.

The President pointed out that a motion was already on the floor and had been seconded, so the General Assembly would have to consider that first.

NFBPWC USA sought to amend the proposed budget by removing US\$2500 from the Past International President line item expenses and allocating it to the Business & Technology Standing committee. This would not affect the balance.

Past International President Elizabeth Benham objected to that proposal. She pointed out that there had been an increase in the budget, providing more money than in previous Trienniums. Past International Presidents had never previously had the opportunity to have some funding to continue their work for a short time. After three years' dedication, it was unfortunate to suddenly lose all funding. So, this was a small budget for each Past International President to continue working for the year she remained on the Board. The organization had the funding to do this. To address the question of the NFBPWC USA Member regarding the funding of the Business Net Project, Organizational Services had a huge budget for this. So, it would only impact the modest Organizational Services budget.

Immediate Past International President Freda Miriklis added that given that there was an additional budget, she would prefer to see the name changed from “Executive Expense - Immediate Past President” to a title more to do with the handover. So, perhaps this title could refer specifically to the handover of the office, for example to transfer the archives to the Executive. She had found that winding everything down and transferring it had taken three months and had required a budget of US\$4,000.

Past International President Elizabeth Benham added that it was important to have clarity on what processes were involved after Congress finished, when the new President took over and the outgoing President no longer had authority, but still had an office with staff, and still had to close down everything. In the lead-up to a Congress, this represented a tremendous amount of work and so there had to be a little transition period for the Past International President to pay some staff, clean up the files and make sure everything was in order for the incoming team. As the President was naturally a trustworthy person, she could decide how she wanted to spend that funding.

#### **Point of clarification**

BPW Germany had learned that, to be International President, it was necessary to have significant personal funding, so to require a comparatively small additional amount for the extra year on the Board seemed unnecessary.

Past International President Dr. Chonchanok Viravan responded that when she had been International President, she had depleted her savings, then as Past International President her workload did not really decrease. Without an office or staff, she had to prepare the Congress Proceedings, review everything and complete the handover. All of this incurred expenses. It was difficult to work full time for another year without recompense. She herself had not asked for this line entry in the budget, but felt it would be most appropriate.

#### **Point of clarification**

The President indicated that €5,000 was being paid to support the Past International President to finish the Congress Proceedings for almost two further years, and that this was something she would like for future Past International Presidents.

Past International President Elizabeth Benham pointed out that being International President was a voluntary job, involving three years of unbelievable hard work with no pay. Although there was a budget for travel, during her presidency she had spent an additional US\$100,000 of her own money to support and supplement the budget to be able to visit all the Federations and Affiliates around the world so that the Members could see her and feel the value of their membership. When she did the Congress Proceedings, she worked voluntarily with the transcriber for one year with no travel budget and no staff. Also, in previous budgets at General Assemblies, there had always been an amount allocated for the first year of transition between the outgoing President’s Office and the





incoming President's Office. That had been replaced in this budget by the new line item which the Past International President should use for the transition of her office and her staff as she deemed appropriate.

The President expressed concern about overrunning the time allocated for this session.

Past International President Dr. Chonchanok Viravan agreed, as the overrun was almost an hour and the room had to be set up for the Farewell Party.

The Regional Coordinator - North America & the Caribbean moved the motion for voting.

#### **Point of order**

Immediate Past International President Freda Miriklis pointed out that some Resolutions had been passed by the General Assembly that would have financial implications, so a revision in the proposed budget would be necessary to incorporate those implications into the budget.

The President responded that this would be presented that day or the next day to the International Board, after the adjustments had been made.

The Chair of the Development, Training and Employment Committee seconded the motion to approve the Finance Budget.

#### ***Finance Budget - approved***

The General Assembly voted to approve the Finance Budget.

#### **Announcement**

Diana Barragán announced that the Catalanian Parliament in Spain had just declared Independence.

The President asked the General Assembly to keep focused in order to complete business within the hour.

## Campaign for Natural Disaster Relief for Mexico and Caribbean Islands

The Regional Coordinator - North America & the Caribbean referred to a video showing how the Caribbean had suffered from several devastating natural disasters recently. Two new Clubs had been launched. In June, she had travelled to Dominica to start a brand new Club with 53 Members and a Board of Directors. Their President had just given birth, but she was installed as President at the hospital with the baby. The baby became the youngest BPW Member. Twenty Members had been planning on attending this Congress, but a hurricane had devastated their home island. Only one member had managed the journey, Dr. Taylor. They had planned to wear national dress for the Congress Closing Ceremony, but instead had sent her a little doll to represent them.

From Dominica, the Regional Coordinator had flown to Concordia, Saint-Martin to launch a Club there. It had 28 Members and their Officers, eight of whom had originally planned to attend Congress. Today many of them were homeless after the hurricane.

She read a message from the Prime Minister of Dominica whom she had met during her visit. *"We've never seen such destruction. It is unprecedented. Everywhere in Dominica has received a serious beating – every part. If it was not by the wind, it was by the river. Maria's Category 5 Hurricane flattened entire villages throughout the country leaving a trail of uprooted trees, downed power lines, destroyed buildings, and flooded streets. We have lost everything that money can buy. I am honestly not preoccupied with physical damage at this time because it is devastating, indeed mind boggling. My focus now is in rescuing the trapped and securing medical assistance for the injured. Our devastation is so complete that our recovery has to be total and so we have a unique opportunity to be an example to the world, an example of how an entire nation could rebound from disaster and how an entire nation can become resilient for the future. We will need help, my friend, we will need help of all kinds."* She continued with part of a letter from the Young BPW of Concordia, which said: *"...Hurricane Irma lasted approximately 6 hours... thank you... and in the span of that time life as we knew had drastically changed. While I cannot explain to anyone for there are no words yet created, is the howling winds, the rattling of windows, and shaking of homes. I cannot explain cowering in a bathroom, or any room that may have a roof, waiting to come out having to run out during the hurricane to another home to find shelter, hoping to be taken in but this is Mother Nature and what we island folks... what does a person do without a roof, especially to those who have lost everything. What is relief for a person who receives clean water, food and clothing but has no place to put these items. What is relief for a person who cannot leave his/her home because they have no other place to seek refuge, so they stay there without a roof. What does relief mean for the person who prays it doesn't rain so that they can spare the little that remains. When people have lost their homes, their security, when they stare up at the night sky lying on the floor where their bed once was and wonder whether they will ever see morning again. The answer to those most posed questions is shelter. People need shelter, that thing that we most strive for. That we work hard for, a roof over our heads, when the basic needs have been met like water, and food, what people want*



*and need next is shelter. We are imploring our sisters around the world to help us by contacting contractor companies, request donations of building materials to help repair and give persons temporary roofs under which they may start to rebuild their lives, please support us.”*

Executive Secretary Dr. Catherine Bosshart invited the President of BPW Mexico to take the floor.

Also showing a video, BPW Mexico described the effects of the two earthquakes that had hit Mexico in the past month, one affecting the south of Mexico, which was the poorest part of the country, and the other in Mexico City. She read out a text: *“the night could be darker, it doesn’t matter if the area harbored 2,000 towns the poorest in the country. All the belongings of the people remain in the rest of the houses and no matter one has to start working since very early preparing a diet to feed the hungry. When you think that one doesn’t have nothing to lose the nature and, the Earth takes all away, also the life.” [sic]*

Earthquakes removed any difference between the poor and the rich. She wanted to reassure all victims that they were not alone and could count on BPW.

## Young BPW show: ‘Message from the Future’

Young BPW members gathered on the stage before the General Assembly. They had coordinated their input via their WhatsApp Group. Each gave a short statement:

- Young today, leaders tomorrow, we need to keep the ball rolling.
- Through all those years, through all these hours we are here to change for more. This is how it has always been and always will be. This is how our legacy will continue.
- The future is telling you to take a leap of faith.
- Don't be afraid to take the risk to become the person you've always dreamed of.
- The world is different as it has changed over the years. All of us from our various fields decide to walk this path.
- You may know many things we don't but we know some things that you don't but we must continue to teach each other. Only then can we decide to evolve, to be better and remain strong. So, sisters, now is the time to take charge.
- We don't know what the future brings but whatever it is we will be ready by being in this together.
- We must connect through trusting each other in friendships that will last and most important of all with kindness and love in our hearts.
- Through your actions and words we have learned, gained strength, understood our history and most especially attained wisdom.
- We represent the Young Business and Professional Women from all over the globe. We live to support, strengthen and empower each other.

They concluded by reminding the General Assembly to buy raffle tickets for the Young BPW International fund, enabling Young BPW members to attend events such as this Congress.

### **Announcement**

The Executive Secretary announced that some personal property had been lost.





## Closing Ceremony

### Announcements

BPW International President Dr. Yasmin Darwich opened the session by encouraging delegates to attend the Equal Pay Workshop. There were some announcements about lost property.

### Acknowledgements by outgoing International President

“Dear International Board Members, dear friends, dear BPW sisters, it is with mixed emotions that I present this message for you. I am honored for having led this wonderful organization during the last three years and five months. It has been a long but great journey. I have had the opportunity to visit our Members, to visit many countries and with our Members to see how much you are doing under the name of BPW and for BPW in the benefit of your communities. My main interest since I ran for office was to work with the Members and for the Members. They are - you are - the stakeholders of BPW and I always keep that in mind. I have been working for you to the best of my ability and with all of my love. I am proud of the work we have done, the accomplishments we have achieved, the recognition we enjoy at many levels with the governments, NGOs, civil organizations, and women’s groups. We have been very busy with new projects, our initiatives, partnerships and all the activities we have held. I am sad because time goes so fast and we still have so many unfinished issues that need to be addressed but I am confident that our work will continue with the new Executive Members. The new team that you have selected, they are all great Members, well prepared and very dedicated so they will take BPW to new grounds. I am thankful for the opportunity to have served you. For the honor you have given me and for the support that has been evident wherever I have been with you.

I want to reiterate my thanks and recognition to my mentors, the Past International Presidents, my team of Executives who have worked so hard all these years we have long sessions, many meetings, many agreements, many discussions, but all in good faith to work for you. My thanks to God and my family, my Federation BPW Mexico, my Club Torreón and my Latin America Region for your support and my sincere thanks to all of you my sisters in BPW. For BPW Egypt President Omnia and her Board I have no words to thank you for this wonderful, unforgettable Congress. For the Host Planning Committee led by Dr. Amany Asfour as the Head of this Committee, to Dr. Chonchanok Viravan - you really cannot imagine how many days she worked for us, day and night to prepare this Congress. If there were mistakes please accept my sincere apologies: we are in the end only human beings. Thank you, thank you very much for working during this Triennium with my team making a difference through leadership and action. You will be in my heart forever.”

## Installation of Incoming International Executive & Introduction of new Executive

BPW members had chosen who they wanted as the leaders of the Federation. The International President continued by installing the new officers of BPW International for the Triennium 2017 to 2020. She began by introducing the five Regional Coordinators:

- AFRICA: Abla Mahdi
- ASIA-PACIFIC: Dr. Narudee Kiengsiri
- EUROPE: Giuseppa (Pinella) Bombaci
- LATIN AMERICA: Diana Barragán
- NORTH AMERICA and the CARIBBEAN: Dawne Williams.

The Regional Coordinators had been selected by the Members of their Region previously and then their decision was ratified by this General Assembly. They would lead the activities of their Region. Their duty for the next Triennium was to familiarize themselves with their Federation and Affiliates in their Region, to communicate with them, train them and represent them in the Executive. The President asked if they accepted these responsibilities. All the Regional Coordinators agreed.

The President said that if they delivered on their promise, the next General Assembly would express its gratitude at the next International Congress.

Turning to the Young BPW Representative, Neelima Basnet, the International President declared that she had been elected to represent the BPW Young Members of the world, the future leaders of BPW International. Her responsibilities included keeping young members active and involved and encouraging them to participate in their Affiliates, Regions and in BPW International. The Young BPW Representative accepted these responsibilities.

The President announced that Executive Secretary, Bessie Hironimus, had been elected to keep accurate records of BPW proceedings, work as an ex-officio Member of various committees and most of all, be in contact with all the Federations and Affiliates to make sure that their governance documents were in agreement with those of BPW International. Executive Secretary Bessie Hironimus accepted these responsibilities.

The President then turned to Giuseppa Seidita, Executive Finance Officer. In this role, she would be in charge of all BPW International's accounts, finances and monies and would handle them in an efficient and transparent manner. She would ensure that all bills were paid on time and that the dues were received promptly. She would also chair the Finance Committee. Giuseppa Seidita, the Executive Finance Officer, accepted these responsibilities.



For Dr. Catherine Bosshart, Second Vice President - United Nations, the President explained that she would be working closely with all the BPW representatives at the various United Nations bodies, representing BPW International at the United Nations, coordinating the BPW activities for the Commission on the Status of Women and chairing the BPW UN Committee. The Second Vice President - United Nations accepted these responsibilities.

The President knew that First Vice President Susan Jones would commit all her passion to the members and would work hard representing them so that BPW International would grow through her efforts. She had to be in charge, in contact with all of them, and encourage them to increase the membership and look for new BPW Affiliates. Additionally, as First Vice President, she would represent the President as required. She accepted these responsibilities.

The President then turned to Dr. Amany Asfour. She declared that the Members had given her the highest honor in BPW International. They knew that BPW was her life and her passion, and that she would be a great leader this next Triennium, representing them well, and that she would work very hard, not only for BPW Members, but for all women and girls in the world. Among her duties as President, she would have to lead the Executive and keep the members enthused with her passion, love and commitment to BPW. President Dr. Amany Asfour accepted her duties.

The President declared the Officers duly elected for the Triennium 2017 - 2020. In handing over the Chain of office to Dr. Amany Asfour, she explained that it was light in weight but heavy in symbolism and responsibility, having the names of all the Past International Presidents engraved on it. Every time she wore it, she did so with pride and encouraged Dr. Amany Asfour to wear it with respect, thinking of Dr. Lena Madesin Phillips and all the other Presidents and what they would expect from her team. Dr. Chonchanok Viravan had succeeded in recovering the gavel used by Elisabeth Feller, International President from Switzerland (1959 - 1962), Helen Irwin from the USA (1962 - 1965), Barbara Littlewood from the United Kingdom (1965-1968), and Patience Thoms from Australia who was the last to use it in 1968. She proudly presented it to President Dr. Amany for use at the next General Assembly. She also presented her with the pin of the President for everyday use. She then congratulated all the new Executive Committee.

Executive Secretary Bessie Hironimus then invited the new BPW International President to give her remarks.

## Remarks of new International President

“My dear sisters, it’s really an honor today to carry this heavy responsibility on my shoulders but it is not only for me: it is for all of us. For my team here, these great ladies that you have chosen from all over the world. I share the responsibility with all of you, with each club and Federation President and with every member, hoping it will be possible to unite together in solidarity to change this world and to achieve the dream of Dr. Lena Madesin Phillips. When she had her first Congress in 1930 in Geneva, her dream was to unite the world in peace and I think we are carrying this responsibility up to now. For me, as a President of the International Federation of Business and Professional Women, the greatest organization in the world, it is an honor that I have dreamt to be a Member of this organization and now having the helmet of this organization on my shoulders it gives me a very great honor to really work with all of you to achieve the dream of Dr. Lena Madesin Phillips who said *“don’t do small plans because they have no power to stir the blood.”*”

We have to have bigger plans for BPW International. BPW International is the leading organization in the world and we had all our huge icons that started the Commission on the Status of Women at the UN, they changed the world and it is actually our responsibility now to see how we change the world. How we come together in order to have empowerment for women, for the Sustainable Development Goals. How can we reach the women at the grassroots but also at decision-making levels such as Heads of States? How can we empower the women across all the countries in very developed countries but also least developed countries, countries in conflict zones, countries which are suffering from national disasters? It is our responsibility to unite everyone together to achieve this dream.

I send special greetings to Dr. Pat Harrison. I hoped that she would have been with us here because she was the first to visit us in Egypt with Dr. Antoinette Rüegg when she was Vice President - Membership and when they came I and my team, (Dr. Omnia Fahmy, President of BPW Egypt, Dr. Naglaa and Dr. Faiza), realized how honored that we were to be joining this great organization. For me this is the great team who have put all of this together: nobody can do anything alone. These are who we approached when we came to you in Melbourne, our first International Congress, and since then we have attended every single International Congress together with you. We went to Mexico, we went to Switzerland, we went to Finland, we went to Korea - we went everywhere because we realized how important this network is. The friendship we have, the warmth in your hearts, my voice might be sometimes loud but I’m sure that you hear the voice from my heart much more than the voice you hear me speaking. I always said that I am blessed because in this organization, wherever you go in the world you will find a sister that will open her heart for you and when I recruited many other Clubs like all those who are here at their first International Congress, I told them: you will explore, you will enjoy, you will find a new great family. BPW family sisters are treasures. If you are really rich, the richness is having friends. The richness is coming together, the richness is being together, together to change the world. I am counting on all of you to change the world and I really thank you with all my heart and thank all my mentors, all the Past International Presidents.





Dr. Antoinette Rüegg, you have been a very big supporter for us, for our Club, thank you very much for being with us all that time. Thank you very much, Sylvia Perry, thank you very much, Dr. Chonchanok Viravan, you have been great supporters for all of us.

Yasmin, you have been an International President, a leader but also a sister and friend. I have been mentored by you, of course we had our, our moments together... I really thank you very much with all my heart. I learned a lot from my Presidents in the Executive when I served with Dr. Chonchanok Viravan when I was the Regional Coordinator – Africa and I travelled with her everywhere and now when I served with the great team and with Yasmin, my President, we had great, great experiences.

For me it's a moment of history, historical because at this moment I realize the dream of having you all in Egypt. How many times did I meet every single woman among you? I spoke to every single Member, I travelled for you everywhere, to invite you to come to Egypt and now my dream came true. Not only did you come to Egypt but you put your confidence in me. Your confidence to become your International President and I will not let you down. When I told you to come to Egypt and I will let the Sphinx welcome you, I delivered my promise. When I told you we will have a historical meeting, I hope you will enjoy this meeting and this Congress because for us it was a dream of us and my team. All of us in BPW Egypt were dreaming of having you with us and now when you put this responsibility on me of being the International President, I promise you that I will deliver and serve each of you. I will be available for everyone that would like to have a service, would like to have a question, would like me to be there, but also we have to work together to mobilize more funding, to have more projects, to communicate among each other, to really capitalize on the presence of this big organization. Our organization is 110 countries - it is the biggest organization in the world. All our partners that you have seen at this Congress and many others are happy to work with us. So, my real dream is to have BPW International as the one organization that leads the world. The one organization where all of you will benefit, all of you will have friends, all of you will have a great family that we all belong to. But, doing this I wouldn't have done it alone because I travel too much and I left my family. So, I want to acknowledge my family, my dear sons and daughter, please come. They have been serving you. Thank you for allowing me to serve. These are my children who really supported me very, very, very much by being with all of you to travel the world to be with you, to be available for you.

I deprived them for the longest time but I feel that this time I invested in change for women. We have to be game changers. We are the ones who have to change the world. We are the ones who have to explore how BPW International will be the only organization, the leading organization to have an impact on the daily lives of people. To work together in solidarity and to have our voice heard and that is why always I tell you financial independence gives you the power of choice and voice. So let's work on the economic empowerment of women, on women in different sectors. To have women at the highest levels, women on boards, the Women's Empowerment Principles, to promote entrepreneurship, women in STEM education, women everywhere. We are women and we can make it."

## Presentation of the invitation to the Asia-Pacific Regional Conference 2018

Executive Secretary Bessie Hironimus introduced a presentation by BPW Thailand inviting members to attend the BPW Asia-Pacific Regional Conference 2018, “Advancing Women, Advancing World”, from October 30 to November 1 2018 at the Grand Hyatt Erawan Hotel in Bangkok. The Conference aimed to provide a platform for Business and Professional Women from various countries to network and share best practices with the objective of building future cooperation and promoting women’s achievements on the international stage. In organizing this Conference, BPW Thailand had received valuable assistance from both public and private sectors, particularly from the Ministry of Social Development and Human Securities. They were greatly honored to have Her Royal Highness Princess Maha Chakri Sirindhorn presiding at the opening ceremony, HRH Princess Soamsawali attending the Gala Dinner and HRH Princess Bacharakitiyapa addressing the conference as a keynote speaker. There would be seminars, panel sessions and speeches on topical themes such as: emerging technology, opening new doors with international partnerships, preventing and mitigating financial crisis and the evolution of the job market for Young BPW.

Anyone attending this Conference would receive a warm welcome from BPW Thailand and Young BPW from Thailand, who were also committed to providing the best experience to attendees, as well as pre- and post-Conference events showcasing Thai arts, culture and cuisine. Bangkok was the world’s number one destination in 2017, offering a superb travel experience. Thailand was also known for its world-class spas and relaxing traditional Thai massage, as well as its healthy cuisine. Additionally, Thailand was a well-known shopping paradise and BPW Thailand was offering a small souvenir gift from BPW Clubs in various regions of Thailand to every country. A video was played.

## Presentation on XXX BPW International Congress in 2020

Past International President Elizabeth Benham announced that NFBPWC USA was extremely proud to invite everyone to the next International Congress from August 21 to 26 2020 in Orlando, Florida. A video was played.

The venue was in Disneyworld and a whole hotel would be set aside for BPW. The room rates were just US\$149 dollars for a room for two to four people. A presentation followed.

President Dr. Amany Asfour thanked her and said she would look forward to promoting it.

## Closing Announcements

Executive Secretary Bessie Hironimus made some closing announcements about personal property and the post Congress Board of Directors meeting which would be held that afternoon.

President Dr. Amany Asfour used the gavel to close the meeting of the 29<sup>th</sup> BPW INTERNATIONAL CONGRESS held in Cairo, October 23 – 27, 2017.



## APPENDICES

**Appendix 1: List of attendees**

**Appendix 2: Approved Triennium Budget 2017-2020**

**Appendix 3: Revised Constitution and Regulations**

**Appendix 4: Procedure Manual as approved at the Pre-Congress Board Meeting**

**Appendix 5: Resolutions Report**

## APPENDIX 1: List of attendees

### Members

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Maria Cristina	Cavalli	Federation	Argentina
Marta Susana	Solimano	Federation	Argentina
Olga Amalia	Ahumada	Federation	Argentina
Patricia	Maya	Federation	Argentina
Aphroditi	Miriklis	Federation	Australia
Carole	Shaw	Federation	Australia
Christine	Levis	Federation	Australia
Judith	Van Unen	Federation	Australia
Perla	Soberon-Brittle	Federation	Australia
Roshan	Strange	Federation	Australia
Sandra	D'Souza	Federation	Australia
Susan	Jones	Federation	Australia
Friederike	Baumgartner	Federation	Austria
Christa	Kirchmair	Federation	Austria
Doris	Mayr	Federation	Austria
Heidrun	Matthaeus	Federation	Austria
Rita	Assogna	Federation	Austria
Rita	Volgger	Federation	Austria
Silvia	Dillinger	Federation	Austria
Khairiya	Aldashti	Federation	Bahrain
Nabeela	Alkhayer	Federation	Bahrain
Shaikha Hend	Alkhalifa	Federation	Bahrain
Ameena	Alkhan	Federation	Bahrain
Felicienne	Houngbadji-Aguessy	Affiliate club	Benin
Huguette	Akplogan-Dossa	Affiliate club	Benin
Raissa Michelle Nadia	Detien Honvo Vodounnou	Affiliate club	Benin
Eliana	Chiappetta	Federation	Brazil



<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Elisa	Campos	Federation	Brazil
Eunice	Cruz	Federation	Brazil
Margarida	Yassuda	Federation	Brazil
Sirlei	Braghini	Federation	Brazil
Suzana	Dondoni	Federation	Brazil
Celia	Zanetti	Federation	Brazil
Angelina Rita	Sawadogo	Affiliate club	Burkina Faso
Chantal	Guérin	Affiliate club	Burkina Faso
Rasmata	Kabré Oudraogo	Affiliate club	Burkina Faso
Claire Marie	Kaboré	Affiliate club	Burkina Faso
Colette	Belem Kombassere	Affiliate club	Burkina Faso
Kiswendsida Claudine	Ouedraogo	Affiliate club	Burkina Faso
Mouniratou	Bambara Zio	Affiliate club	Burkina Faso
Wadogo	Alizata	Affiliate club	Burkina Faso
Laurence	Anguiley Kaack Epse Moulen	Affiliate club	Cameroon
Marie Hélène	Kemayou	Affiliate club	Cameroon
Sylvie Jeanne D'arc	Mengue Okeng	Affiliate club	Cameroon
Rachel Liliane	Ngo Nyom Eps Bebay	Affiliate club	Cameroon
Rose	Toby Ngobo	Affiliate club	Cameroon
Anne	Hodson	Federation	Canada
Carol	Pelton	Federation	Canada
Christine	Poulin	Federation	Canada
Colleen	Allan	Federation	Canada
Elizabeth	Krys	Federation	Canada
Gerlinde	Sarkar	Federation	Canada
Guylaine	Roy	Federation	Canada
Helen	Fotopulos	Federation	Canada
Jenny	Gulamani-Abdulla	Federation	Canada
Linda	Davis	Federation	Canada
Sharon	Selkirk	Federation	Canada
Maide	Yazar	Federation	Canada

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Taylor	Burrowes	Affiliate club	Cayman Islands
Rachael	Gaunt	Affiliate club	Cayman Islands
Anne	Hilty	Affiliate club	China (HK)
Amelie	N'zi	Affiliate Club	Côte d'Ivoire
Cisse Seye	Aissatou	Affiliate Club	Côte d'Ivoire
Léonie	Kouakou Affoué Diabaté	Affiliate Club	Côte d'Ivoire
Marion	Volk	Affiliate Club	Croatia
Andri	Prodromou	Federation	Cyprus
Dionysia	Hadjikyriacou	Federation	Cyprus
Elena	Theodorou Koza	Federation	Cyprus
Kikoula	Cotsapas	Federation	Cyprus
Mary	Papadopoulou	Federation	Cyprus
Janet	Taylor	Affiliate club	Dominica
Dolly	Cruz Martinez	Affiliate Club	Dominican Republic
Fior Daliza	Ranucoli	Affiliate Club	Dominican Republic
Diana	Barragán	Federation	Ecuador
Dolores	Otañez	Federation	Ecuador
Magdalena	Ocaña	Federation	Ecuador
Maria	Alejandra	Federation	Ecuador
Maria Alejandra	Medina Carrillo	Federation	Ecuador
Marianita	Muñoz	Federation	Ecuador
Silvia	López	Federation	Ecuador
Ximena	Ramos	Federation	Ecuador
Amany	Asfour	Federation	Egypt
Heba	Huggag	Federation	Egypt
Mona	Omar	Federation	Egypt
Ali	Abd Al-Kadr	Federation	Egypt
Heba	Nasar	Federation	Egypt
Mona	Zaki	Federation	Egypt
Naglaa	Lotfy	Federation	Egypt
Omnia	Fahmy	Federation	Egypt

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Faiza	Farid	Federation	Egypt
Gehan	El Sokkary	Federation	Egypt
Jorg	Schimmel	Federation	Egypt
Nahla	Moufid	Federation	Egypt
Rawya	Mansour	Federation	Egypt
Soha	Shams	Federation	Egypt
Soheir	Gouda	Federation	Egypt
Vida	Moustafa	Federation	Egypt
Yasmeen	Dabees	Federation	Egypt
Dahlia	Salom	Federation	Egypt
Anu	Viks	Federation	Estonia
Hadia	Gondji	Affiliate Club	Ethiopia
Semhal	Guesh	Affiliate Club	Ethiopia
Workaferahu	Kidane	Affiliate Club	Ethiopia
Letty	Chiwara	Affiliate Club	Ethiopia
Anneli	Luoma-Kuikka	Federation	Finland
Anni	Riiheläinen	Federation	Finland
Eeva	Peltonen	Federation	Finland
Emmi	Laaksometsä	Federation	Finland
Katri	Meriläinen	Federation	Finland
Ketlin	Tackman	Federation	Finland
Kukka	Lehmusvirta	Federation	Finland
Lea	Silto	Federation	Finland
Sari	Noponen	Federation	Finland
Karine	Babule	Federation	France
Karin	Raguin	Federation	France
Rakshanda	Faizi	Federation	France
Carmen	Kraushaar	Federation	Germany
Christine	Heinze	Federation	Germany
Henrike	von Platen	Federation	Germany
Ilka	Lambke-Muszelewski	Federation	Germany

<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Ingrid	Asche	Federation	Germany
Johanna	Marius	Federation	Germany
Jutta	von der Decken	Federation	Germany
Nadine	Kluge	Federation	Germany
Nadine M.	Robert Zehe	Federation	Germany
Renate	Höepfl	Federation	Germany
Sibylle	Kappler-Strauss	Federation	Germany
Uta	Zech	Federation	Germany
Irini	Poutakidou	Affiliate Club	Greece
Elin	Norrdahl	Affiliate club	Iceland
Gudny	Kristin Erlingsdottir	Affiliate club	Iceland
Gudrun	Jakobsdottir	Affiliate club	Iceland
Katrin	Oladdottir	Affiliate club	Iceland
Rosa	Oskarsdottir	Affiliate club	Iceland
Sigurveig	Fridgeirsdottir	Affiliate club	Iceland
Archana	Bhatnagar	Affiliate club	India
Jalpa H.	Vithalani	Affiliate club	India
Renana	Jhabvala	Affiliate Club	India
Subhalakshmi	Nandi	Affiliate Club	India
Alga	Rossi	Federation	Italy
Anna Maria	Cacciari	Federation	Italy
Antonietta	Scafuro	Federation	Italy
Carmela	Scafuro	Federation	Italy
Caterina	Mazzella	Federation	Italy
Caterina	Salvo	Federation	Italy
Clelia	Farina	Federation	Italy
Cristina	Gorajski Visconti	Federation	Italy
Caterina	Peraina	Federation	Italy
Dora	Paronuzzi	Federation	Italy
Enrichetta	Bellini	Federation	Italy
Enza Vincenzina	Nappi	Federation	Italy



First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Eufemia	Ippolito	Federation	Italy
Giulia	Galantino	Federation	Italy
Giuseppa	Bombaci	Federation	Italy
Giuseppina	Seidita	Federation	Italy
Luisa	Monini	Federation	Italy
Maria	Ciancitto	Federation	Italy
Maria Concetta	Oliveri	Federation	Italy
Mariella	Pastoressa	Federation	Italy
Marina	Martelli	Federation	Italy
Nellina	Basile	Federation	Italy
Pia	Petrucci	Federation	Italy
Santa	Salvo	Federation	Italy
Giuliana	Solfanelli	Federation	Italy
Haniwa	Natori	Federation	Japan
Jun	Sawada	Federation	Japan
Keiko	Hamada	Federation	Japan
Kyouko	Saitou	Federation	Japan
Masako	Hiramatsu	Federation	Japan
Masako	Tsuruta	Federation	Japan
Nobuko	Kurosaki	Federation	Japan
Otoha	Hayashi	Federation	Japan
Tanaka	Tazuko	Federation	Japan
Haifa	Hajjar Najjar	Federation	Jordan
Mona	Telfah	Federation	Jordan
Rana	Abweh	Federation	Jordan
Diana	Ofwona	Affiliate club	Kenya
Jemimah	Ngunia	Affiliate club	Kenya
Leah	Wachira	Affiliate club	Kenya
Mary	Kariuki	Affiliate club	Kenya
Miriam	Kiplabatt	Affiliate club	Kenya
Nzula	Kitaka	Affiliate club	Kenya

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Stella	Karanja	Affiliate club	Kenya
Lucy	Mwenda	Affiliate club	Kenya
Lucy	Wangechi Mureithi	Affiliate club	Kenya
Chung	Eun Sup	Federation	Korea, Republic Of
Eunmee	Hwang	Federation	Korea, Republic Of
Hyun	Park	Federation	Korea, Republic Of
Inok	Han	Federation	Korea, Republic Of
Jung Hee	Lee	Federation	Korea, Republic Of
Young-Hai	Park	Federation	Korea, Republic Of
Youngseon	Yu	Federation	Korea, Republic Of
Ameenah	Esmael	Federation	Kuwait
Aseel	Almezyed	Federation	Kuwait
Shoa'a	Alqasaibi	Federation	Kuwait
Hissah	Al-Sabah	Federation	Kuwait
Amira	Sghaier	Affiliate club	Lebanon
Carmen	Zogheib	Affiliate club	Lebanon
Diana	Harrouz	Affiliate club	Lebanon
Dr. Marie	Khoury	Affiliate club	Lebanon
Ghenwa	Jomaa	Affiliate club	Lebanon
Linda	Sultan	Affiliate club	Lebanon
Marie-Thérèse	Germanos	Affiliate club	Lebanon
Nayfa	Sfeir	Affiliate club	Lebanon
Pamela	Heneine	Affiliate club	Lebanon
Ragheda	Kawerkian	Affiliate club	Lebanon
Rima	Kalaawi	Affiliate club	Lebanon
Samira El Ghoul	El Khoury	Affiliate club	Lebanon
Zeinab	Mirza	Affiliate club	Lebanon
Diana	Khalifeh	Affiliate club	Lebanon
Raherisoa	Haingo	Affiliate club	Madagascar
Farida	Aman	Affiliate club	Malaysia
Ida	Schien	Affiliate club	Malaysia

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Sarimah	Mohamad Sabudin	Affiliate club	Malaysia
Stephanie	Falzon	Affiliate club	Malta
Alejandra	Frías	Federation	Mexico
Alia Lorena	Ibarra Avalos	Federation	Mexico
Ana Rosa	Garcia de Alba	Federation	Mexico
Elizabeth	Vazquez	Federation	Mexico
Luz Angelica	Carrizosa Leon	Federation	Mexico
Monica	Escobar	Federation	Mexico
Rosa	Maria Hernández	Federation	Mexico
Sandra	Velez	Federation	Mexico
Semiramis	Casas V	Federation	Mexico
Yasmin	Darwich Darwich	Federation	Mexico
Yasmin	El Sayah	Federation	Mexico
Amina	Oufroukhi	Affiliate club	Morocco
Assia	Lazhar	Affiliate club	Morocco
Atika	Otmane	Affiliate club	Morocco
Fadoua	Majidi	Affiliate club	Morocco
Fadoua	Harbach	Affiliate club	Morocco
Fatiha	Otmane	Affiliate club	Morocco
Houda	Ghannam	Affiliate club	Morocco
Jamila	Al joundi	Affiliate club	Morocco
Leila	Skalli	Affiliate club	Morocco
Malika	Lahrech	Affiliate club	Morocco
Mohammad	Naciri	Non-member	Morocco
Nouzha	Adnane	Affiliate club	Morocco
Oumama	Mounir	Affiliate club	Morocco
Sofia	Benrabia	Affiliate club	Morocco
Zaina	Idhali	Affiliate club	Morocco
Ambica	Shrestha	Federation	Nepal
Anju	Shrestha	Federation	Nepal
Beena Pyakurel	Shrestha	Federation	Nepal

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Bisheswari	Shaha	Federation	Nepal
Chanda	Malla	Federation	Nepal
Dela	Prasai	Federation	Nepal
Gauri	Gupta	Federation	Nepal
Hema	Shrestha Karki	Federation	Nepal
Ira	Sharma Prasai	Federation	Nepal
Jayanti	Shrestha Josli	Federation	Nepal
Jyoti	Khatri Chhetri	Federation	Nepal
Kabita	Gongal Pradhan	Federation	Nepal
Kamalesh	Lata Rajbhandary	Federation	Nepal
Kamlosh	Mam	Federation	Nepal
Mangala	Karanjit	Federation	Nepal
Meena	Karna	Federation	Nepal
Meena	Shrestha Pradhan	Federation	Nepal
Neelima	Basnet	Federation	Nepal
Pramila	Shakya	Federation	Nepal
Prati Maya	Pun Thapa	Federation	Nepal
Punam	Sharma Poudyal	Federation	Nepal
Saraswoti	Subba Dewan	Federation	Nepal
Shanta	Sharma	Federation	Nepal
Uma	Gantam	Federation	Nepal
Yaba	Laxmi Shrestha	Federation	Nepal
Ratna	Laxmi	Federation	Nepal
Sangita	Khadka Karki	Federation	Nepal
Shital	Hamal	Federation	Nepal
Kathia	Magdeleine	Affiliate club	Netherlands Antilles
Angela	McLeod	Federation	New Zealand
Anita	Devcich	Federation	New Zealand
Carolyn	Savage	Federation	New Zealand
Faye	Gardiner	Federation	New Zealand
Hellen	Swales	Federation	New Zealand



First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Janet	Gibb	Federation	New Zealand
Jenny	Brittain	Federation	New Zealand
Sally	Smith	Federation	New Zealand
Sandra	White	Federation	New Zealand
Vicky	Mee	Federation	New Zealand
Vivien	Johnson	Federation	New Zealand
Adenike	Adeyanju-Osador	Federation	Nigeria
Anastasia	Eimiakhena	Federation	Nigeria
Angela	Ajala	Federation	Nigeria
Ayodeji Olamide	Dojumoh	Federation	Nigeria
Bosede Titilope	Nwachi	Federation	Nigeria
Bridget	Aruya	Federation	Nigeria
Bukola Christian	Ayeni-Amu	Federation	Nigeria
Chioma	Onoshakpor	Federation	Nigeria
Christie Elejo	Adejoh	Federation	Nigeria
Cordelia Iguehi	Adetiba	Federation	Nigeria
Elizabeth	Omonaiye	Federation	Nigeria
Emem	Eniang	Federation	Nigeria
Gimbiya	Galadima	Federation	Nigeria
Grace	Kazalma - Mantey	Federation	Nigeria
Josephine Motilola	Saliu	Federation	Nigeria
Mfon	Udoukpe	Federation	Nigeria
Moyosore Oluyinka	Ajibola	Federation	Nigeria
Ngozi	Nwosu	Federation	Nigeria
Olusola Adetolu	Akingbohungbe	Federation	Nigeria
Onyenachiya	Uzo	Federation	Nigeria
Samira	Jibir	Federation	Nigeria
Sephine Smart	Atuonah	Federation	Nigeria
Stella Omolara	Akinkunmi	Federation	Nigeria
Victoria	Olutayo Odumoso	Federation	Nigeria
Victoria Amoke Doyin	Olaniyi	Federation	Nigeria

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Yetunde Omolara	Oladeinde	Federation	Nigeria
Oluyinka	Ajibola	Federation	Nigeria
Adeela	Khan	Federation	Pakistan
Farhat	Yezdani	Federation	Pakistan
Husna	Talpur	Federation	Pakistan
Jahan	Ara Mueen	Federation	Pakistan
Masuda	Akhtar	Federation	Pakistan
Naheed	Ahmed	Federation	Pakistan
Nasreen	Khamisani	Federation	Pakistan
Nasreen	Mahdi	Federation	Pakistan
Nighat	Shabee	Federation	Pakistan
Nilofer	Zia Awan	Federation	Pakistan
Nizhat	Shahid	Federation	Pakistan
Nushra	Ajmal	Federation	Pakistan
Nusrat	Rashid Khan	Federation	Pakistan
Nuzhat	Ikramullah	Federation	Pakistan
Parveen	Zaidi	Federation	Pakistan
Qaisar	Hasan	Federation	Pakistan
Qaisara	Mukhtar Alvi	Federation	Pakistan
Rehana	Perveen	Federation	Pakistan
Ruhi	Zaka Malik	Federation	Pakistan
Safia	Hasan	Federation	Pakistan
Salma	Iftikhar	Federation	Pakistan
Sarwat	Anwar	Federation	Pakistan
Shahida	Amjad	Federation	Pakistan
Shahina	Parvaiz	Federation	Pakistan
Shirin	Farooqui	Federation	Pakistan
Zahida	Powar	Federation	Pakistan
Zubaida	Anwar	Federation	Pakistan
Afsar	Talpur	Federation	Pakistan
Shahida	Zaidi	Federation	Pakistan

<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Rukhsana	Lakham	Federation	Pakistan
Adalina	Campos	Affiliate club	Panama
Angelica	Adames	Affiliate club	Panama
Miriam	Gutierrez	Affiliate club	Panama
Veronica	Lam Andrion	Affiliate club	Panama
Carmen	Romero	Affiliate club	Peru
Carmen	Salleres	Affiliate club	Peru
Leonila Elena	Calle Gutiérrez	Affiliate club	Peru
Luzmila Jacinta	Fernández de Perea	Affiliate club	Peru
Maria Lourdes	Palao	Affiliate club	Peru
Milagros	Pimentel	Affiliate club	Peru
Nery Aida	Salas Velarde	Affiliate club	Peru
Rosa del Carmen	Palza	Affiliate club	Peru
Ruby	Rospigliosi	Affiliate club	Peru
Zaby Evelyn	Zapata	Affiliate club	Peru
Eugenie	Mushimiyimana	Affiliate club	Rwanda
Gloria	Uwizera Kamanzi	Affiliate club	Rwanda
Nibagwire	Donatille	Affiliate club	Rwanda
Sarah	Mukandoli Kirenga	Affiliate club	Rwanda
Uwamwezi	Fatuma	Affiliate club	Rwanda
Thérèse	Sekamana	Affiliate club	Rwanda
Amadou	Mahtar Ba	Affiliate club	Senegal
Fatou	Cisse	Affiliate club	Senegal
Mame Khary	Diene	Affiliate club	Senegal
Oulimata	Sarr	Affiliate club	Senegal
Antonia	Caramba-Coker	Affiliate club	Sierra Leone
Fatmata	Sesay	Affiliate club	Sierra Leone
Anne	Githuku Shongwe	Affiliate club	South Africa
Ayanda	Mvimbi	Affiliate club	South Africa
Lunga	Mngadi	Affiliate club	South Africa
Landiwe	Ntlokwana	Affiliate club	South Africa

<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Teboho Bernadett	Ntsihlele	Affiliate club	South Africa
Amparo	Martinez Miró	Federation	Spain
Amparo	Gómez Rodriguez	Federation	Spain
Cristina	Tello Santiago	Federation	Spain
Esperanza	Onis	Federation	Spain
Isabel	Mañas	Federation	Spain
Lorena	Del Pozo Gutiérrez	Federation	Spain
Maria José	Mainar Puchol	Federation	Spain
Mercedes	Pérez	Federation	Spain
Mónica	Melle	Federation	Spain
Paz	Martín Lozano	Federation	Spain
Angelina	Gracy Sookoo	Affiliate club	St. Kitts
Ardris	Bell	Affiliate club	St. Kitts
Cheryleann	Pemberton	Affiliate club	St. Kitts
Christine	Walwyn	Affiliate club	St. Kitts
Cyndie	Demming	Affiliate club	St. Kitts
Dawne	Williams	Affiliate club	St. Kitts
Deidre	Williams	Affiliate club	St. Kitts
Derriann	Charles	Affiliate club	St. Kitts
Elizabeth	Armony	Affiliate club	St. Kitts
Glenna	Evelyn	Affiliate club	St. Kitts
Lynn	Bass	Affiliate club	St. Kitts
Pat	Welsh	Affiliate club	St. Kitts
Abla	Mahdi	Federation	Sudan
Afaf	Elhaj	Federation	Sudan
Jennet	Kem	Federation	Sudan
Khadiga	Abdul Whab Altazi	Federation	Sudan
Riyan	Elias	Federation	Sudan
Samira	Salih	Federation	Sudan
Siham	Sharif	Federation	Sudan
Fawzia	Ahmed	Federation	Sudan



<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Najat	Albakri	Federation	Sudan
Safaa	Mustafa Saitd	Federation	Sudan
Samira	Mohammed Ali	Federation	Sudan
Tagwa	Salih	Federation	Sudan
Widad	Osman	Federation	Sudan
Widad	Yagoub	Federation	Sudan
Zehor	Gedim	Federation	Sudan
Solveig	Staffas	Federation	Sweden
Annette	Nimzik	Federation	Switzerland
Antoinette	Rüegg	Federation	Switzerland
Baerlocher	Sabine	Federation	Switzerland
Beatrice	Lüthi	Federation	Switzerland
Carine	De Mesmaeker	Federation	Switzerland
Catherine	Bosshart-Pfluger	Federation	Switzerland
Daniela	Rigassi	Federation	Switzerland
Doris	Gerber	Federation	Switzerland
Elisabeth	Bosshart	Federation	Switzerland
Florence	Anglès	Federation	Switzerland
Joanna	Mazuryk Bapst	Federation	Switzerland
Karin	Jeanneret Vezzini	Federation	Switzerland
Karin	Zech	Federation	Switzerland
Lachat	Patricia	Federation	Switzerland
Marie-Caroline	Bertoldo	Federation	Switzerland
Monique	Ryser	Federation	Switzerland
Sabine	Schmelzer	Federation	Switzerland
Souad	Haechler	Federation	Switzerland
Ursula	Spleiss	Federation	Switzerland
Veronika	Rohrbach	Federation	Switzerland
Wullschleger-Schmidlin	Margaritha	Federation	Switzerland
Chia Po	Lin	Federation	Taiwan
Chin-Miao	Hung	Federation	Taiwan

<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Herlin	Chien	Federation	Taiwan
Hsiu-Hua	Hsu	Federation	Taiwan
Hsu-Mei	Kang	Federation	Taiwan
Hui-Ju	Pan	Federation	Taiwan
Jung Chi	Shen	Federation	Taiwan
Liang Wee	Lee	Federation	Taiwan
Mei-Wan	Lin	Federation	Taiwan
Meng-Chen	Wu	Federation	Taiwan
Min Ho	Lee	Federation	Taiwan
Ming-Ting	Lin	Federation	Taiwan
Pei-Han	Wang	Federation	Taiwan
Pei-Hsuan	Lin	Federation	Taiwan
Pi-Lien	Chen Lee	Federation	Taiwan
Shih-Hua	Cheng	Federation	Taiwan
Shou-Chen	Kuo	Federation	Taiwan
Shu-Hua	Hung	Federation	Taiwan
Susan	Wu	Federation	Taiwan
Szu-I	Wu	Federation	Taiwan
Tsui-Lien	Cheng	Federation	Taiwan
Tzu-Chun	Tseng	Federation	Taiwan
Wan-Lun	Tsai	Federation	Taiwan
Wen-Hua	Lu	Federation	Taiwan
Yu-Ching	Kao	Federation	Taiwan
Yu-Lien	Chang	Federation	Taiwan
Yu-Ting	Wu	Federation	Taiwan
Yu-Wen	Ting	Federation	Taiwan
Anyamanee	Wongkasit	Federation	Thailand
Benjamas	Chanpradit	Federation	Thailand
Bhonbhisa	Pavarodom	Federation	Thailand
Chanatda	Phalasak	Federation	Thailand
Chansamorn	Wattanavekin	Federation	Thailand
Chonchanok	Viravan	Federation	Thailand

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Chularat	Israngkool Na Ayutthaya	Federation	Thailand
Hongwadee	Yomjindar	Federation	Thailand
Jidapa	Phatjindakul	Federation	Thailand
Julaluk	Tarawut	Federation	Thailand
Khunying Natthika	Wattanavekin Angubolkul	Federation	Thailand
Lalivan	Karnchanachari	Federation	Thailand
Linda	Wattanavekin	Federation	Thailand
M.L.Preeyapun	Sridhavat	Federation	Thailand
Manaswat	Chutima	Federation	Thailand
Monthira	Rangkhakoonnuwat	Federation	Thailand
Moragot	Chotikul	Federation	Thailand
Naiyana	Pattapong	Federation	Thailand
Naphaphen	Vejjajiva	Federation	Thailand
Narudee	Kiengsiri	Federation	Thailand
Nasma	Kunnabee	Federation	Thailand
Nathapak	Atichedddhanit	Federation	Thailand
Natpimoan	Sirirunkhumanont	Federation	Thailand
Nattamon	Choiudom	Federation	Thailand
Nutthida	Palasak	Federation	Thailand
Orachorn	Kunanantakul	Federation	Thailand
Panida	Thepkanjana	Federation	Thailand
Patcharapimol	Youngprapakorn	Federation	Thailand
Patsita	Chaipuntharoje	Federation	Thailand
Pawana	Sangrat	Federation	Thailand
Pawina	Bamrungrot	Federation	Thailand
Paya	Tharawut	Federation	Thailand
Pensinee	Uthai	Federation	Thailand
Pinrath	Yaomaneeerath	Federation	Thailand
Prayoon	Laosaichua	Federation	Thailand
Ratsarin	Ratsirajirakul	Federation	Thailand

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Soipetch	Resanond	Federation	Thailand
Sujitra	Vongsurakrai	Federation	Thailand
Supaluck	Promkuntha	Federation	Thailand
Suparsorn	Taerattanachai	Federation	Thailand
Surat	Chamchan	Federation	Thailand
Thanyarat	Boonyee	Federation	Thailand
Thitinan	Wattanavekin	Federation	Thailand
Vacharee	Sritakul	Federation	Thailand
Vichitra	Aramwatananont	Federation	Thailand
Vijitra	Trakanralerngsak	Federation	Thailand
Watanee	Tungthangthum	Federation	Thailand
Wimolwan	Phongthithirat	Federation	Thailand
Asmaa	Ennaifer	Affiliate club	Tunisia
Ghada	Boudagga Sghaier	Affiliate club	Tunisia
Jelalia	Nahla	Affiliate club	Tunisia
Latifa	Abdennadher	Affiliate club	Tunisia
Rim	Abdennadher	Affiliate club	Tunisia
Trabelsi	Masmoudi Lilia	Affiliate club	Tunisia
Ayşegül	Gündüz	Federation	Turkey
Hayriye Berat Arzu Irge	Özyol	Federation	Turkey
Mürüvvet	Toroslu	Federation	Turkey
Nilgün	Dağlı	Federation	Turkey
Sema	Coskun	Federation	Turkey
Afsa	Mukasa	Affiliate club	Uganda
Faith	Lawoko-Ouma	Affiliate club	Uganda
Winnie	Lawoko-Olwe	Affiliate club	Uganda
Iryna	Dorozhkina	Affiliate club	Ukraine
Lidia	Pashchuk	Affiliate club	Ukraine
Maryna	Maslova	Affiliate club	Ukraine
Olena	Kupina	Affiliate club	Ukraine
Olena	Retyunskykh	Affiliate club	Ukraine



<b>First Name</b>	<b>Last Name</b>	<b>BPW Affiliate Status</b>	<b>BPW Affiliate Country</b>
Yulia	Zaika	Affiliate club	Ukraine
Sheikha Lubna Bint Khalid	Bin Sultan Al Qasimi	Affiliate club	United Arab Emirates
Nounah	Hamad	Affiliate club	United Arab Emirates
Nounah	Albania	Affiliate club	United Arab Emirates
Nounah	Fawaz	Affiliate club	United Arab Emirates
Ann	Swain	Federation	United Kingdom
Joanne	Kinsey	Federation	United Kingdom
Sylvia Grace	Perry	Federation	United Kingdom
Nadia	Munawar Siddiqui	Federation	United States
Aurora M	Del Pozo	Federation	United States
Bessie	Hironimus	Federation	United States
Eileen	Brennan	Federation	United States
Elizabeth	Benham	Federation	United States
Evie	Hudak	Federation	United States
Francesca	Burack	Federation	United States
Gail	De Angelis	Federation	United States
Gloria	Flores	Federation	United States
Grace	Hauser	Federation	United States
Hilda	Kelley	Federation	United States
Kathy	Kelly	Federation	United States
Laila	El-Sissi	Federation	United States
Laurie	Dameron	Federation	United States
Letitia	Morales Veytia	Federation	United States
Manjul	Batra	Federation	United States
Marianne	Olesen	Federation	United States
Marjory	Hopper	Federation	United States
Megan	Shellman	Federation	United States
Nancy	Ross	Federation	United States
Paola	Ferrari	Federation	United States
Rosa Maria	Chavez Fuentes	Federation	United States

First Name	Last Name	BPW Affiliate Status	BPW Affiliate Country
Sandra	Thompson	Federation	United States
Sharon	Simmons	Federation	United States
Shirley	Zeller	Federation	United States
Stephanie	Miranda	Federation	United States
Sujata	Batra	Federation	United States
Susan	O'Malley	Federation	United States
Sylvia	Orozco	Federation	United States
Suaad	Al Matri	Affiliate club	Yemen

### Guests and Accompanying Partners

First Name	Last Name	Country
Blerta	Aliko	Albania
Amina	Amirouche	Algeria
Jorge Alberto	Vinals	Argentina
Ganira	Pashayeva	Azerbaijan
Elizabeth	Coelho	Brazil
Rosely	Lucas Rubim	Brazil
Dave	Priest	Canada
Michael	Doyle	Canada
Ghalib	Gulamani-Abdulla	Canada
Nicolas	Voiekoff	Canada
Changlian	Yuan	China
Changyong	Shao	China
Chunyu	Yu	China
Jinghua	Liu	China
Junchu	Yu	China
Kui	Liu	China
Suzhen	Dong	China
Xijin	Yang	China
Iman	Richardson	Congo



First Name	Last Name	Country
Mampiya Espérance	Mungulu	Congo
Anshing	Mungulu	Congo
Toure Massogbe	Diabaté	Côte d'Ivoire
Francisco	Cornejo	Ecuador
Inas	El Refaie	Egypt
Ekaterine	Maisuradze	Georgia
Bernd	Spannagel	Germany
David	Robert	Germany
Jón Pétur	Sveinsson	Iceland
Farah	Khan	India
Rossana	Berardi	Italy
Coulibaly	Aissata Touré	Mali
Simpara	Astan Keita	Mali
Madina	Tall	Mali
Cesar Alberto	Mercado Carrizosa	Mexico
Daniel	Cruz García de Alba	Mexico
Gerardo	Bordoli	Mexico
Luz Angelica	Mercado Carrizosa	Mexico
Sangita Einhaus	Shrestha	Nepal
Izeduwa	Derex-Briggs	Nigeria
Danial	Ahmed	Pakistan
Mohammad	Iftikharul Hasan	Pakistan
Tarik	Anwar	Pakistan
Betsy	Torres	Peru
Kamzi	Uwizera	Rwanda
Aurelia	Mbokazi	South Africa
Dumisani	Mngadi	South Africa
Rukaya	Mohammed	South Sudan
Vuyolwethu	Solomon	South Africa
Fatiha Lahasen	Lahasen	Spain
Sony Vashdev	Lalwani	Spain
André	Schibler	Switzerland

First Name	Last Name	Country
Andrea	Vezzini	Switzerland
Louis	Bosshart	Switzerland
Giuseppe	Bertolo	Switzerland
Jirapa	Taerattanachai	Thailand
Rattikan	Tantaprasart	Thailand
Pisit	Atichedddhanit	Thailand
Güzin	Kirsaclioglu	Turkey
Gehan	Aboutaleb	UN Women Regional Office for Arab States
Yllka	Gerdovci	UN Women Regional Office for Arab States
Demi	Adetiba	United Kingdom
David	Hironimus	United States
Dany	El Sayah	United States
Mark	Freeman	United States
Thomas	Hauser	United States
Gail	Davis	United States
Tommy	Alamillo	United States
Virginia	Bimha	Zimbabwe
Aysha	Bin Sayyes	Not Specified
Milly	Lazarus	Not Specified
Marta	Bittorcurry	Not Specified
Mary	Van de Roesi	Not Specified



## APPENDIX 2 : Approved Triennium Budget 2017-2020

	Approved Budget 2017 1 Jan 2017 - 31 Dec 2017 EUROS	Proposed Budget 2018 1 Jan 2018 - 31 Dec 2018 EUROS	Proposed Budget 2019 1 Jan 2019 - 31 Dec 2019 EUROS	Proposed Budget 2020 1 Jan 2020 - 31 Dec 2020 EUROS
<b>Income</b>				
Members Income Federation Fee	429,734	461,250	483,750	506,250
Members Income Associate Club Fee	39,423	41,000	43,000	45,000
Members Income Individual Associates Fee				
Friends Fee	5,000	5,000	5,000	5,000
Inventory Sales	15,000	15,000	15,000	15,000
Leadership Summit Net Income	-	-	-	-
North America Congress	-	-	-	-
<b>Total Income</b>	<b>489,157</b>	<b>522,250</b>	<b>546,750</b>	<b>571,250</b>
<b>Cost of Sales</b>				
Stock	12,000	12,000	12,000	12,000
<b>Total Cost of Sales</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Expenses</b>				
President's Office Staff Costs	50,065	40,000	40,000	40,000
President's Office Telecommunications & IT	15,000	15,000	15,000	15,000
President's Office Postage	500	500	500	500
President's Office Office Supplies/Rent	10,000	10,000	10,000	10,000
President's Office Storage (Lok n Store - UK)	-	-	-	-
President's Office Printing	800	800	800	800

	<b>Approved Budget 2017</b>	<b>Proposed Budget 2018</b>	<b>Proposed Budget 2019</b>	<b>Proposed Budget 2020</b>
	<b>1 Jan 2017 - 31 Dec 2017</b>	<b>1 Jan 2018 - 31 Dec 2018</b>	<b>1 Jan 2019 - 31 Dec 2019</b>	<b>1 Jan 2020 - 31 Dec 2020</b>
	<b>EUROS</b>	<b>EUROS</b>	<b>EUROS</b>	<b>EUROS</b>
President's Office Insurance	-	-	-	-
President's Office Software & Office Equipment	30,000	30,000	30,000	30,000
President's Office IT Support	15,000	15,000	15,000	15,000
President's Office Marketing & Development	6,000	8,000	8,000	8,000
President's Office Domain Names	200	200	200	200
Organisational Services	62,877	63,530	80,030	98,030
YBPW L.S Training Support	-	5,000	5,000	5,000
Finance Director's Office Accounting	45,500	50,000	50,000	50,000
Finance Director's Office Auditing	4,500	5,000	5,000	5,000
Executive Meetings	35,000	35,000	35,000	35,000
Executive Expense President	65,000	70,000	80,000	85,000
Executive Expense Immediate Past President (1 year)	4,000	2,000	-	-
Executive Expense Finance Director	4,000	5,000	5,000	5,000
Executive Expense Executive Secretary	4,000	5,000	5,000	5,000
Executive Expense Vice President UN	4,000	5,000	5,000	5,000
Executive Expense Vice President - Membership	5,000	5,000	5,000	5,000
Executive Expense Young BPW Chair	4,000	5,000	5,000	5,000
Executive Expense Africa	5,000	5,500	5,500	5,500
Executive Expense Asia Pacific	5,000	5,500	5,500	5,500
Executive Expense Europe	5,000	5,500	5,500	5,500
Executive Expense Latin America	5,000	5,500	5,500	5,500
Executive Expense North America	5,000	5,500	5,500	5,500
Executive Expense Leaders' Summit	-	12,000	11,000	11,000

	<b>Approved Budget 2017</b>	<b>Proposed Budget 2018</b>	<b>Proposed Budget 2019</b>	<b>Proposed Budget 2020</b>
	<b>1 Jan 2017 - 31 Dec 2017</b>	<b>1 Jan 2018 - 31 Dec 2018</b>	<b>1 Jan 2019 - 31 Dec 2019</b>	<b>1 Jan 2020 - 31 Dec 2020</b>
	<b>EUROS</b>	<b>EUROS</b>	<b>EUROS</b>	<b>EUROS</b>
Standing Committees Membership	9,000	11,000	11,000	11,000
Standing Committees Young BPW	2,000	3,000	3,000	3,000
Standing Committee - Agriculture	135	-	-	-
Standing Committee - Art, Culture	135	-	-	-
Standing Committee - Business, Trade, Techn.	135	-	-	-
Standing Committee - Development, Training, Employment	135	-	-	-
Standing Committee - Environment	135	-	-	-
Standing Committee - Finance	135	135	135	135
Standing Committee - Health	135	-	-	-
Standing Committee - Legislation	135	-	-	-
Standing Committee - Projects	135	-	-	-
Standing Committee - Public Relations	135	-	-	-
Standing Committee - UN Status of Women	135	135	135	135
Standing Committee - Archive	-	-	-	-
Ad hoc Constitution	500	1,500	1,500	1,500
Ad hoc Resolutions	500	500	500	500
Task Force - Friends & Fellows	135	-	-	-
Task Force - Partnership	135	-	-	-
Task Force - Fundraising	-	-	-	-
Task Force - Leadership	135	-	-	-
Task Force - Mentoring	135	-	-	-
Task Force - Peace	135	-	-	-
Task Force- Twinning	135	-	-	-
Task Force - History	135	-	-	-
Task Force Archive	6,000	6,000	6,000	6,000
Task Force - Pilot Program	6,135	7,000	7,000	7,000

	Approved Budget 2017 1 Jan 2017 - 31 Dec 2017 EUROS	Proposed Budget 2018 1 Jan 2018 - 31 Dec 2018 EUROS	Proposed Budget 2019 1 Jan 2019 - 31 Dec 2019 EUROS	Proposed Budget 2020 1 Jan 2020 - 31 Dec 2020 EUROS
Representations UN Vienna	650	850	850	850
Representations UN New York	2,500	3,500	3,500	3,500
Representations UN Geneva	650	850	850	850
Representations WHO Geneva	650	650	650	650
Representations UNESCO	650	850	850	850
Representations UNICEF	-	-	-	-
Representations UNIDO Vienna	300	300	300	300
Representations FAO	650	850	850	850
Representations ILO Geneva	300	300	300	300
Representations ILO Training Centre	300	300	300	300
Representations UN Meetings & Subscriptions	5,000	6,500	6,500	5,000
Representations Other Int'l Organisations	2,500	2,500	2,500	2,500
Eco Comm Africa	-	-	-	-
Eco Comm LA & C	-	-	-	-
Eco & Soc Comm A & P	-	-	-	-
Eco & Soc Comm WA	-	-	-	-
Eco Comm Europe	-	-	-	-
Communications Website Maintenance	9,000	11,000	11,000	11,000
Communications Hosting Website	-	-	-	-
Communications President's Language Liaisons	15,000	15,000	15,000	15,000
Bank Fees	7,000	8,000	9,000	12,000
Bad Debts	-	-	-	-
<b>Total Expenses</b>	<b>462,157</b>	<b>495,250</b>	<b>519,750</b>	<b>544,250</b>



	Approved Budget 2017 1 Jan 2017 - 31 Dec 2017 EUROS	Proposed Budget 2018 1 Jan 2018 - 31 Dec 2018 EUROS	Proposed Budget 2019 1 Jan 2019 - 31 Dec 2019 EUROS	Proposed Budget 2020 1 Jan 2020 - 31 Dec 2020 EUROS
<b>Operating Profit</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Other Income/Expense</b>				
8-1000 Realised Foreign Exchange Loss	-10,000	-10,000	-10,000	-10,000
8-1500 Unrealised Foreign Exchange Loss				
8-3000 Interest Income	-	-	-	-
<b>Total Other Income/Expense</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>
<b>Net Profit(Loss)</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

## APPENDIX 3: Constitution and Regulations

### INTERNATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN

(IFBPW)

otherwise called

“BPW INTERNATIONAL”





INTERNATIONAL FEDERATION OF  
BUSINESS AND PROFESSIONAL WOMEN  
(IFBPW)

*otherwise called*

**“BPW INTERNATIONAL”**

**CONSTITUTION AND REGULATIONS**

As adopted at

27<sup>th</sup> CONGRESS, HELSINKI, June 2011

and amended at

28<sup>th</sup> GENERAL ASSEMBLY, JEJU, KOREA MAY 2014

and further amended at

29<sup>th</sup> GENERAL ASSEMBLY, CAIRO, EGYPT OCTOBER 2017

**MISSION:**

*BPW International develops the business, professional and leadership potential of women on all levels through advocacy, education, mentoring, networking, skill building, and economic empowerment programmes and projects around the world.*

Email: [presidents.office@bpw-international.org](mailto:presidents.office@bpw-international.org)

[www.bpw-international.org](http://www.bpw-international.org)

**Registered address:**

Rue de Saint-Jean 26

1203 Geneva, Switzerland

## **CONSTITUTION**

C1 Title

C2 Type of Organisation

C3 Aims

C4 Structure

C5 Affiliates

C6 Fiscal Year

C7 Dissolution

C8 Amendments

## **REGULATIONS**

R1 International Board

R2 Executive

R3 Decisions by the International Board and the Executive

R4 Trustees

R5 Affiliates

R6 Languages

R7 Regions of BPW International

R8 Financial matters

R9 Congress

R10 General Assembly

R11 Voting at General Assembly

R12 Voting between General Assemblies

R13 Young BPWs

R14 Database

R15 Committees

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# CONSTITUTION

## C1 Title

The name of this organisation is the INTERNATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN (IFBPW), otherwise called "BPW International".

The registered address is Rue de Saint-Jean 26, 1203 Geneva, Switzerland.

## C2 Type of Organisation

BPW International is a non-partisan, non-profit organisation of unlimited duration with voluntary membership and leadership:

- It does not discriminate on the basis of background or beliefs, and respects human rights
- Its procedures are democratic, transparent and inclusive of all members
- Its decision-making bodies are accountable to the members
- Its funds are carefully managed and used to promote and achieve its aims

## C3 Aims

BPW International aims to unite business and professional women in all parts of the world to

1. work for women's:
  - economic independence
  - equal opportunity and representation in economic, civil and political life
2. encourage and support women and girls to:
  - develop their professional and leadership potential
  - undertake lifelong education and training
  - use their abilities for the benefit of others, locally, nationally and internationally
3. advocate:
  - for the elimination of all discrimination against women
  - for human rights and the use of gender-sensitive perspectives
4. undertake:
  - world-wide networking and co-operation between business and professional women
  - non-profit projects that help women gain economic independence
  - to present the views of business and professional women to international organisations and agencies, and to business, governments and civil society

## C4 Structure

The highest governing body for BPW International is the General Assembly held during the BPW International Congress.

- Between General Assemblies, the International Board is the governing body
- BPW International is managed by the Executive
- The President is the Chair of the General Assembly, the International Board and the Executive

## C5 Affiliates

International Federation of Business and Professional Women (IFBPW) otherwise called "BPW International" consists of:

- Affiliate Federations of Business and Professional Women
- Affiliate Clubs of Business and Professional Women
- Individual Affiliate Members (Business and Professional Women)

The International Board may remove an Affiliate.

#### **C6 Fiscal Year**

The fiscal year is from the 1<sup>st</sup> January to the 31<sup>st</sup> December.

#### **C7 Dissolution**

BPW International can be dissolved only at a General Assembly.

#### **C8 Amendments**

The Constitution can be amended only at a General Assembly.

## **DEFINITIONS**

### Affiliate

Affiliates of BPW International are:

- Affiliate Federations which consist of BPW clubs within a country
- Affiliate Clubs which are BPW clubs in a country where there is no Affiliate Federation
- Individual Adffiliate Members who are women members of BPW International but are not members of a BPW Affiliate Club or Affiliate Federation and have no vote

### BPW International Congress

The periodic meeting of BPW International, including the General Assembly, speakers, workshops and networking held in every third year.

### BPW International General Assembly

The highest governing body of BPW International, whose decision-making sessions include financial and other reports, elections, resolutions, constitutional amendments, and any other matters of BPW International business.

### Civil society

Civil society includes non-government and non-corporate organisations, networks and institutions that represent the interests of society to decision-making bodies, but does not include government agencies and commercial institutions of the market.

# REGULATIONS

## **R1. International Board**

R1.1. The International Board Membership consists of:

- Members of the International Executive
- BPW International Past Presidents
- Affiliate Federations, that qualify for a vote, represented by two (2) appointed representatives
- Affiliate Clubs, that qualify for a vote, represented by 1 (one) appointed representative per country
- BPW International Standing Committees Chairpersons.

R1.2. Affiliate representatives are nominated by their Affiliate.

R1.3. Meetings of the International Board

- Meetings of the International Board will be held immediately before and after the General Assembly
- Special Meetings of the International Board may be called by the President and must be called by her on the written request of one-third [1/3] of the International Board.
- Decisions can be made between meetings by an electronic vote

## **R2. Executive**

R2.1. The members of the Executive are the officers of BPW International:

- President
- Vice President – Membership
- Vice President – United Nations
- Executive Secretary
- Executive Finance Officer
- Young BPW Representative
- A Regional Co-ordinator from each region
- Immediate Past President for the first 12 months of the term of the Executive

R2.2. Election of the members of the Executive

- Members of the Executive are elected by secret ballot at the General Assembly.
- Only Affiliates which are up to date with their dues (and any penalties) can nominate candidates for office
- Candidates are nominated prior to Congress, but may be nominated at the General Assembly if there is no candidate for the position
- Candidates for President must have been a member of any prior Executive or President of an Affiliate Federation
- The Vice President with the most votes is the First Vice President. A candidate for President who is not elected may become a candidate for Vice President - Membership or Vice President - United Nations if she has not previously served as that Vice President

R2.3. Term of Executive

- Members of the Executive may hold the same role for only 1 term, except the Executive Secretary, the Executive Finance Officer and the Regional Coordinators who may may be nominated and stand for 2 consecutive terms
- The Executive may fill a vacancy until the next General Assembly

R2.4. Meetings of the Executive

- Meetings of the Executive will be held at least once each year during the term.
- A meeting must be held if requested by 3 or more members of the Executive
- A quorum of the Executive is 6
- The President as the Chair of the Executive has a casting vote when a vote is tied. In her absence the First Vice President is the Chair
- Decisions can also be made between meetings by an electronic vote

### **R3. Decisions by the International Board and the Executive**

- R3.1. The President is the principal officer of the organisation and has the leadership and management role including:
- chairing meetings of the General Assembly, the International Board and the Executive
  - chairing the International Congress Planning Committee during her term
  - formalising appointments
  - fostering external relationships with other international organisations and leaders
  - oversight and accountability for all planning, operational and outreach activities
- R3.2. The President is an ex officio member of all committees.
- R3.3. The Executive has collective responsibility for operational and management matters
- Members of the Executive may sign documents on behalf of BPW International with the approval of the Executive, as set out in the Procedure Manual
  - With the approval of the International Board, the Executive may remove a member of the Executive, who may appeal against being removed, as set out in the Procedure Manual
  - The Executive may remove a Chairperson or member appointed to a committee, who may appeal against being removed, as set out in the Procedure Manual
  - On behalf of BPW International, the Executive may employ staff and appoint volunteers to perform administration duties
- R3.4. International Board decisions between meetings
- The International Board votes on serious matters referred to it by the Executive.
  - The International Board may review and change or overturn a resolution of the General Assembly only in the following circumstances:
    - serious matters
    - when circumstances on which the General Assembly based their decision have substantially changed
  - Decisions of the International Board must be reported to the next General Assembly
- R3.5. Quorum
- The quorum is one-third [1/3] of the voting representation at the General Assembly and one-quarter [1/4] of the Board members at a meeting of the International Board.

### **R4. Trustees**

- R4.1. In the event that BPW International acquires property, 3 Trustees will be appointed where required by law.
- R4.2. They will be nominated by the Executive, elected by vote of the International Board and formally appointed by the President.
- R4.3. Trustees will hold property on behalf of BPW International. Trustees can make a decision to sell property following a recommendation from the Financial Management Team and the International Board.
- R4.4. Trustees will hold office until:
- death
  - resignation
  - removal by the International Board
- R4.5. Trustees who follow correct BPW International processes as set out in the Procedure Manual will be indemnified by BPW International.



## **R5. Affiliates**

### **R5.1. Affiliate Federations**

- There can only be one Affiliate Federation in each country
- Where a country has at least 3 Affiliate Clubs and at least 100 named members, the Affiliate Clubs may apply to become an Affiliate Federation of BPW International
- Where a country has 5 Affiliate Clubs and at least 100 named members, the Affiliate Clubs must work towards becoming an Affiliate Federation of BPW International
- If the membership of an Affiliate Federation falls below 100 then the clubs which make up that Federation may become Affiliate Clubs until the number of members rises to at least 100

### **R5.2. Affiliate Clubs**

A group of at least 20 business and professional women in a country where there is no Affiliated Federation may apply to become an Affiliate Club of BPW International.

### **R5.3. Individual Affiliate Members**

Any business or professional woman who supports the aims of BPW International and who lives in a country where there is no Affiliate Federation or Affiliate Club is eligible for Individual Affiliate membership of BPW International.

### **R5.4. Removing an Affiliate**

The International Board may remove an Affiliate where

- the dues remain unpaid for 1 year and the Affiliate has not communicated with BPW International during that year
- the Affiliate has behaved in a way likely to damage the reputation of BPW International.

An Affiliate may appeal against being removed, as set out in the Procedure Manual

Any Affiliate that has been removed cannot claim to be an Affiliate or use the name or logo of BPW.

### **R5.5. Affiliate Constitutions**

Constitutions of Affiliates require approval by BPW International and must comply with the BPW International Constitution and Regulations and to ensure good governance.

## **R6. Languages**

The official languages of BPW International are English, French, Italian and Spanish.

## **R7. Regions of BPW International**

### **R7.1. There shall be at least 5 regions including:**

- Africa
- Asia Pacific
- Europe
- Latin America
- North America and the Caribbean

### **R7.2. Each region is made up of the Affiliate Federations, Affiliate Clubs, and Individual Affiliate Members from that region.**

### **R7.3. There may be geographical sub-regional groups, and sub-regional coordinators may be appointed as set out in the Procedure Manual.**

### **R7.4. At least 1 regional meeting must be held between BPW International Congresses.**

## **R8. Financial matters**

### **R8.1. BPW International resources come from:**

- Members' dues
- Friends and Fellows
- Funds received through sponsors, legacies and donations
- Profits from events and sale of BPW merchandise and services
- Private and public subsidies
- Any other resources authorized by the law

Resources are used to work for BPW International aims and policies, and for administration

### **R8.2. Dues**

The General Assembly sets the rate of dues payable each year.

- Dues are invoiced and payable in Euros, unless an Affiliate requests and the Executive agrees to another payment arrangement
- Affiliates' dues for each member are payable by 31 March each year
- There is a 6% annual penalty payable for late dues
- Affiliates in countries classified by the United Nations as least developed countries may apply for a 50% reduction in dues if they meet the requirements of the Dues Policy as set out in the Procedure Manual

### **R8.3. Financial structure**

There will be a Financial Management Team chaired by the Executive Finance Officer. It must have 5 members approved by the International Board, including the Executive Finance Officer as chair and:

- the President
- a member who is a qualified accountant

The Financial Management Team will oversee financial reporting but will not have an operational role, and will check that:

- financial decisions comply with the Finance Policy as set out in the Procedure Manual
- a budget is prepared, agreed by the Executive, and submitted for approval to the General Assembly
- BPW International's expenditure does not exceed its budgeted income
- prior approval of the International Board is obtained for any unbudgeted expenses over the amount set out in the Procedure Manual
- the accounts are independently examined at the end of each fiscal year by a Chartered or Certified Public Accountant, and by the next 30 June the report and accounts are circulated to the International Board
- maximum effort is made to ensure financial stability by keeping the General Reserve Fund at 1 year of BPW International expenditure
- the original amount of the Battersea Fund is not used without the approval of the International Board
- the Congress Fund is separate from other accounts and used only for reducing registration fees for Congress

Within 12 months of the Congress, the Executive Finance Officer from that term will circulate the Congress accounts to the International Board.

### **R8.4. Past Affiliates have no claim on BPW International assets.**

### **R8.5. Liabilities**

- Liabilities of BPW International must be paid only from the resources of BPW International
- Affiliates and members are not responsible for any liabilities incurred by BPW International
- Members of the Executive and the Financial Management Team who follow correct BPW International processes will be indemnified by BPW International

## **R9. Congress**

- R9.1. A Congress is held at a time and a place to be decided by the Executive.
- The Executive will call for bids for hosting Congress 5 years prior to that Congress
  - Bids must comply with the criteria as set out in the Procedure Manual
  - The Congress rotates among the regions
- R9.2. The President chairs the International Planning Committee, and arrangements must comply with the Congress Guidelines as set out in the Procedure Manual

## **R10. General Assembly**

- R10.1. The General Assembly is the meeting of
- the voting delegates from each Affiliate Federation
  - one voting delegate from each country with Affiliate Clubs
  - the members of the Executive
  - Past Presidents
  - Standing Committee Chairpersons
- R10.2. The President chairs the General Assembly; the chair has a casting vote when the vote is tied except for elections when the result is decided as set out in the Procedure Manual. In her absence the First Vice President is chair.
- R10.3. Elections and appointments must comply with the General Assembly guidelines as set out in the Procedure Manual.
- Parliamentarians, and other positions required for the period of the General Assembly, are nominated by the President and approved by the pre-Congress meeting of the International Board
  - Parliamentarians and the Credentials Chair may not vote in any capacity during the General Assembly
  - The Nominations Chair and the Elections Chair may not vote in elections
  - The number of votes for each candidate must be reported to the General Assembly
- R10.4. Within 12 months of the Congress, the President and Executive Secretary from that term will circulate the agreed proceedings of the General Assembly to the International Board.

## **R11. Voting at General Assembly**

- R11.1. Only delegates from Affiliates which are up to date with their dues (and any penalties) can vote at the General Assembly.

- R11.2. Delegates of Affiliate Federations attending General Assembly  
Each Affiliate Federation attending the General Assembly is entitled to vote.

The number of voting delegates is:

- 500 or fewer members 3
  - 501 to 1,000 members 4
  - 1,001 to 2,000 members 5
  - 2,001 to 3,000 members 6
- and 1 additional delegate for every extra 1 to 3,000 members to a maximum of 15 delegates

Each Federation is entitled to an equal number of alternate delegates.

- R11.3. Delegates of Affiliate Clubs attending General Assembly

Each country with 1 or more Affiliate Clubs attending the General Assembly is entitled to 1 voting delegate and 1 alternate delegate. The 1 vote must be shared by the Affiliate Clubs.

- R11.4. Other delegates attending General Assembly

- Members of the Executive are entitled to 1 vote and may vote only in that capacity
- Past Presidents and Standing Committee Chairpersons are entitled to 1 vote and may vote only in one capacity

## **R12. Voting between General Assemblies**

R12.1. Members of the International Board from Affiliates which are up to date with their dues (and any penalties) can vote at International Board meetings and electronically between meetings.

R12.2. Affiliate Federations  
Each Affiliate Federation will have 2 votes.

R12.3. Affiliate Clubs  
Each country with 1 or more Affiliate Clubs is entitled to 1 voting delegate. The 1 vote must be shared by the Affiliate Clubs.

R12.4. Other delegates

- Members of the Executive are entitled to only 1 vote each
- Past Presidents and Standing Committee Chairpersons are entitled to only 1 vote each

R12.5. The President has a casting vote when the vote is tied.

### **R13. Young BPWs**

R13.1. Young BPWs are members under 35 years old who belong to BPW Affiliates or are Individual Affiliates.

R13.2. The Young BPW Representative on the Executive:

- presents the views of Young BPWs
- is the link between the Executive and Young BPWs
- encourages the activities of Young BPWs worldwide

### **R14. Database**

All members are invited to register their areas of interest and/or expertise on the database.

The operation and use of the database must comply with the Procedure Manual.

### **R15. Standing Committees**

R15.1. The following Standing Committees are formed:

Agriculture	Arts and Culture	Business, Trade and Technology
Development, Training and Employment		Environment
Health	Legislation	Membership
Projects	Public Relations	Young BPW
United Nations - Status of Women		

Each Standing Committee in addition to the Chairperson has between 4 and 6 members.

R15.2. Appointment of Standing Committee Chairpersons and members

Standing Committee Chairpersons are elected by the General Assembly, except that the First and Second Vice Presidents is the Chairperson of either the Standing Committees on Membership or the United Nations - Status of Women and the Young BPW Representative is the Chairperson of the Young BPW Standing Committee.

The members of the Standing Committees are formally appointed by the President. No Standing Committee Chairperson or members can serve for more than 2 consecutive terms in the same capacity.

Each Affiliate sends to the Executive Secretary before each Congress a list of its nominees for membership on Standing Committees, accompanied by a statement of the qualifications of each nominee and her consent to act if appointed. The Presidential Office informs Affiliates when its nominees are appointed.

R15.3. Duties of Standing Committees

Each Standing Committee Chairperson, after consultation with the members of her Committee, submits an outline of proposed activities to the Presidential Office within 2 months after her election and submits written reports to the Congress. She informs the President's Office of action taken or contemplated and submits written reports to the Executive when requested to do so.



Each Standing Committee Chairperson submits an estimate of expenditures to the Finance Officer for approval when requested to do so.

Within 30 days of the expiration of her term of office, each Standing Committee Chairperson, with the exception of the Finance Officer and the two Vice Presidents, delivers to the President's Office, or where otherwise directed by the President, the books and records belonging to her office.

#### **R16. Project participants**

Participants in projects organised by BPW Affiliates or members, which support or develop women, must be counted and reported to BPW International as project participants.

#### **R17. Resolutions**

R17.1. A resolution requires a majority vote for adoption by the General Assembly.

R17.2. Resolutions may be submitted by Affiliates, members of the Executive, Standing Committee Chairpersons and Past Presidents.

R17.3. Resolutions, including urgent resolutions, must comply with the Guidelines as set out in the Procedure Manual.

#### **R18. Amendments**

R18.1. The Constitution and Regulations comply with Articles 60 and seq. of the Swiss Civil Code. Amendments to the Constitution and Regulations must comply with Articles 60 and seq. of the Swiss Civil Code.

R18.2. Amendments to the Constitution and Regulations and Procedure Manual may be submitted by

- Members of the International Executive
- BPW International Past Presidents
- The appointed representative of Affiliate Federations, that are financial
- The appointed representative of Affiliate Clubs that are financial, one per country
- BPW International Standing Committee Chairpersons

An amendment to the Constitution or Regulations requires a two-thirds [2/3] majority and an amendment to the Procedure Manual requires a majority decision.

R18.3. The Regulations can be amended only by the General Assembly.

R18.4. Amendments to the Constitution and Regulations submitted for voting must comply with the requirements as set out in the Procedure Manual.

#### **R19. Dissolution**

R19.1. The dissolution of BPW International requires a two-thirds [2/3] vote of the General Assembly. The dissolution must comply with the policy as set out in the Procedure Manual and with Articles 60 and seq. of the Swiss Civil Code.

R19.2. If BPW International is dissolved, its assets will be given to one or more non-profit organisations with similar goals. Any other use or distribution of its assets is strictly prohibited.

#### **R20. Name and Logos**

R20.1. The name International Federation of Business and Professional Women (IFBPW) otherwise called BPW International and the logos are in the sole ownership of BPW International.

R20.2. Logos



R20.3. Identification with the International Federation of Business and Professional Women (IFBPW)

Affiliates must identify themselves as affiliates of the International Federation of Business and Professional Women (IFBPW) on websites and letterheads at a minimum.

Example: BPW Austria, an affiliate of the International Federation of Business and Professional Women (IFBPW)

R20.4. The logos can be used only by paid-up financial Affiliates of the International Federation of Business and Professional Women (IFBPW) and must not be used for personal benefit or profit.

R20.5. The logos should be used only with the colour black and grey.

R20.6. The logos must not be altered in any way other than to adjust the size proportionally.

R20.7. The modern BPW International Logo must appear at a prominent place.

When the BPW affiliate has its own logo, it may appear together with the BPW International logo, however, the modern BPW International logo must appear first.

## **R21. Procedure Manual**

R21.1. The Procedure Manual sets out how the Regulations should be followed and must be consistent with the Constitution and Regulations.

R21.2. The Procedure Manual can be amended by the Executive between General Assemblies. Such amendments apply only after they are each singly accepted by a majority vote of the International Board.

R21.3. Constitution and Regulations Amendments must be prepared with attached clear explanations as to their impact on the Procedure Manual. When approved the changes, updating the Procedure Manual, should be carried out at the same time as the updating of the Constitution and Regulations. There will be no need to make any further reference to the International Executive.

## **R22 Relationships**

R22.1. BPW International will work to maintain its status with the United Nations.

R2.2. BPW International may form relationships with other organisations and institutions, which must comply with the Relationships Protocol as set out in the Procedure Manual.

## **R23 President's Office**

R23.1. The President will have an office close to her, within a budget agreed by the Executive.

R23.2. Arrangements for the President's Office and for member and organisational services must comply with Guidelines as set out in the Procedure Manual.

## **R24. Principle**

R24.1. The Constitution and Regulations are permissive rather than restrictive.

R24.2. The Executive will decide matters that are not covered by the Constitution, Regulations or Procedure Manual. Executive decisions must be guided by the aims and be consistent with the nature of the Constitution and Regulations and the Procedure Manual.

R24.3. If there are questions about interpreting the Constitution and Regulations, the English text will be relied upon.

## DEFINITIONS

### Advocacy

Speaking on behalf of others and lobbying for change by explaining an idea to a person or an organisation to seek to convince or encourage them to act on the idea.

### Amendment

A proposed change to the words of the Constitution or the Regulations.

### Battersea Fund

Money from the sale of the lease of BPW International's head office in London that has been put in a separate account.

### Congress Fund

A separate BPW International Congress Fund established in 2008 to reduce Congress registration fees for members, financed through an annual contribution from Affiliates [except low income countries that pay reduced dues]

### Country

A geopolitical unit which has full sovereignty.

### Extraordinary circumstances

Extraordinary circumstances are those out of the control of a member, such as:

- the refusal of a visa
- international or national conflicts and natural disasters that prevent travel or make travel potentially dangerous
- an unforeseen serious illness or death of a person who is very close and significant to the member.

### Legacy

Money that a person has written in their will to be left as a gift to be given after they have died.

### Member

An individual woman who joins BPW and whose dues have been paid to BPW International.

### Meeting

A meeting includes a meeting conducted in person, via electronic means or by teleconference that complies with the requirements in the Procedure Manual, including the requirement for a quorum.

### Past Presidents

Past Presidents are Past Presidents of BPW International

### Property

Property is real immovable property such as land or a building, other than rented premises used for the President's Office.

### Serious matter

A matter which requires a decision that has substantial financial, organisational, legal or political implications for BPW International, supported by an analysis of the potential consequences.

### Swiss Civil Code

It is a requirement of registration in Geneva that this Constitution and these Regulations comply with the Swiss Civil Code; the relevant articles in the 2010 version of the Code are Articles 60 to 79.

### Term

A term is the period between 2 consecutive General Assemblies

### Urgent resolutions

An urgent resolution must be about matters of international importance that arise after the closing date for submitting resolutions.

## APPENDIX 4: Procedure Manual as approved at the Pre-Congress International Board Meeting in Cairo







**INTERNATIONAL FEDERATION OF  
BUSINESS AND PROFESSIONAL WOMEN  
(IFBPW)**

**otherwise called**

**“BPW INTERNATIONAL”**

**PROCEDURE MANUAL**

***PURPOSE:***

***The Procedure Manual supports the implementation and interpretation  
of the Constitution and Regulations***

# PREFACE

**Amendments to this Procedure Manual are subject to Regulation R21 which states:**

*R21.1 The Procedure Manual sets out how the Regulations must be followed.*

*R21.2 The Procedure Manual can be amended by the Executive between General Assemblies, but amendments apply only after they are accepted by a majority vote of the International Board*

**The Procedure Manual was updated by the Executive assisted by the appointed Constitution Reform Task Force (2014- 2016) in accordance with the following as passed at the 28<sup>th</sup> International Congress, Jeju 2014:**

- Resolution I-6: Updating of Procedure Manual following Congress to ensure the Regulations are properly applied
- Resolution I-5: Updating of Procedure Manual following Congress in line with 2008 Congress decision

*The revised governance document was ratified by the International Board and brought into operation in January 2017.*

*This document being presented to the 2017 pre-General Assembly International Board meeting includes the latest amendments made by the 2014 – 2017 Executive.*

*The Constitutional Advisory Committee for the 2014 – 2017 Triennium*

*Chair: Sylvia Perry (BPW UK) BPW International Past President*

*Members: Dr Chonchanok Viravan (BPW Thailand) BPW International Past President*  
*Doris Hall (BPW Canada)*  
*Diana Barragan-Medina (BPW Ecuador)*  
*Carolyn Savage (BPW New Zealand)*  
*Ann Swain (BPW UK)*

**BPW INTERNATIONAL PROCEDURE MANUAL**  
**Updated 14 October 2017 and approved 24 October 2017 at Pre**  
**GA International Board Meeting**

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2. Executive	[R2]
3. Trustees	[R4]
4. Affiliates	[R5]; [R6]
5. Regions	[R7]
6. Finance	[R8]
7. Congress	[R9]
8. General Assembly	[R10]; [R11]; [R12]; [R17]; [R18]
9. Young BPW	[R13]
10. BPW International Standing Committees	[R14]; [R15]
11. Protocols	[R20]
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## 1.0 **INTERNATIONAL BOARD**

[R1]

### 1.1 **Governance**

- **General Assembly:** The highest governing body for BPW International is the General Assembly held at the triennial BPW International Congress. Its composition, functions and responsibilities are shown at Section 8
- **The International Board:** In and between General Assemblies the International Board is the governing body and transacts such business as is required at meetings at Congress or where deemed necessary by electronic voting between General Assemblies
- **The Executive:** is the operating and management level and between General Assemblies, the Executive makes decisions on operational and management matters and reports to the General Assembly. Because of its size, only serious and voting decisions are referred electronically to the International Board between General Assemblies. See Section two (2)

### 1.2 **Members of the International Board**

- Members of the BPW International Executive
- Past Presidents of BPW International
- Affiliate Federations, who qualify for a vote, represented by their President or appointed representative
- Affiliate Clubs, that qualify for a vote, represented by their President if an Affiliate Club is the only club in the country
  - Otherwise, Affiliate Clubs in the same country are represented by one (1) appointed representative.
- Chairpersons of BPW International Standing Committees
  - Ad Hoc Committee Chairpersons do not serve on the International Board and hold no vote

### 1.3 **Meetings of the International Board**

Between General Assemblies, the International Board is the governing body and transacts the required business and such other duties as are required by the Constitution and Regulations and by actions of General Assemblies. Meetings are also held:

- a) pre-General Assembly International Board meeting
- b) post-General Assembly International Board meeting

Special face-to-face meetings of the Board may be held at the call of the President but must be called by her upon the written request of one-third of the members of the International Board and with adequate notice.

All members of Affiliate Federations, Affiliate Clubs and Affiliate Individuals may attend all the meetings of the International Board as Observers.

### **1.3.1 Voting by the International Board**

The quorum for a meeting of the International Board is one-quarter (1/4) of the voting representation at the International Board meeting or for an electronic vote of the International Board between meetings is one-quarter (1/4) of the members of the International Board.

Delegates from Affiliate Federations and Affiliate Clubs which are up to date with their dues, including any penalties, can vote at the International Board Meeting.

### **1.3.2 At the General Assembly, votes are officially allocated to delegates as such:**

- Each member of the Executive has one (1) vote, and cannot cast another vote in any other capacity
- Each Past President of BPW International has one (1) vote, and cannot cast another vote in any other capacity
- The Chairperson of each Standing Committee has one (1) vote, and cannot cast another vote in any other capacity
- Affiliate Federations are allocated votes on the basis of their reported membership numbers for the current year as described in the Regulations [R11 and R12]
- Affiliate Clubs have only one (1) vote. If there is more than one (1) Affiliate Club in a country, then the one (1) vote is shared by all the clubs

Parliamentarians, and other positions required for the period of the General Assembly, are nominated by the President and approved by the pre-Congress meeting of the International Board.

### **1.3.3 Electronic voting by the International Board between General Assemblies [R12]**

Decisions proposed by the Executive can be made between General Assemblies by an electronic vote of the International Board [R12] and the following procedure must be used:

- i. the call for vote includes the implications of voting for or against the proposal, and sufficient information for the International Board to make an informed vote. A means is provided for members of the International Board to ask questions and clarify any concerns about the vote.
- ii. the result of the vote must be announced to the International Board.

Delegates of the International Board from Affiliate Federations and Affiliate Clubs, which are up to date with their dues, including any penalties, can vote at International Board meetings and electronically

between General Assemblies providing evidence of their identity (given name, family name and BPW position) and accreditation:

- Each member of the Executive has one (1) vote
- Each Past President of BPW International has one (1) vote
- The Chairperson of each Standing Committee has one (1) vote
- Affiliate Federations are allocated two (2) votes
- Affiliate Clubs have only one (1) vote. If there is more than one (1) Affiliate Club in a country, then the one (1) vote is shared by all the clubs

#### **1.4 Role and function of the International Board [R3]**

Examples of serious decisions that the International Board may be called to vote on:

- approving unbudgeted expenses;
- approving any permitted or emergency expenditure of the protected Battersea Fund;
- changing or overturning a resolution of the General Assembly (see Page 28);
- removing an Affiliate that has not paid its dues to BPW International;
- removing an Affiliate that has behaved in a way likely to damage the reputation of BPW International;
- removing a member of the Executive or a Standing Committee Chairperson;
- removing a Trustee.

These decisions require a quorum to be reached and a simple majority vote to pass. Any decisions of the International Board made electronically during the triennium or at the pre-General Assembly International Board meeting are reported to the next General Assembly.

##### **1.4.1 Financial matters**

The Executive Finance Officer and the Financial Management Team oversee financial reporting and will require prior approval of the International Board for:

- any unbudgeted expenses, subject to the Finance Policy;
- any emergency expenditure of the protected Battersea Fund.

The International Board will be provided with:

- a copy of the accounts at the end of each year;
- the fiscal year-end report of the independent examiner six (6) months after closing the year;
- the Congress accounts/ financial outcome within twelve (12) months of the General Assembly.

##### **1.4.2 Removing an Affiliate**

The Executive may propose to the International Board that an Affiliate be removed. The proposal must be justified. The International Board may vote to remove an Affiliate where:

- the dues remain unpaid for one (1) year from the fiscal year closing including the grace period ending March 31st and the Affiliate has not communicated with BPW International during that year;
- the Affiliate has behaved in a way likely to damage the reputation of BPW International.

#### **1.4.3 Removing a member of the Executive or Chairperson of a Standing Committee**

The Executive may propose to the International Board that a member of the Executive or a Standing Committee Chairperson or a Trustee be removed if:

- two thirds [2/3] of the Executive agree by vote that the Executive member or Standing Committee Chairperson or Trustee should be removed.
- the reasons for removal are serious or significant, for example:
  - the Executive member or Trustee has not responded to communications from any member of the Executive and cannot be contacted
  - the Chairperson of a Standing Committee has not communicated with her Standing Committee members, and has not responded to communications from any member of the Executive or her Affiliate president for at least two (2) months and cannot be contacted
  - the elected member or Trustee has behaved in a way likely to damage the reputation of BPW International
  - the elected member or Trustee's actions have substantial financial, organisational, legal or political implications for BPW International, justified by an analysis of the matter and a report to the International Board on the results of the investigation
  - the elected member has not fulfilled the duties as listed in the Regulations and the Procedure Manual, except if the reason is related to personal illness, family illness or bereavement, war, natural disasters or catastrophic events and it is anticipated the member will be able to undertake their role at a later time
  - an explanation of the reason for the removal from office has been given by the Executive to the elected member or Trustee

Within thirty (30) days of receiving notification of her removal, the member has the right to appeal in writing to the International Board.

The Executive may appoint a member to fill a vacancy until the next General Assembly, or if temporarily unable to fulfil their role, may replace the member for a period of time. The Executive may vote to remove an appointed Chairperson or member of a committee without a vote of the International Board.



Between General Assemblies, the Executive makes decisions on operational and management matters and reports to the General Assembly.

The Executive of BPW International comprises the following members:

- President
- Immediate Past President for a period of twelve (12) months from the end of the General Assembly where her President-successor is elected
- Vice President - Membership
- Vice President - United Nations
- Executive Secretary
- Executive Finance Officer
- Young BPW Representative
- Five Regional Coordinators - one (1) from each of the (5) regions

Members of the Executive (other than the Immediate Past President) are elected at each triennial General Assembly in accordance with Regulation 2.2 and hold office for a term or until their successors are appointed or elected.

Should an office become vacant, the Executive has the power to appoint a successor to hold office until the next meeting of the General Assembly.

### 2.1 The leadership role of the President

The President is the principal officer of BPW International, the Executive and the International Board. She presides at the meetings of the General Assembly and the International Board.

The President appoints the Chairpersons and members of all Special Committees and Ad Hoc Committees, serves as a member ex-officio of all Committees and Taskforces (except the Nominations Committee) and can attend all BPW meetings world-wide.

She has a casting vote at the General Assembly save on the matter of the election of President, when in case of a tie there shall be a second round for the two candidates with the highest number of votes. If there is another tie, then the President shall have the casting vote.

The President ensures the Executive works cooperatively as a team respecting their knowledge and experience with support and mentoring that they may require for learning their positions and fulfilling their duties.

*The role of the President is:*

- *to lead, to guide, to set goals, to plan, to monitor;*
- *to listen, to negotiate, to communicate, to recognise effort and achievement;*
- *to speak for and maintain the public image of BPW International;*

- *to oversee and provide the accountability for all planning, operational and outreach activities;*
- In her capacity as Immediate Past President: to work with the Executive Secretary and Executive Finance Officer from her term to ensure the Proceedings and the finalised accounts of the Congress at which she presided are delivered within twelve (12) months of the Congress
- *To finalise the financial accounts from her term including the Congress accounts, with the Executive Finance Officer from her term, within twelve (12) months of the Congress*
- *To produce the General Assembly proceedings and the Congress report from the Congress at which she presided with the assistance of the Executive Secretary from her term, within twelve (12) months of the Congress*

## 2.2 The duties of the Executive

At the start of the triennium, the Executive agrees on:

- the priorities and the plan of action for the triennium in line with the theme and goals proposed by the President
- Maintain a cloud-based digital platform for the work and storage of the BPW International documents and official records which the Executive can securely access from various locations
- Select digital archive platform that configures for content management, continuity and organisational memory, then designate responsible person(s) to gradually develop digital archive and arrange information to be backed up according to data management good practice to mitigate the risks of data loss
- Priority should be given to the content management for the organisational memory, allowing adequate time and support for the preparation and handover processes of the Executive. A maximum of three (3) months should be allocated for the work on this archive at the end of each triennium
- the appointment of all (non-elected) Chairpersons and members of Committees
- the arrangements for delivery of member services to Affiliates, Friends and Fellows
- the arrangements for the President's Office
- the venue of the triennial Congress from the documented bids received and presented at the General Assembly

The Executive appoints an Assistant Executive Secretary, and may employ staff or appoint volunteers to perform administration duties on behalf of BPW International.

Each Member of the Executive chairs the Committees that operate within her area of responsibility and liaises with Committees and Taskforces that relate to her portfolio:

- Vice President Membership – chairs the Membership Standing Committee and liaises with the Mentoring, Friends and Twinning Taskforces
- Vice President United Nations – chairs the UN Status of Women Standing Committee and the UN Representatives Team and liaises with the Projects Standing Committee
- Executive Secretary is ex officio on the Resolutions Ad Hoc Committee and the Constitutional Advisory Ad Hoc Committee and liaises with the History and Archives Taskforces

- Executive Finance Officer – chairs the Financial Management Team and liaises with the Fundraising Taskforce *and* oversees the financial aspects of the Congress
- Young BPW Representative chairs the Young BPW Standing Committee
- Regional Coordinators lead their regional committees [*refer to Regions Page 15-18*]

Members of the Executive may submit resolutions and amendments to the Constitution and Regulations for consideration by the General Assembly. These may be submitted by the Executive as a whole or individually.

### **2.2.1 Meetings of the Executive**

The President is the Chairperson of the Executive and presides at meetings. In her absence, the first Vice President is the Chairperson. If neither the President nor the first Vice President is present the second Vice President is the Chairperson.

The Executive members meet at least once each year:

- Year one (1): Executive meeting
- year two (2): Executive meeting
- year three (3): Executive meeting and pre-General Assembly meeting at the Congress venue

The Executive members are required to attend:

- Post-General Assembly handover Executive meeting at the Congress venue
- Post-General Assembly new Executive meeting at the Congress venue

The Executive may also meet electronically. Electronic votes between meetings, requires a two-thirds (2/3) majority vote of the Executive members to make a binding decision.

### **2.2.2 A quorum for a meeting of the Executive is six (6)**

Each Executive member, at the end of her term, is required to ensure that her records stored on the designated digital platform are complete. The handover to her elected successor must include mentoring during her initial period so that she may fulfil the role of the Executive position.

## **2.3 The duties of individual Executive members**

### **2.3.1 The duties of the President**

The President takes on her responsibilities at the close of the General Assembly. She

- is responsible for the operational management of the organisation
- is the Chairperson at meetings of the General Assembly, the International Board and the Executive, and has a casting vote where there is no majority vote on any matter except for the first tied vote in the election of incoming President
- chairs meetings of the International Congress Planning Committee during her term
- builds and maintains relationships with other international organisations and leaders
- seeks opportunities for engagement and cooperative activities with organisations with similar or complementary aims

- formally appoints by letter all Chairpersons and members of Committees and Taskforces (with concurrence of the Affiliate President) and is an ex officio member of all Committees and Taskforces
- serves on the Project 5–O Committee
- as the Immediate Past President for the first year of the following triennium, mentors and supports the next President

### **2.3.2 The duties of the Vice President Membership**

The Vice President Membership:

- leads the activities to increase and retain membership and is supported by the Membership Standing Committee
- develops and provides membership information and campaigns
- provides advice on membership problems, including development and retention strategies
- encourages and supports the formation of new Affiliate Clubs and Affiliate Federations
- performs other duties as requested by the President, the Executive or the International Board
- publishes an annual report on the membership status for distribution to the International Board

### **2.3.3 The duties of the Vice President United Nations**

The Vice President United Nations:

- coordinates the advocacy work of BPW International
- coordinates the BPW United Nations Representatives and their annual accreditations along with members attending strategic meetings
- leads and is supported by the UN Status of Women Standing Committee
- liaises with the Projects Standing Committee Chairperson
- sets the plan for BPW International's involvement and events at the annual Commission on the Status of Women (CSW), with the support of BPW's UN Representatives
- publishes an annual report on the status of BPW's work undertaken at the United Nations and the agencies
- coordinates the collection of appropriate material and the drafting of the United Nations Quadrennial Report as called for to retain BPW consultative status
- performs other duties as requested by the President, the Executive or the International Board

### **2.3.4 The duties of the Executive Secretary**

The Executive Secretary performs the following duties:

- advises on constitutional and procedural matters with reference as and when necessary to the Constitutional Advisory Committee

- prepares, in consultation with the President, and ensures the distribution of the Call to Congress documentation according to the constitutional deadlines
- ensures credential compliance and the filing of relevant General Assembly documentation within the archives and on the designated digital platform
- supports affiliation procedures, reviews and approves the Constitution and Regulations of new Affiliates. If major discrepancies are identified in new Affiliates Constitutions or Regulations then advice and approval is sought from the Constitutional Advisory Committee and the Executive
- monitors Members Services and quality assurance
- records Resolutions and their implications, receives, reviews and approves any amendments to Affiliates Constitutions and Regulations following their general assemblies
- serves as an ex-officio member of the Constitution Advisory Committee and Resolutions Committee
- liaises with the History and Archives Taskforces
- other such duties as may be designated by the Executive, International Board or the President

The Executive Secretary on behalf of the Executive must ensure that a permanent record is kept of all proceedings of the General Assembly, the Executive and the decisions of the International Board. The Executive, at the start of each triennium, shall approve procedures for the custody of all records and official documents of BPW International on the online designated digital platform.

### **2.3.5 The duties of the Executive Finance Officer**

The Executive Finance Officer, within three (3) months of the General Assembly at which she was elected:

- establishes her Financial Management Team with the President
- recommends appropriate arrangements for maintaining the books and accounts and a sound and balanced financial policy for consideration by the Financial Management Team and approval by the Executive

### **2.3.6 The Executive Finance Officer during her term:**

- arranges for the accounts to be independently examined at the end of each year by a Chartered or Certified Public Accountant and circulates those examined accounts to the International Board by the end of the next June with an analysis of the consequences to BPW International
- provides to the International Board
  - a copy of the accounts 30 days after each year end
  - the fiscal year end report of the independent examiner six (6) months after closing the year
  - the detailed Congress accounts and final financial outcome within twelve (12) months of the Congress
- consults with the President and Executive Secretary, the Financial Management Team and appropriate administrative staff about the financial matters of BPW International
- works with the Financial Management Team to ensure that financial decisions comply with the Finance Policy and the Dues Policy, including:
  - maintaining BPW International's expenditure within its budgeted income



- ensuring that any unbudgeted additional expenses are first voted on and approved by the International Board, subject to the Finance Policy
- proposing changes as necessary to the rate of dues, or the dues structure for Friends, for consideration by the Financial Management Team and the Executive and submission if approved to the General Assembly for voting
- making maximum effort to maintain a General Reserve Fund at no less than 3% of the triennial budget or one (1) year of BPW International expenditure whichever is the greater
- ensures appropriate personnel
  - prepare monthly financial statements
  - prepare statements of expenses
  - prepare monthly reports of dues received and forward these to the Executive including the Vice President Membership and Regional Coordinators to work with Affiliates and Regions
  - send invoices for the payment of dues, and for the payment of other programme fees
  - keep account of the purchase and sale of BPW merchandise and services
- checks monthly financial statements and operating expenses and if correct authorises the timely payment of expenses
- issues reminder statements to Affiliates who are late paying their dues and liaises with the Vice President Membership about appropriate follow-up action
- prepares an annual budget for presentation to the Executive in line with the triennial budget approved at the General Assembly
- keeps an account of all monies received by, belonging to or owed to BPW International including ensuring that:
  - the protected Battersea Fund is in a separate account and only used for a permitted or emergency expenditure with the approval of the International Board
  - the Congress Fund is in a separate account and only used to reduce Congress registration fees
- ensures that annual USA tax filings with the Internal Revenue Service are submitted on time
- performs other duties as requested by the President, the Executive or the International Board

### **2.3.7 The duties of the Young BPW Representative**

The Young BPW Representative:

- represents the interests of Young BPW members on the Executive
- chairs the Young BPW Standing Committee
- stimulates and promotes the Young BPW initiative
- produces regular communications with Young BPW members internationally, manages Social Media and maintains the Young BPW page on the BPW International website
- communicates regularly with the President and the Vice President Membership
- works with the Regional Coordinators and Young BPW Regional representatives to identify Young BPW members in their regions

- advises Affiliates on Young BPW initiatives and strategies for engaging and retaining Young BPW members
- organises and publicises Young BPW meetings during her term, usually in conjunction with a Regional Conference
- performs other duties as requested by the President, the Executive or the International Board
- organises Young BPW events at Congress within the overall Congress programme and budget limits
- promotes the Friends Programme encouraging the members to join

### **2.3.8 The duties of the Regional Coordinators**

There is a Regional Coordinator in each of the (5) regions who is a member of the Executive.

Each Regional Coordinator:

- represents her region and reports to the Executive and communicates decisions of the Executive to her region
- chairs the Regional Coordinating Committee
- develops and proposes an action plan for agreement by the Executive and the Affiliates in her region
- works with regional United Nations Representatives and regional members of BPW International Standing Committees
- raises awareness of BPW International aims and resolutions at the regional level
- convenes the triennial International Regional Conference and supports other regional meetings and other activities that are organised in her region
- works with the Vice President Membership to establish, support and retain Affiliates
- promotes and encourages affiliates to attend Congress
- works in co-operation with the Executive Finance Officer and Vice President Membership to ensure that International dues from her region are paid on time
- works with the Young BPW Representative to identify and foster Young BPW members in her region and encourage participation in Young BPW members' activities
- disseminates information to Affiliates in her region
- encourages cooperation and communication between Affiliates in her region
- manages and maintains her regional web page on the BPW International website
- performs other duties as requested by the President, the Executive or the International Board

## **3.0 TRUSTEES**

**[R4]**

If BPW International purchases a building or a lease, or receives a gift or legacy of property, consideration should be given to holding the asset in a trust in the appropriate jurisdiction in accordance with the relevant trust law.

Trustees would be appointed by the Executive. They would be independent of the elected Executive and would provide continuity of knowledge when property is held for a long period.

They would not change each triennium and would hold office until death, resignation, personal bankruptcy or unstable mental state. They could be removed by the Executive if there were significant reasons upheld to do so.

### **3.1 Appointing Trustees**

In the event that BPW International acquires property, three (3) Trustees will be appointed where required by law.

The Executive contacts and selects potential Trustees who demonstrate a sound understanding of the role, have the time and capacity to fulfil the duties, have sufficient knowledge of BPW International, and agree to be nominated.

The International Board votes for three (3) Trustees in no preference order.

The President formally appoints the three (3) Trustees that received the most votes.

The International Board elects replacement Trustees as required. [R4.4]

## **4.0 AFFILIATES**

**[R5]**

The business of BPW International is conducted in four languages, English, French, Spanish and Italian. Although a working knowledge of English is helpful, the inability to speak any of these languages must not deny members serving the organisation in any capacity [R6]

### **4.1 Membership Categories**

Membership of BPW International comprises Affiliate Federations, Affiliate Clubs and Individual Affiliate Members

#### **4.1.1 Affiliate Clubs**

A group of 20 or more business and professional women in a country where there is no Affiliate Federation may apply to become an Affiliate Club of BPW International.

#### **4.1.2 Affiliate Federations**

Are composed of three or more affiliate clubs comprised of business and professional women and must have a combined total membership of 100 or more based on actual dues paid.

Membership is limited to one (1) Federation in each country. For the purposes of this definition a country comprises a geopolitical unit, which has full sovereignty.

If the total membership of a Federation declines to less than 100 then that Federation status shall be suspended from BPW International until such time as the number of members increases to 100 or more. The Clubs, which make up the Federation, shall then become Affiliate Clubs.

#### **4.1.3 Individual Affiliate Members**

Any business or professional woman, who supports the aims of BPW International residing in a country where there is no Affiliate Club or Federation, is eligible for individual membership and may apply to the Executive to be accepted into membership. Individual Affiliate members may attend the General Assembly but do not have a vote and are not eligible for election.

### **4.2 Formal membership applications**

Formal membership applications are subject to vote by the Executive who may approve or reject applications for membership at its discretion and decide on the effective date of admission. A Federation, Club or individual member is not recognised as an Affiliate prior to the official decision of the Executive.

### **4.3 Affiliate Constitutions and by-laws of Federations and Clubs**

These constitution and by-laws must comply with the BPW International model constitution and the Executive Secretary must be notified of any amendments within one (1) month after adoption at the General Assembly of the affiliate and must be approved by the Executive.

### **4.4 Removing an Affiliate**

The International Board of BPW International may, upon giving three (3) months' notice in writing to the Affiliate President, or failing her, the Affiliate Secretary, remove the membership of BPW International of an Affiliate

#### **4.4.1 Reasons for removal**

- that the Affiliate is in arrears of a period of one (1) year
- if a complaint has been made to the Executive of misconduct relating to the affairs of BPW International on the part of that Affiliate or an allegation is made that the Affiliate is acting in a way likely to bring BPW International into disrepute

#### **4.4.2 Procedures**

The Executive will give the Affiliate concerned three (3) months' notice upon receipt of such a complaint or allegation to enable that Affiliate to have the right to reply in writing or in person before a decision to remove the membership is made

- An Affiliate has a right of appeal to the General Assembly. Such an appeal must be lodged within three (3) months of the removal decision. Upon the lodging of an appeal, the Affiliate will be re-instated pending the hearing of the appeal at the following General Assembly

- Any member of BPW International including any Federation, Affiliate Club or Individual Affiliate Member will cease to be a member and must cease using the name BPW in its title, immediately upon cessation of membership of BPW International for whatever reason. BPW International is the sole arbiter on the question of who is or who is not deemed a member in whatever form

#### **4.5 Membership entitlements**

- Members (who have paid their dues) of paid up Federations and Affiliate Clubs are members of BPW International and may
  - attend Congress and other meetings of BPW International, stand for office and be selected as a voting delegate (or alternate delegate) for the General Assembly
  - register on the BPW International website and join the Forum and Business pages
  - be credentialed by BPW International to attend certain meetings of relevant UN Agencies
- Individual Affiliate members of BPW International who have paid their dues may
  - attend Congress and other meetings of BPW International
  - register on the BPW International website and join the Forum and Business pages
  - be credentialed by BPW International to attend certain meetings of relevant UN Agencies
- A member may hold membership of more than one (1) Affiliate in more than one (1) country according to the Affiliates requirements and regulations
- A member cannot hold a BPW International office representing more than one (1) Affiliate or more than one (1) country in more than one (1) region
- Only one (1) country will be registered as her eligibility for nomination for office and voting rights

#### **4.6 Name and logo of Affiliate [R20]**

Affiliate Federations are named after their country, for example BPW Canada. BPW Clubs within a Federation are named after their locality, and include the name of their Federation in official documents and correspondence - Example: BPW Toronto, Canada.

Affiliate Clubs in a country without a Federation shall be named after the city (or locality) not after their country.

Affiliate Federations and Affiliate Clubs must use the logo of BPW International with their name. An existing organisation that has been accepted as an Affiliate Club may use an additional logo from their organisation with the permission of BPW International, but the BPW International logo must be the primary logo.

If an Affiliate is required to register with its country's administration, then the name used for registration must be identical to the official name approved by BPW International and a copy of the registration must be provided to the BPW International Executive Secretary.



## **4.7 BPW International General Assembly**

If they have paid their dues for the current year (and any back dues and penalties), Affiliate Clubs and Affiliate Federations may submit resolutions and propose amendments to the Constitution and Regulations for consideration at the General Assembly, and may submit nominations for BPW International office.

## **4.8 Working with Other Organisations**

The BPW International relationships policy governs relationships between BPW International and other international organisations. It is important that Affiliates are aware of any existing relationships and/or agreements at the international level when they form local relationships with national branches of international organisations. Therefore, Affiliates planning to formally link or partner with any other organisation should inform their Regional Coordinator beforehand.

## **4.9 Publications and Media Campaigns**

- The publication of reports, newsletters and news releases and books must be approved by the International President before distribution
- A PDF copy of all official publications should be submitted for inclusion in the digital archive
- The digital version of the Congress and General Assembly Proceedings becomes an official document after voted upon and accepted at the next General Assembly
- The Congress and General Assembly Proceedings shall be published and distributed electronically only
- The content of videos and social media postings used for lobbying and media campaigns must respect BPW International branding and professional standards. The use of any inappropriate or offensive language or images that contravene our principles of being non-partisan and non-discriminatory in respect of beliefs, cultures and human rights is unacceptable. The Executive can take action on anything produced that is detrimental to the BPW International image and does not comply with these requirements
- Information concerning BPW International, that Affiliate Federations and Affiliate Clubs propose to publish in handbooks, manuals or histories, must be checked with BPW International before printing/publication, to ensure that it is accurate and up-to-date. Such enquiries should be sent to the President's Office where it will be directed to the appropriate source for verification
- No social media/video campaign of the nominees for election is allowed

## 5.0 **REGIONS**

[R7]

### 5.1 **BPW International Regions**

The BPW International Regulations provide for (5) regions:

- Africa
- Asia Pacific
- Europe
- Latin America
- North America and the Caribbean

Formation of further regions must be agreed by the General Assembly through submission of a Constitutional Amendment.

Each region is made up of the Affiliate Federations, Affiliate Clubs and Individual Affiliate Members from that region. It is referred to as BPW - Region [eg BPW Africa].

Large regions may be divided into geographical sub-regions as agreed by the Executive to enable better communication and cooperation between Affiliates, their Regional Coordinator and Sub-regional Coordinator.

Affiliates are encouraged to develop and maintain close links with their Regional Coordinator and Sub-regional Coordinator.

Regional Meetings are held at least once a triennium and all members are encouraged to attend to develop their understanding of BPW International, share best practices, network with other like-minded women, listen to prominent speakers and participate in workshops.

### 5.2 **Regional Coordinators**

Each region has a Regional Coordinator who is an elected member of the Executive and a member of the International Board of BPW International. In addition to her role as a full member of the Executive, each Regional Coordinator represents her region on the Executive and communicates decisions of the Executive to her Region.

#### 5.2.1 **Selection of nominees for Regional Coordinators**

Nominees for Regional Coordinator are selected by the Region but elected at Congress. The nominee or nominees for the next Regional Coordinator are selected by vote of the Regional Presidents and ratified at the Regional Conference. On the last day of Congress, Regional Coordinators are elected in a secret ballot by the General Assembly delegates.

Candidates for office as Regional Coordinators may be nominated only by Affiliates within the region for which the nomination is made but voting for the five (5) Regional Coordinators is conducted by the whole General Assembly at Congress. Both the nominee and the Affiliate must have paid their international and regional dues. Affiliates may nominate a member from another Affiliate with that

Affiliate's approval. Nominations must be sent to the Regional Coordinator three (3) months before the Regional Conference. A Regional Coordinator may be re-nominated for one (1) consecutive term.

The Region may set a policy that only one (1) nominee will be selected for voting at the Congress General Assembly, or that more than one (1) nominee can be selected. If a nominee is selected, the BPW International Regulations do not allow nominations from the floor at the General Assembly unless the selected nominee is unable to serve.

### **5.3 Sub-regional Coordinators**

In the very large Regions of BPW International the elected Regional Coordinators need additional support to carry out their duties in the Region. Sub-regional Coordinators can be appointed to assist and support the Regional Coordinator, and are responsible to the President's Meeting in the Region through the Regional Coordinating Committee of which they are members.

Regions can have up to five (5) Sub-regional Coordinators, depending on the number of countries and geographical size of the region. The Regional Coordinator seeks out nominees for Sub -regional Coordinators from within the region. The nominees are members of Affiliates who have a good knowledge and understanding of BPW International and its functions and activities. Each member wishing to serve must submit the appropriate application signed by her Affiliate President along with her photo, biography including contact details and summary of relevant expertise.

#### **5.3.1 Selection of nominees for Sub-regional Coordinators**

The Regional Coordinator selects Sub-regional Coordinators for each of her sub-regions after consideration of their skills and expertise, and proposes her nominees to the Executive for agreement. Sub-regional Coordinators ratified by the Executive are formally appointed by the BPW International President.

The role of the Sub -regional Coordinator within her sub-region is to assist the Regional Coordinator to:

- encourage and assist business and professional women to form clubs and seek affiliation with BPW International, and provide the necessary information on constitutional requirements, application procedures and the guidelines for the inauguration ceremony
- increase BPW membership and support the development of new Affiliates
- encourage Affiliates to undertake lobbying and projects in line with BPW International resolutions and international campaigns, and to support the work of the Standing Committees
- provide information on the structure, aims and objectives and functions of BPW International to potential members
- implement any resolutions on membership approved as BPW International policy at the General Assembly
- assist the Regional Coordinator with communications including:
  - a) keeping in touch with Affiliates in her part of the region and keeping the Regional Coordinator informed of activities
  - b) gathering stories and pictures and writing special reports for the regional newsletter and web site

- c) assisting with coordinating events in her Sub-region, planning the Regional Conference and advising the presidents how to prepare.

Sub-regional Coordinators are expected to attend and assist at the Regional Conference, and are strongly encouraged to attend the International Congress.

## **5.4 The Regional Coordinating Committee**

The Regional Coordinator chairs the Regional Coordinating Committee in accordance with rules agreed by the Regional Presidents' meeting during the Regional Conference and ratified by the Regional Conference.

### **5.4.1 The Regional Coordinating Committee includes the following members.**

- the Regional Coordinator as the Chairperson
- an appointed or elected Finance Officer to manage regional dues, keep accounts and prepare reports as needed

In addition, the Regional Coordinating Committee may include:

- any Sub-regional Coordinators appointed for the Region
- a Secretary to support with minutes and communications and historical records
- other appointed or elected members as required and decided by the region

Regional committees can be formalised at the Regional meeting.

## **5.5 Regional Dues**

The Region may levy annual regional dues on the members in the Region. The amount should be established by a formal vote of the Regional Presidents and ratified at the Regional Conference. The need to reduce or remove regional dues for Affiliates from low income countries as it applies to International dues policy should be recognised. In the absence of a quorum at the Presidents' meeting, a change in the regional dues may be voted on by email and approved by a majority vote. Regional funds may be held on the Region's behalf by BPW International. When required, an invoice for membership dues will include regional dues where these are collected on behalf of the region by BPW International.

Regional dues are intended to be used to assist the Regional Coordinator with travel and accommodation expenses when attending affiliate events and meetings in the region. Based on the regional budget approved by the Affiliate Presidents the funds may be used to support the expenses of Regional Coordinating Committee Members and Sub regional Coordinators.

## **5.6 Regional Meetings and Conferences**

At least one (1) Regional Meeting will be convened by the Regional Coordinator in co-operation with, and assisted by, the Affiliate Federations and Affiliate Clubs in her region during the triennium.

BPW Regional, Sub-Regional and Young BPW Conferences should be held in a year when there is no International Congress. This is to give greater opportunity for BPW members to be able to attend both their regional or sub-regional conferences and the international congress without being subject to limitations, such as limited annual leave and budget constraints.

Regional Meetings may, with the knowledge of the Executive, be held among Federations, and Affiliate Clubs desiring to convene on matters of mutual interest. Arising from the business discussed at such meetings the Region has the power to make recommendations to the Executive and International board but as such the recommendations must fall within the general aims of BPW International. Minutes of Regional Meetings must be sent to the Executive Secretary immediately following a Regional Meeting.

Any three Federations or Affiliate Clubs can convene a Regional or Sub-regional Meeting in consultation with their Regional Coordinator as to the date and agenda. The Regional Coordinator must advise all Affiliates in her Region about such a meeting.

BPW Executive members may attend all Regional Meetings including Presidents' Meetings.

All formal partnership arrangements between BPW International and external organisations should be made known to the Regions. Any similar partnerships planned between BPW Regions and external organisations should be discussed and agreed with the BPW International Executive before being taken forward.

## **5.7 Regional Regulations**

Regions must have Regulations and the following should be covered:

- processes for selecting and nominating a Regional Coordinator
- processes for selecting a Regional Committee
- requiring the Regional Coordinator to conduct an annual meeting
- allowing for regional dues
- permitting the Regional Coordinator to seek sponsorship and grants
- permitting partnerships with regional agencies and institutions
- requiring transparent reporting and accountability

The regional Regulations may include articles required by the laws of the country where the legal entity is established. The Regulations must refer to the BPW Region [eg BPW Asia Pacific] and the relevant article of the BPW International Constitution and Regulations.

The relevant document(s) must be submitted to the Executive Secretary within three (3) months of being amended with an explanation about the changes made, for review and approval.

The Executive Secretary will advise of changes are required to maintain compliance with BPW International requirements.



## **6.0 FINANCE**

**[R8]**

The BPW International financial year is a calendar year, January to December inclusive.

### **6.1 Financial Management Team**

The Executive Finance Officer must, as a priority, work to establish her Financial Management Team as soon as she is elected. The Financial Management Team must be established and operating within three (3) months of the General Assembly. The Financial Management Team oversees financial reporting but does not have an operational role.

The members of the Financial Management Team are:

- the Executive Finance Officer who chairs the Financial Management Team
- the BPW International President
- a member who is a qualified accountant
- two (2) other members selected for their experience and expertise

The membership of the Financial Management Team is proposed by the Executive Finance Officer in consultation with the President and put to the International Board for approval at the post-General Assembly board meeting. The members must have between them experience on an international board, demonstrated competence in financial management and budgeting, and knowledge of BPW International and its history and procedures.

#### **6.1.1 The members of the Financial Management Team:**

- advise and support the Executive Finance Officer, and are available for consultation
- keep the Finance Policy under review and ensure it remains sound and balanced - refer to policies at 6.2
- review and comment on financial documents to ensure that they comply with the Finance Policy and the Dues Policy
- review and comment on financial reports prepared for the International Board and the General Assembly
- advise the Executive Finance Officer of the necessity to increase the rate of annual dues prior to each General Assembly and to present a report of its findings to the General Assembly at Congress
- implement resolutions on Finance approved as BPW International policy by the General Assembly.

### **6.1.2 The Financial Management Team ensures that:**

- financial decisions comply with the Finance Policy and Dues Policy
- a triennial budget is prepared, agreed by the Executive, and submitted for approval to the General Assembly
- BPW International's expenditure does not exceed its budgeted income
- any proposals with financial impact are reviewed and checked for viability and probity
- the accounts are independently examined at the end of each year by a Chartered or Certified Public Accountant, and by the next 30 June the report and accounts are circulated to the International Board
- maximum effort is made to ensure financial stability by maintaining the General Reserve Fund at no less than 3% of the triennial budget or one (1) year of BPW International expenditure whichever is the greater
- the Congress Fund is separate from other accounts and used only for reducing registration fees for members for Congress
- prior approval of the International Board is required for:
  - any unbudgeted expenses, subject to the Finance Policy
  - any expenditure of the original amount of the Battersea Fund
- the International Board is provided with the Congress outcome financial accounts within twelve (12) months of the General Assembly

## **6.2 Finance Policies**

### **6.2.1 International Budget Policy**

The General Assembly approves the BPW International triennium budget at the General Assembly, which specifies total budget expenditure as a percentage of income. A built-in reserve (of not less than 3%) is used only to cover unexpected expenditures or fixed expenditure when actual income drops. [resolution passed 2008]

- The Triennium budget (with figures in Euro) must be proposed under the "approved budget policy" for approval at the General Assembly
- In between General Assemblies, the Executive Finance Officer provides an annual operating budget to the Executive for approval according to the approved triennium budget policy
- Estimated Financial Impact: each proposed regulation amendment or resolution presented at the General Assembly should have a statement of the estimated financial impact attached. If passed, such estimates can be used to adjust the budget accordingly.

### **6.2.2 Dues Policy**

Dues and Fees are stated and paid in Euros.

Annual dues of Affiliate Federations and Affiliate Clubs are payable on a per member basis at a rate fixed for the triennium as decided by the General Assembly. Dues are payable by 31<sup>st</sup> March, after which date penalties may be levied. For Affiliates who are accepted into BPW International after the beginning of the year, the annual membership dues may be pro-rated according to when their membership begins as agreed by the Executive.

An invoice for dues will include regional dues where these are collected on behalf of the Region by BPW International.

Annual dues of Individual Affiliates of BPW International are payable on acceptance of membership by the Executive and then on 31<sup>st</sup> March each year after its review and at a rate determined by the Executive. The Executive will suspend the membership of an Individual Affiliate who fails to pay the dues by 31<sup>st</sup> March in any year.

Affiliate Federations and Affiliate Clubs of BPW International are required to calculate and report their number of members on 31<sup>st</sup> December each year. Affiliates must report their membership in the BPW International Directory as advised by the Executive Finance Officer by 15<sup>th</sup> January. Annual dues for the year are calculated on the basis of the membership number submitted.

If an Affiliate fails to report their membership number, then they are invoiced for their previous year's membership number plus 10%. This will be readjusted if the Affiliate subsequently reports an accurate membership number as long as the number is not less than the required number of members for an Affiliate Club or Affiliate Federation according to the BPW International Constitution.

Dues are stated and paid in Euros. However, under difficult circumstances, the Executive Finance Officer and the Financial Management Team will consider accepting dues payments in USD which are equivalent in monetary value. Affiliates must apply to the Executive Finance Officer and provide a justification for payment other than in Euros.

### **6.2.3 Penalties for late payment**

Affiliates who fail to pay dues by 31<sup>st</sup> March each year are liable for a penalty of 10% quarterly. In addition: Affiliates who do not pay their membership fees before 30<sup>th</sup> June of that year may be suspended from membership of BPW International beginning 1<sup>st</sup> July. Affiliates who pay their current dues and any penalties within the period of 1<sup>st</sup> July to 31<sup>st</sup> December are eligible for reinstatement to membership from the date of receipt of fees. The Financial Management Team may decide not to levy penalties where this is justified by circumstances beyond the control of the Affiliate.

#### **6.2.4 Least Developed Countries dues discount**

Affiliates in countries classified by the United Nations as least developed countries may be eligible for 50% reduction of dues (Resolution passed 2005) Certain criteria must be fulfilled, including:

- annual 5% membership growth
- prompt payment of dues and
- reports on current and future approved projects to assist the development of women

Affiliates whose countries are reclassified and have been listed as eligible as in the first paragraph above are eligible for a one (1) year transition reduction and pay 75% dues provided they meet the standard criteria for dues reduction.

The Vice President Membership and the Executive Finance Officer work with Regional Coordinators and Affiliates to ensure that Affiliates from low income countries meet the criteria to qualify for a fees reduction.

#### **6.2.5 BPW International Special Funds Policy**

##### **Battersea Fund**

The Battersea Fund is the proceeds of the leasehold sale of the BPW International building in the UK in 2001. The International Board agreed in 2002 that the proceeds of the Battersea Fund must not be used for operating costs or payment of debts, but must be kept protected in reserve for a future time. The interest from the Battersea Fund can be used by BPW International at the discretion of the Executive, but the capital invested can only be used for a purpose agreed by a resolution of the General Assembly with expenditure subject to the agreement of the International Board.

##### **Congress Fund**

The Congress Fund was designated for reducing Congress registration fees for members. It was approved at Congress in 2008 and levied for the first time in 2010. The Congress Fund is required to be maintained separately from other accounts. It is financed through an annual levy per member and paid by Affiliates with their annual dues invoice. The levy is fixed for the triennium by a vote of the General Assembly. Affiliates from the Countries List that are designated to receive dues reduction with eligibility as established in paragraph 6.2.2 are exempted from the levy.

##### **Esther W. Hymer BPW UN Training Fund**

This fund supports the Esther W. Hymer BPW UN Training Award which enables a business or professional woman to study UN agencies and commissions. The award recognises Esther Hymer, who was BPW International's representative to the United Nations, New York from 1947-2001. The fund receives the proceeds of the book "Bus to 42<sup>nd</sup> Street", which details the important role Esther played in developing a partnership between BPW International and the United Nations. Donations are also accepted.

### **International Aid Fund**

Originally called the Golden Jubilee International Aid Fund, the International Fund was established at the XVth Congress held in Montreux, Switzerland in 1980, which celebrated the 50th Anniversary of BPW International.

The Fund assists members to attend international meetings and is administered by the Executive. It receives the proceeds from the sale of gifts or similar activity held at Congresses and is increased by donations and other voluntary contributions.

Applications for assistance towards the cost of registration and air fares for attending an International Congress are submitted to the Executive Finance Officer on the Application Form with copies of the Affiliate's audited accounts, or any other certified statement of accounts for their previous year. Grants are limited to one (1) per Region to the extent of the available funds.

To ensure a fair and balanced use of the Fund and facilitate its administration and distribution, the following rules and conditions apply:

- the Executive Finance Officer scrutinises the applications and submits recommendations for the allocation of grants for the consideration and approval of the Executive
- the total sum of the approved grants cannot exceed the balance of the Fund
- grants cover only registration and travel costs, and must be the cheapest return fare. The total of the approved grants cannot exceed the balance of the Fund
- consideration is given only to applications from Affiliates whose dues for previous years have been paid up in full
- preference is given in the first instance to applications from Affiliates who have not been represented at previous International Congresses (now General Assemblies) and, secondly, to those who have not previously benefited from grants.
- payment is only made at the Congress on production of receipts/invoices for costs actually incurred after deduction of any unpaid dues (including for the current year), registration fees and other amounts owing to BPW International. Requests for payment in advance will not be considered

The Executive Finance Officer will notify all applicants, in writing, on the success or otherwise of their application within seven (7) days of the decision of the Executive. The successful applicants will be reminded of the terms and conditions under which the grant will be paid.

### **Marjory Lacey - Baker Trust / Madesin Phillips Fund**

Under the will of the late Marjorie Lacey-Baker, a life-long friend of the BPW International Founding President, Dr Lena Madesin Phillips who died in 1971, a charitable trust was established. These funds continue to promote the membership and work of BPW International in countries in the Middle East. This fund is maintained by Trustees of her estate and the interest is accessed every two years to support seminars and workshops as part of a programme in a public meeting to further the advancement of BPW in the Middle East. The expenditure and the results are reported to the General Assembly.



### **Young BPW Congress Fund**

The Young BPW Fund was initiated in 1985 to assist business and professional women under the age of 35 to participate in BPW International Congresses. The Fund is administered through the Financial Management Team and recipients are approved by the Executive. The Young BPW Fund receives donations from Affiliates and individuals and is supplemented by 10% of the Friends programme subscriptions.

One Young BPW member is chosen from each region to receive financial help towards travel and/or registration expenses to the extent of the available funds. To ensure a fair and well-balanced use of the Fund and facilitate its administration and distribution, the following guidelines are applied:

- the Executive Finance Officer informs the available fund for grants for executive consideration/ approval
- the total of the approved grants cannot exceed the balance of the Fund
- preference is given to applications from Affiliates most in need
- grants are made on the basis of not more than one (1) recipient per country
- consideration is only given to applicants from Affiliates whose dues for the current and the previous years have been paid in full
- grants are restricted to members under the age of 35 years on the opening day of the General Assembly
- payment is only made at the Congress on production of receipts/invoices for costs actually incurred after deduction of any unpaid dues (including for the current year), registration fees and other amounts owing to BPW International. Requests for payment in advance will not be considered.

### **6.2.6 Friends Programme Policy**

BPW International encourages affiliates and members to become Friends of BPW International to support the organisation financially in addition to their membership dues with an annual contribution. Many Affiliates also have Friend categories. There are five categories of International Friends:

1. Friend
2. Bronze Friend
3. Silver Friend
4. Gold Friend
5. Diamond Friend

More details on admittance to the Friends Programme and the fees for each category can be found on <http://www.bpw-international.org>

Friends of BPW was extended in 2011 to include women who are not members and men who want to support the aims and ideals of BPW International and to be included in celebratory events. These women and men pay the standard Friends fee plus €25 and are invited to Friends functions held during Congress.

Friends are recognised at the BPW International Congress and at Regional Conferences. At a Congress, at least one (1) special event is organised for Friends of BPW International which the members of the Executive attend. Friend status is indicated on the Congress name badge and a Friends pin.

The BPW International Member Services is responsible for maintaining the Friends database. At regular intervals, a complete list of Friends is published on the website. Friends receive individual invitations to attend Congresses and Regional Conferences. Friends receive an invitation to rejoin annually with a renewal notice attached to the invitation. The annual fee for friends of BPW International is different for each category of Friend. Fees are reviewed after each Congress by the Financial Management Team which makes a recommendation to the Executive. The Young BPW Fund receives 10% of Friends subscriptions.

### **6.2.7 Fellows Policy**

The BPW International Fellows Programme is open to members or non-members of BPW International, both men and women who support the aims of the organisation. They are leaders in the private or public sector who have achieved excellence, promote the interest of women in businesses and the professions and subscribe to the aims of the organisation. BPW International Fellows raise and strengthen the visibility of BPW International, contributing their knowledge and expertise to its development, growth and empowerment as a global resource with an unparalleled opportunity to influence greater recognition for women in business and the professions.

Membership is accepted through a nomination and application process subject to approval by the Executive along with a one-time fee of €1000 Euro which is placed in the international projects fund for various ongoing BPW educational and economic empowerment projects.

In return, Fellows enjoy international recognition, friendships, networking and interaction with interesting and influential people from all over the world.

Non-member International Fellows cannot run for office nor exercise the right to vote.

The BPW International Fellows receive a special pin and benefits such as BPW International publications, digital and print media listings, opportunities to attend regional conferences and international congresses and invitations to exclusive functions at the international Congresses.

### **6.2.8 Fellowship status will be reviewed every triennium by the International Executive.**

### **6.2.9 Project funding policy**

BPW International undertakes projects, philanthropic in nature and not for profit, which meet the BPW International aims and help women to become economically independent. Affiliates and members can make donations to support these projects by completing the Project Funding Donation Form from the BPW International website. All BPW projects that receive donations must commit to keeping accurate financial records and providing annual progress and expenditure reports to BPW International and the Projects Standing Committee chair. BPW Projects are listed on the BPW website.

### **6.2.7 Sponsorship policy**

BPW International and its Affiliates seek sponsorship and grants to support BPW programmes, projects, conferences and meetings. Affiliates seeking sponsorships from national and multinational corporations must advise the President's office, with a copy to the relevant Regional Coordinator, in order to avoid any duplications and misunderstandings.

### **6.2.10 Disaster donation policy**

BPW Affiliates and members can donate funds through BPW International to support appeals in countries where BPW has Affiliates that have experienced natural disasters. The funds donated are used by the BPW clubs in that country to support projects that enable business and professional women to build or regain their economic independence. BPW affiliates that receive aids must commit to keeping accurate financial records and providing progress and expenditure reports to BPW International.

Details are published on the website. Information is provided by the Executive Finance Officer and Project Standing Committee Chairperson, and reports are made available at the General Assembly.

## **6.3 Finance Hand Over**

Financial decisions are made by the new International Executive starting from the day after General Assembly. During the typical first three (3) months when the new President's Office is set up and overlaps with past President's Office, sufficient budget must be allocated for both the International Past President's office and incoming President's Office to be able to operate.

### **6.3.1 Finance Hand-Over Meeting on the day after last day of General Assembly**

The Immediate Past President and Immediate Past Executive Finance Officer need to hand over the following:

1. Triennium finance report / presentation with supporting documentation
2. Bank Account details and most current trial balance
3. Form to change signatures at all banks holding BPW International accounts along with instructions for change of signatures and contact person at the bank
4. Approved budget for the upcoming Triennium
5. General Ledger in the year prior to General Assembly
6. Template for Invoices and receipts forms and member list
7. Information on existing Legacies and pending Legacies
8. Any other financial information that needs immediate attention, such as accrued budget details
9. Bank security tokens

### **6.3.2 Financial Hand Over during three (3) months from the last day of General Assembly**

After the signatures have been changed, secure Internet banking access to BPW International's bank accounts for the new Executive should be established and no access by the previous Executive should be permitted.

During the three (3) months hand over following the General Assembly, the Past President's office must prepare and deliver to the President's Office:

1. Members' payment status
2. Past Audit reports in hard copies with proper signatures from certified auditors
3. General ledgers required for tax filing purposes
4. Stock Report
5. Friends & Fellow payment report
6. Documents for tax filing and historical tax filing documents
7. Past financial reports to the International Board
8. Other financial documents, such as cheque books, bank statements, etc.

### **6.3.3 Financial Audit for Congress Year**

The new Executive and Immediate Past Executive need to decide which Executive Finance Officer should complete the Financial Audit of Congress year.

If Congress was held during September-December, the Immediate Past Finance Officer would typically handle the Financial Audit. If this is the case, the Financial Audit report of Congress year should be handed over, along with accrued budget details (if any), to the new International Executive and new Executive Finance Officer by mid-year of the following year.

### **6.3.4 Congress Finance Hand Over**

Congress Finance hand over should encompass:

- Congress Finance Reports:
  - Congress Finance report from Immediate Past President twelve (12) months after General Assembly
  - Audit report of Congress Account from certified Auditor twelve (12) months after General Assembly
  - All sponsorship for Congress must be reported in Congress Finance Report and in General Assembly/Congress proceedings
  - Any Congress-related expenditure (before, during and after the Congress, including items spent following General Assembly for the delivery of Congress Finance Reports and Proceedings) that exceeds Congress income, has to be reported as a Congress deficit
- Congress Accounts:

The Congress account in the host country of the Congress should be closed and the outstanding balance transfer to the designated BPW International Account. If the Congress Account is one (1) of the designated BPW International accounts, then necessary signature changes have to be made

## **7.0 CONGRESS**

**[R9]**

A BPW International Congress, where the General Assembly is convened, is held every triennium at a time and a place to be decided by the Executive. [R9]

### **7.1 Bids to host an International Congress [R9.1]**

The Executive calls for bids for hosting Congress. Any Affiliate Federation or Affiliate Club wishing to host a Congress should send an official Congress bid to the Presidential Office of BPW International five (5) years before they plan to host the Congress. A specification of requirements will be given to Affiliates who indicate they intend to bid to host a Congress.

The Congress rotates among the regions. The BPW International Congress should visit at least four (4) of the five (5) regions within a five (5) congress (fifteen (15) year) cycle. BPW International Congress should not be held in the same BPW region within a seven (7) year period.

### **7.2 Congress planning and the IPC [R9.2]**

The President chairs the International Planning Committee.

Arrangements and guidelines for the Congress must contain the following:

- a full costing and a projected budget, which must include ANY necessary items that appear in the Congress budget framework – for example the post congress production of the General Assembly/ Congress Proceedings
- requirement for proper management of the Congress budget
- comparison bids for all products and services required
- liaison support for the established local Host Planning Committee
- sponsorship and volunteers to help run Congress
- information outlining the venue facilities, and the range of accommodation within easy reach of the facility
- government support and corporate sponsorship, that has been or is expected to be committed to hosting the Congress



## **8.0 GENERAL ASSEMBLY**

**[R10]**

A General Assembly is held triennially at the International Congress at a time and a place to be fixed by the International Executive. A call to the International Congress / General Assembly shall be mailed to all members not less than eight (8) months in advance of the first day of the Congress.

### **8.1 Call to Congress**

The Call to Congress is prepared by the President and the Executive Secretary and circulated to the International Board eight (8) months before Congress. Any documentation for the business of the General Assembly must be made accessible to the general membership on the BPW International website.

### **8.2 Submission of nominations, resolutions and amendments for attention at the General Assembly**

Nominations for candidates for election to the BPW International Executive may be submitted by Affiliate Federations and Affiliate Clubs.

Resolutions and amendments to the Constitution and Regulations may be submitted by Affiliate Federations, Affiliate Clubs and members of the BPW International Executive, as well as Standing Committee Chairpersons and Past International Presidents.

The submitting Affiliate Federation or Affiliate Club must have paid their dues for the current and previous years and any penalties that apply for late payment.

For nominations, resolutions and proposed amendments to be considered valid:

- they must be prepared on the approved form circulated with the Call to Congress, and be signed by the moving Affiliate representative (usually the President)
- they must be received at the BPW International official address at least six (6) months prior to the first day of the General Assembly at which they are to be presented, either by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date

### **8.3 Nominations**

Affiliates wishing to nominate a candidate or candidates for a BPW International position must submit all nominations on the official form, with each nomination on a separate form. Forms are provided to the International Board with the Call to Congress, downloaded from the website and are available from Member Services.

- Nominations for the election of Standing Committee Chairpersons may be submitted by any Affiliate Federation or Affiliate Club within BPW International
- Nominations for the election of the President, Vice President Membership, Vice President United Nations, Executive Secretary, Executive Finance Officer and Young BPW

Representative may be submitted by any Affiliate Federation or Affiliate Club within the BPW International Federation

- Nominations for the election of a Regional Coordinator may only be submitted by an Affiliate Federation or Affiliate Club within the region for which the nomination is made
- A candidate cannot accept nomination for more than one (1) position except in the case of nomination for President. The nominee must indicate which of the Vice President roles, Membership or United Nations (if she has not previously served as that Vice President) she is eligible to stand for if she is not elected President
- Candidates for President must have been a member of any prior Executive or an Affiliate Federation
- Vice Presidents cannot be nominated to serve for a second consecutive term in the same position but may be nominated for the other Vice President position.
- A serving member of the Executive may be nominated for another Executive position in the next term
- A serving Executive Secretary or Executive Finance Officer or serving Regional Coordinators may be nominated for a second consecutive term in the same position
- The President automatically serves as the Immediate Past President and therefore no nomination is required

#### **8.3.1 Nomination Document requirements:**

- a completed nomination form must be signed by the Affiliate representative (preferably the president)
- the signed consent of the nominee to serve in the particular position for which she is being nominated on the nomination form
- If the nominating Affiliate is not the Affiliate to which the candidate belongs, her nomination form must be countersigned by the President of the Affiliate with which she is registered for international rights
- a written supporting statement (half (1/2) page and two hundred (200) words maximum, in English) by the nominating Affiliate endorsing the candidate, and a photograph
- a written statement (one (1) page and five hundred (500) words maximum, in English) by the candidate detailing why they are standing and what they would like to achieve in the role
- a report of the qualifications and experience of the nominated candidate (a curriculum vitae or resume, one (1) page and five hundred (500) words maximum, in English)

#### **8.3.2 Nominations are only accepted as valid if:**

- a completed form and a candidate's statement is received by BPW International by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date; if translations, photographs and other documents are missing, these must be received in the President's Office within ten (10) days of the deadline.

- the nominating Affiliate (and the candidate's Affiliate if another Affiliate is nominating her) have paid their dues for the year in which nominations are due and any outstanding prior years' dues by the time the nomination is received

### **8.3.3 Nominees:**

- must be an active and financial BPW member of a financial Affiliate
- must be prepared to attend the post General Assembly International Board meeting
- for Executive positions, must be prepared to stay for one (1) day after the General Assembly to attend the Executive handover meetings
- for Standing Committee Chairpersons, must be prepared to stay for one (1) day after the General Assembly to attend the handover meeting with the previous Chairperson

The President's Office receives all nominations and reviews these for compliance with the Chair of the CAC and the Executive Secretary providing that she is not a candidate for office. If she is a candidate for office, one (1) or more of the other elected Executive members who are not candidates for office shall be appointed to this task by the Executive.

### **8.3.4 At the General Assembly**

Nominations from the floor at the General Assembly are only permitted for positions where no candidate has been nominated prior to the General Assembly. Intending candidates must be prepared to serve a three (3) year term. A Nominations Committee is formed on the first day of the General Assembly.

The Nominations Committee consists of one (1) representative from each region represented at the General Assembly, usually decided at the Regional meeting and announced at the pre-General Assembly International Board Meeting.

During the first day of the General Assembly the Nominating Committee meets at the call of the President and elects its own chairperson. The Executive Secretary must provide the Committee with the nominations received for each of the candidates. The Nominations Committee Chairperson will report to the General Assembly on the day before the election, and will read the list of nominees for each Executive and Standing Committee position. If there are any positions for which there are no candidates, the Nominations Committee Chairperson calls for nominations from the floor.

Affiliates who nominate a candidate from the floor must within two (2) hours produce the full documentation required of the nominee to the Nominations Committee Chairperson.

The Nominations Committee checks the documentation for compliance and decides whether a nomination is acceptable and meets all the criteria. If there are nominations from the floor, the Nominations Committee Chairperson announces these nominations at the end of the day.

All candidates are expected to comply with the requirements contained in the Advice for Candidates distributed with the Call to Congress documents. Whether nominated six (6) months in advance or from the floor of the General Assembly, candidates are required to comply with the following conditions:

- Each candidate may distribute only one (1) supporting document either prior to the General Assembly or during the General Assembly. A document circulated prior to the General Assembly requires a covering letter from the candidate's nominating Affiliate President
- Any distribution of material at the General Assembly can only take place in the area designated by the Nominations Committee
- No promotional material or campaign literature may be distributed in the room designated for the General Assembly
- No campaigning is permitted in the designated voting area (the General Assembly), or within 30 metres of the voting area
- Only one (1) sheet A4 size of publicity material, (hard copy or electronic) to directly or indirectly promote a nominee is permitted after the nomination
- Distribution of promotional gifts, trinkets and gimmicks or the use of social media by or on behalf of any candidate is not permitted after the nomination
- No social media/video campaign of the nominees is allowed
- Any violation of these requirements prior to the General Assembly will be referred to the Constitutional Advisory Committee. Any violation of these requirements at the General Assembly will be referred to the Nominations Committee.

## **8.4 Elections**

### **8.4.1 Election Process**

Elections are done by secret ballots which can be conducted by electronic means or paper ballots and the final vote is communicated to the General Assembly:

- Electronic voting uses digital voting devices that record the total vote for each candidate and take account of voting allocations
- If paper ballots are used, they must be destroyed after the decision voted by the General Assembly

The elections take place on the morning of the last day of the General Assembly. If there is more than one (1) candidate for President, the vote for President is conducted on the previous day and the result is announced. Then the vote for the other members of the Executive is conducted on the last day of the General Assembly. The name(s) of the unsuccessful candidate(s) for President are incorporated in the list of nominations for Vice Presidents (if she wishes to stand and is eligible to stand as a Vice President), according to the preferred Vice President role indicated by the candidate.

The members of the Executive take their positions on the Executive at the close of the General Assembly at which they are elected.

Elected Standing Committee Chairpersons take up their role at the end of the General Assembly.

### **8.4.2 Election Committee**

The Chairperson of the Election Committee is appointed at the pre-General Assembly International Board meeting. She forms an Election Committee on the first day of the General Assembly.

The Election Committee Chairperson:

- announces the result of voting for the Executive and Standing Committee Chairpersons during the General Assembly programme
- advises the President if there is a tied vote

#### **8.4.3 Determine Election Results**

Elections require a simple majority of votes. Abstentions do NOT count when calculating the voting result. The total number of votes for each candidate is reported to the General Assembly. The person receiving the highest number of votes for any Executive position is elected.

When the two Vice Presidents have been elected, a further vote will be taken to determine who will be First (1<sup>st</sup>) Vice President and Second (2<sup>nd</sup>) Vice President. The Vice President with the most votes is the First (1<sup>st</sup>) Vice President and the other is the Second (2<sup>nd</sup>) Vice President.

As the Chairperson of the General Assembly, the President has a casting vote when a vote is tied except for the election of the president.

### **8.5 Resolutions [R17]**

- Resolutions for consideration at the General Assembly must be received in writing at the office of BPW International President's office at least six (6) months before the first day of the Congress
- The resolutions to be considered must be circulated to all members of the International Board at least four (4) months before the date of the General Assembly
- Resolutions may be submitted by Affiliates, members of the Executive, and by Chairpersons of Standing Committees and Past International Presidents
- Emergency resolutions of international importance may, at the discretion of the Resolutions Committee, be presented at the General Assembly without previous circulation
- Resolutions that have been considered and unfavourably voted upon at the previous General Assembly cannot be accepted for consideration again at the next General Assembly

Resolutions fall into two (2) categories:

- those which relate to the operation of BPW International and the needs of members and Affiliates: internal matters
- those which require advocacy by BPW International at national or international levels and relate to the needs and rights of women generally: external matters

#### **8.5.1 The Resolutions Committee**

The Resolutions Committee Chairperson is selected by the Executive and formally appointed by the President within three (3) months of the triennium. The President and Executive Secretary are ex officio on the Resolutions Committee.

The role of the Resolutions Committee is to:

1. review resolutions submitted for consideration at the BPW International General Assembly and refuse resolutions that are not related to the core business of BPW International



2. determine and advise if a resolution on an internal matter should properly be proposed as an amendment to the Constitution and Regulations (in which case it should be sent to the Executive Secretary for referral to the Constitutional Advisory Committee)
3. edit the resolutions received, in consultation with the proposers
4. co-ordinate the resolutions, encouraging members who have submitted similar resolutions to work together and combine their resolutions into one (1) single resolution
5. determine which resolutions will be accepted, against a set of agreed criteria

### **8.5.2 Submission of Resolutions**

For guidance in preparing a resolution, Affiliates are encouraged to consult the BPW International resolutions list on the website.

The finalised list of resolutions passed during the General Assembly is prepared by the Resolutions Chairperson and submitted to the Executive Secretary for agreement. When it is signed off by the Executive Secretary, it is provided to the incoming Executive for information and to Member Services for circulation to the International Board. The Resolutions Report is circulated by Member Services within three (3) months of the General Assembly.

### **8.5.3 Resolutions on financial expenditure or dues**

Resolutions which refer to changes to BPW International financial expenditure or dues must be circulated to the International Board five (5) months before the General Assembly, with advice that any amendments to the resolution must be received within four (4) weeks. This is intended to allow any proposed amendments to the resolution from Affiliates to be circulated four (4) months before the General Assembly with the full list of resolutions.

### **8.5.4 Changing a decision of the General Assembly**

The International Board may review and change or overturn a resolution of the General Assembly only when circumstances on which the General Assembly based their decision have changed.

For example:

- if the General Assembly approved a project based on evidence presented at the General Assembly that was subsequently found to be incorrect or substantially changed. In such cases, the Executive can put a proposal to the International Board for an electronic vote for the decision of the General Assembly to be reconsidered and changed based on the new information
- if the General Assembly agreed on a resolution but set a restriction on expenditure, and it is found that there was insufficient funding allocated to carry out the resolution. In such cases, the Executive can put a proposal to the International Board for an electronic vote to decide if there should be an increased allocation from the budget to enable the project to be implemented or to cancel according to the International Board vote

### 8.5.5 Emergency resolutions

If the Resolutions Committee decides to accept the proposed resolution as an emergency resolution, then it is circulated in writing to voting members in the General Assembly at least one (1) session before it is to be discussed and then put to the General Assembly for acceptance. To be accepted there is a requirement for a two thirds (2/3) majority for it to go ahead. When it is formally presented for debate and voting, only a simple majority is required for it to pass.

## 8.6 Amendments to the Constitution, Regulations and Procedure Manual [R18]

The Constitution and Regulations may be discussed and amended at the General Assembly of BPW International. A two-thirds (2/3) majority vote of those voting, a quorum being present, is required for the Constitution and Regulations. Amendments to the Procedure Manual are approved by the International Board for which a majority vote is required.

The proposed amendments must be circulated at least four (4) months before the first day of the General Assembly at which such amendments are to be presented.

Amendments may be proposed by Affiliates, members of the Executive and by Past International Presidents.

### 8.6.1 The Constitutional Advisory Committee

The Constitutional Advisory Committee Chairperson and its members are selected by the Executive and formally appointed by the President in the first three (3) months of the triennium.

The President and Executive Secretary are ex officio on the Constitutional Advisory Committee.

The Constitutional Advisory Committee and its Chair advise the Executive on constitutional changes required to the Constitution and Regulations and Procedure Manual. Whenever a constitutional issue is concerned, the Executive seeks the advice of the Constitutional Advisory Committee to ensure compliance in making decisions.

The role of the Constitutional Advisory Committee is to:

1. review amendments to the Constitution and Regulations submitted for consideration at the BPW International General Assembly and determine which proposed amendments will be accepted, against a set of agreed criteria
2. determine and advise if an amendment to the Constitution and Regulations is proper, to be proposed as a resolution (in which case it should be sent to the Executive Secretary for referral to the Resolutions Committee)
3. Amendments *adopted* by the General Assembly that require changes to operational or internal procedures will be reviewed by the Constitutional Advisory Committee and appropriate changes to the Procedure Manual recommended to the Executive for approval and incorporation
4. review and edit proposed amendments in consultation with the proposers and seconder
5. where appropriate seek the cooperation of affiliates who have submitted very similar amendments to be in contact and consider jointly submitting one (1) single amendment
6. generally advise on the Constitution and Regulations and Procedure Manual of BPW International as needs arise and any queries arising thereunder

7. to redraft the Constitution and Regulations of BPW International incorporating amendments agreed upon at the General Assembly
8. *update* the Procedure Manual of BPW International incorporating any amendments proposed by the Executive and ratified by the International Board

### **8.6.2 Submission of amendments to the Constitution and Regulations**

Forms for the submission of amendments to the BPW International Constitution and Regulations are provided with the Call to Congress document package. Each proposed amendment to the Constitution and Regulations must be completed on the appropriate form, be received at the BPW International official address at least six (6) months prior to the first day of the General Assembly at which they are to be presented.

Forms must be submitted either by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date. Each form must include:

- the exact changes proposed to the Constitution and Regulations the reason or reasons why the amendment is required
- justification and evidence for the amendment
- what the amendment will achieve if adopted
- a proposal or proposals for how the amendment should be implemented
- an estimate of the financial implications for BPW International of implementing the amendment

The BPW International budget should be revisited and reviewed at the General Assembly if an amendment with funding implications is passed subsequent to the approval of the budget by the General Assembly.

A proposed amendment to the Constitution and Regulations cannot be accepted if the same or substantially similar amendment was submitted but not passed at the previous General Assembly.

A proposed amendment to the Constitution and Regulations can be accepted if received in draft form by the Constitutional Advisory Committee Chairperson by the six (6) month deadline. The Constitutional Advisory Committee will advise the proposer and seconder to finalise the amendment by the four (4) month deadline.

Resolutions that require changes to BPW International's operational or internal procedures passed by the General Assembly are incorporated into the Procedure Manual after each Congress

### **8.7. Voting [R11]**

To be eligible to vote in the election at the General Assembly, the Affiliates must have paid their dues for the year of the Congress and any outstanding prior years' dues and / or penalties by the start of the General Assembly.

### 8.7.1.Voting at the General Assembly

Delegates and alternate delegates (when substituting delegates) from Affiliate Federations and Affiliate Clubs can vote at the General Assembly. Members of the Executive, Standing Committee Chairpersons and Past International Presidents of BPW International can vote, but only hold one (1) vote (in that capacity) even if they are eligible for another voting entitlement.

- Parliamentarians and the Credentials Chair may not vote in any capacity during the General Assembly
- The Nominations Chair and the Elections Chair may not vote in elections

Affiliate members who are attending the General Assembly as observers (ie not as member of the voting delegation) may be given an opportunity to speak to Resolutions or reports at the discretion of the Chair of the Session if time permits.

The Standing Orders (Rules for Debate) apply to voting at the General Assembly. If there is a tied vote, the President has a casting vote, except in the case of presidential elections.

### 8.7.2.Voting by Affiliates

Delegates from Affiliates which are up to date with their dues (and any penalties) are eligible to vote at the General Assembly. If dues are unpaid at the time of the General Assembly, Affiliates must pay their dues at Congress for their delegates to be eligible to vote. If dues remain unpaid, their delegates are regarded as observers and the Affiliate has no voting rights.

### 8.7.3.Voting by Federations [R11]

Each Affiliate Federation attending the General Assembly is entitled to the following number of voting delegates calculated on the basis of their paid-up members:

500 or fewer members	3 delegates
501 to 1,000 members	4 delegates
1,001 to 2,000 members	5 delegates
2,001 to 3,000 members	6 delegates
3,001 to 6,000 members	7 delegates
6,001 to 9,000 members	8 delegates
9,001 to 12,000 members	9 delegates
12,001 to 15,000 members	10 delegates
15,001 to 18,000 members	11 delegates
18,001 to 21,000 members	12 delegates

and one (1) delegate for every additional one (1) to 3,000 members to a maximum of 15 delegates.

Each Federation is entitled to an equal number of alternate delegates.

#### **8.7.4.Voting by Affiliate Clubs [R11]**

Each country with one (1) or more Affiliate Clubs attending the General Assembly is entitled to one (1) voting delegate and one (1) alternate delegate. The one (1) vote must be shared by the Affiliate Clubs in that country. Only one (1) delegate from the country can sit in the General Assembly at any time, and the other must remain in the observers' area

#### **8.8. Quorum**

A vote of the General Assembly is not valid unless a quorum of votes is cast. The quorum is one-third [1/3] of the voting representation at the General Assembly. The quorum is based on the vote count of all delegates present and eligible to vote.

Similarly, a vote of the International Board is not valid unless a quorum of votes is cast. The quorum is one-quarter [1/4] of the voting representation at the International Board. The quorum is based on the vote count of all delegates present and eligible to vote.

Where the International Board is asked to vote electronically by Email, a decision is binding provided it is the decision of one- quarter [1/4] of the Board.

A quorum for a meeting of the Executive is six (6).

Where the Executive is asked to vote electronically by Email a decision is binding provided it is the majority decision of the Executive.

In the event of either the vote by the Executive or the International Board being tied, the President has a casting vote.

#### **To be passed by the General Assembly:**

- a resolution requires a majority vote [R17]
- an amendment to the Constitution and Regulations requires a two-thirds [2/3] majority vote of those voting [R18]
- the dissolution of BPW International requires a two-thirds [2/3] majority vote of those voting [R19]



## **9.0 YOUNG BPW**

**[R13]**

The Young BPW Representative is a member of the Executive and represents the interests of all members who are aged thirty five (35) and under and identified as “Young BPW members”. As a member of the Executive she shares full responsibility with other members of the Executive for the management of BPW International.

### **9.1 Criteria for candidates**

Candidates for election as the Young BPW Representative must:

- be under thirty five (35) years old at the time of election and be identified as a Young BPW member
- be active either as a business woman or a professional woman or in the public sector or civil society
- be member of a BPW Club (an Affiliate Club or a Club that belongs to an Affiliate Federation) that has members from a range of age groups
- have been a BPW member for at least two (2) years
- be able to commit time to the role over a triennium and attend Executive meetings

Candidates are nominated by Affiliates and must provide a written statement with their nomination papers that describes what they regard as the key issues for young business and professional women internationally, their vision for The Young BPW initiative, and what beneficial personal skills and experience they bring to the position.

Candidates should be proficient in English (fluency in other languages is also valued) and have competent communication skills, and must have a high level of computer literacy because the Young BPW members network electronically.

### **9.2 The Young BPW Initiative:**

- promotes Young BPW membership and enables Young BPW members to cooperate internationally
- encourages Young BPW members
  - to assume positions of responsibility at local, national and international levels
  - to attend International Congresses, Regional meetings, National conferences and local meetings
  - to develop knowledge, understanding and interest in the work of the United Nations and specialised agencies
- develops channels of communication for Young BPW members through establishing:
  - an international forum for Young BPW members to provide support and exchange information and ideas
  - international exchange programmes in education, training, professional development and entrepreneurial undertakings

## **10.0 BPW INTERNATIONAL STANDING COMMITTEES**

**[R15]**

The following are the twelve (12) Standing Committees of BPW International and the Chairpersons of nine (9) are elected at the General Assembly:

- Agriculture
- Arts and Culture
- Business, Trade and Technology
- Development, Training and Employment
- Environment
- Health
- Legislation
- Projects
- Public Relations
- Membership - Chaired by the elected VP Membership
- Young BPW - Chaired by the elected Young BPW Representative
- United Nations Status of Women - Chaired by the elected VP United Nations

Each Standing Committee in addition to the Chairperson has between four (4) and six (6) members.

### **10.1 Standing Committee Chairpersons and members**

Each Standing Committee Chairperson shall, after consultation with the members of her Committee, submit an action plan of proposed activities to the President's Office within two (2) months after her election for approval by the Executive and shall submit written reports of the work to the General Assembly at Congress. Each Standing Committee Chairperson shall submit an estimate of expenditures to the Executive Finance Officer for approval when requested to do so by the Executive Finance Officer.

Within thirty (30) days of the expiration of her term of office, each Standing Committee Chairperson, with the exception of the Executive Finance Officer and the two Vice Presidents, must deliver the files belonging to her office for transition purposes and posting on the designated digital platform.

## 11.0 PROTOCOLS

[R20]

### 11.1 BPW International Name

The registered name of the organisation is *International Federation of Business and Professional Women* (IFBPW) which is used on all official documents including at the United Nations.

The name BPW International is the official name of the organisation for all other purposes.

The acronym BPWI is not used.

The name of BPW International should not be used for commercial purposes. Members may identify themselves personally as BPW members in their businesses and professions but must not claim that their business has affiliation with BPW International.

### 11.2 BPW Logos

Maintaining a consistent corporate identity is important. The modern BPW International logo is commonly used". The standard format and colour must be used.

The BPW International logo is always placed first on documents. Templates are provided for the correct use of the ONLY valid modern BPW International logo. Variations to the logo are not permitted, except to include the name of the Affiliate Federation or Club under the logo. If a second logo is used to identify the organisation from which an Affiliate was formed, it must be placed after the BPW International logo. If an Affiliate is required to register with its country's administration, then the name used for registration must be identical to the official name approved by BPW International and a copy of the registration must be provided to the BPW International Executive Secretary.

The BPW International modern logo can be used:

- on BPW International and BPW Affiliate official letterheads and other official stationery
- on BPW websites
- on PowerPoint slides to identify BPW presentations
- on banners and promotional materials used in conjunction with Club events and programmes
- on BPW members' email signatures and their personal websites
- on BPW members' business cards

### 11.3 Communication

Members serving BPW in any elected or appointed capacity in Affiliate Federations or Clubs must sign communications with their full name, position and term of service.

### **12.1 Relationships with the United Nations and its Agencies**

After the United Nations was established in 1946, BPW International was one (1) of the first Non-Governmental Organisations (NGOs) to be granted Consultative Status by the Economic and Social Council (ECOSOC) of the UN. BPW International is accredited with the UN in the official name of The International Federation of Business and Professional (IFBPW) but is also recognised as BPW International. In the same year, (1946), BPW International set up a United Nations Standing Committee to coordinate the work of BPW International with the United Nations and its Agencies. BPW International liaises closely with UN Women.

### **12.2 Representation at Sessions of the UN and UN Specialised Agencies**

#### **12.2.1 BPW International Permanent Representatives**

BPW International annually accredits its Permanent Representatives to the United Nations and UN Specialised Agencies where it has Consultative Status (Category I) as an NGO.

BPW International has Permanent Representatives to:

- United Nations Economic and Social Council (ECOSOC)
- United Nations Department of Public Information, United Nations, New York and Geneva(DPI)
- United Nations Children's Fund (UNICEF), New York and Geneva
- United Nations Educational Scientific and Cultural Organisations (UNESCO), Paris, Seoul and Sao Paulo
- United Nations Industrial Development Organisation (UNIDO), Vienna, and Sao Paulo
- United Nations Conference on Trade and Development (UNCTAD) Geneva
- United Nations Economic Commissions for Africa (ECA); Asia and the Pacific (ESCAP); Europe (ECE); Latin America and the Caribbean (ECLAC); Western Asia (ESWA)
- International Labour Office (ILO), Geneva
- World Health Organisation (WHO), Geneva
- FAO, Rome
- CND Commission on Narcotic Drugs, Vienna
- CCPI Commission on Crime Prevention and Criminal Justice, Vienna
- OHCHR Office of High Commission for Human Rights, Geneva

Permanent Representatives are appointed for the triennium by the President. They attend and report on those sessions of the United Nations and its agencies, commissions and committees which are of concern to BPW International.

### **12.3 Partnership policy**

#### Partner Organisations

Any established or registered group or organisation which is actively engaged in activities related to the aims of BPW International may enter into a partnership agreement with BPW International on such terms and for such a period as determined by the Executive.

Partner Organisations shall exchange such information as laid out in the partnership agreement and representatives may attend Congresses, Regional and National events of the Partner Organisations as observers. Such Partnership Agreements are subject to a triennial review. Partner Organisations shall use the style "in partnership with..." for the period for which the Partnership Agreement is operative.



## **13.0 OFFICE ARRANGEMENTS**

**[R23]**

The International President's Office shall be located and arranged in such a place as may be determined by the International President and approved by the Executive within fortyfive (45) days of taking office.

The Executive shall be responsible for approving the arrangements for delivery of Member Services to Affiliates, Friends and Fellows, and that the contractual requirements are fulfilled.

The BPW International office arrangements must be designed to provide both the continuity of expertise and the flexibility required for delivering quality services to members. This is best done using a combination of contracted staff and out-sourced part-time specialists, interns and volunteers. This mix may vary depending on particular circumstances in a triennium.

### **13.1 The International President's Office**

The President's Office deals with all the external facing aspects and provides the support required for the President to fulfil her role in communicating with and guiding members as well as maintaining and developing the public image of BPW. It moves with the President and is overseen by a Director appointed by the President.

The permanent e-mail address is [presidents.office@bpw-international.org](mailto:presidents.office@bpw-international.org)

The Director of the President's office deals with the day to day needs of the President including dealing with routine emails and referring requests which come into the office to the appropriate person and ensures that the relevant outsourced staff is kept informed of issues.

The President's Office Director is employed and supported at times by interns to:

- manage the President's travel arrangements and correspondence
- organise translation of official documents
- liaise with the Member Services Director
- pass on communications to the relevant member of the Executive and liaise with all Executive members and outsourced staff relating to Congress, fundraising and communications

### **13.2 Member Services**

The Member Services Director is responsible for the management of the routine member-facing services and is the point of contact for Affiliates and members. The Member Services Director ensures that the President is kept informed of issues and works closely with the members of the Executive so that members receive appropriate and consistent responses to their queries and problems. The permanent e-mail address is [member.services@bpw-international.org](mailto:member.services@bpw-international.org).

#### Member Services:

- focuses on communications with members and support of Affiliates
- works closely with the Vice President Membership and Executive Finance Officer
- liaises with the President's Office Director and keeps the President informed of issues
- liaises with all Executive and passes on communications to the Executive and staff
- keeps a register of Affiliates and maintains the BPW International Roster up to date
- provides documentation for application of new Clubs membership affiliation
- receives applications for affiliation and forwards them to the Vice President Membership
- maintains the register of Friends and Fellows

### **14.1.1 Amendments to the Procedural Manual**

The International Board approves amendments to the Procedure Manual. (R 21)

The intent of the Regulation 21 is that, between General Assemblies, the Executive (with recommendations from the Constitutional Advisory Committee) can make changes to the Procedure Manual. Agreed amendments to the Procedure Manual are ratified either at the pre-General Assembly meeting of the International Board at Congress or by an electronic vote between General Assemblies whichever is most appropriate.

- Amendments apply only after they are accepted by a majority vote of the International Board
- electronic votes must follow the procedure set out for voting by the International Board in this Procedure Manual
- a vote at the pre-General Assembly International Board meeting requires that the International Board be advised of the proposed amendments four (4) months before the General Assembly

The Procedure Manual, the amendments to be voted and the explanation of the changes should be provided in all four (4) languages.

## 15.0 DISSOLUTION

[R19]

If in the future, BPW International finds that it is unviable due to financial difficulties, diminished membership or another very serious reason, then a meeting of the General Assembly will be called to vote to dissolve the organisation and must consist of no less than 75% of the total Affiliate Federations and Clubs of the organisation.

The General Assembly will take place at a time and place designated for the meeting. A vote to dissolve and close BPW International must be agreed by a two-thirds (2/3) vote of the General Assembly. If BPW International is dissolved, its assets will be given to a non-profit international organisation with similar aims or goals. Any other use or distribution of its assets is strictly prohibited.

The resolution to dissolve BPW International must be proposed to the General Assembly by the Executive, or if the Executive declines to propose such a resolution, then by one (1) Affiliate Federation and requires the vote of support of at least 25% of the financial Affiliates of BPW International.

The resolution must:

- provide the reasons why BPW International should be dissolved
- be accompanied by a current statement of BPW International financial accounts and a statement of advice from the Financial Management Team, and if BPW International owns property also by a registered valuation of the property
- list the remaining assets of BPW International, less any debts which are required to be paid, and fully describe those assets and debts
- report the aims and goals of the proposed beneficiary organisation.

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END OF DOCUMENT

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## APPENDIX 5: Resolutions Report

### Report of the Resolutions Committee 2017 post General Assembly 23 – 27 October 2017 in Cairo, Egypt

For the attention of The President BPW International and the International Board

Eleven (11) Resolutions for the BPW International were proposed to the General Assembly held at the XXVIII BPW International Congress on 23- 27 October 2017, debated and voted upon according to the agreed Standing Orders. The results are published in the Appendix below.

Also, to be taken into consideration will be the impact of the Internal Resolutions that were approved at the General Assembly having a constitutional and procedural effect on the governance documents. Any changes to the governance documents will be communicated to the Chair, Constitution Advisory Committee, Sylvia Perry for incorporation into those documents.

Linda Davis

Chair Resolutions Committee 2017

CC

Members of Resolutions Committee 2017

BPW International President's Office

Sylvia Perry, Chair, Constitution Advisory Committee (CAC) 2014 – 2017

Note: final voting numbers can be obtained from the electronic voting software used.



## RESULTS OF VOTING: AMENDMENTS TO CONSTITUTION AND REGULATIONS

GENERAL ASSEMBLY OCTOBER 2017

Final	Result
<b>Resolutions 1 - Climate Change</b> BPW International Resolves that all Affiliates: <ol style="list-style-type: none"> <li>1. Investigate whether their government or state has signed and ratified the Paris Agreement (December 2015), Acceptance and Approval and signing Entry into Force, 2016/17.</li> <li>2. Strongly advocates for this to be undertaken, if their government or state has not both signed and ratified the Paris Agreement.</li> <li>3. Lobby their government or state to implement Environmental Displaced Person status to provide future security for those affected by climate change.</li> </ol>	Approved
<b>Resolutions 2 – Zero Hour Contracts</b> BPW International resolves that all Affiliates: <ol style="list-style-type: none"> <li>1. Urge their governments to recognise the increasing number of women and girls in Zero Hours or If and When contracts.</li> <li>2. Advocate for legislation which bans Zero Hours and If and When (Permanent Variable Hours) contracts where:               <ol style="list-style-type: none"> <li>a) exclusivity rights of employment are in place</li> <li>b) those contracted are required to work any hours offered</li> </ol> </li> </ol>	Approved
<b>Resolutions 3 – Pay Equity for Women and Girls with Disabilities</b> BPW International Resolves that all Affiliates: <ol style="list-style-type: none"> <li>1. Require their Governments or States adhere to the UN Convention on the Rights of Person with Disabilities (UNCRPD) and its Optional Protocol and to:               <ul style="list-style-type: none"> <li>• make specific reference to women with disabilities, whose rate of employment and pay equity are lower than women without disabilities,</li> <li>• ensure they provide the required reports on women and girls with disabilities.</li> </ul> </li> <li>2. Ensure their Governments or States acknowledge indigenous rights, make specific reference to indigenous women and girls with disabilities, whose rate of employment is less and pay equity is even worse than their peers.</li> </ol>	Approved

Final	Result
<p><b>Resolutions 4 – Long Term Strategy – Elimination of Violence</b></p> <p>BPW International resolves that all Affiliates:</p> <ol style="list-style-type: none"> <li>1. Urge and actively lobby their Governments and States to support the Draft Amendment of General Recommendation No. 19 of CEDAW and the 2030 Agenda for Sustainable Development;</li> <li>2. Work with their Governments and States to ensure legislation procedures and programmes are implemented towards achieving the elimination of all forms of violence against women and girls;</li> <li>3. Ensure BPW International's voice and participation at all upcoming United Nation events around the elimination of all forms of violence against women and girls.</li> </ol>	Approved
<p><b>Resolutions 5 – Mental Health – Women in Prisons</b></p> <p>BPW International Resolves that all Affiliates:</p> <ol style="list-style-type: none"> <li>1. Require their Governments or States to adhere to the UN Standard Minimum Rules for Treatment of Prisoners 2015 (SMRs) rules 24 to 35 particularly as they apply to the mental health of women prisoners and the 2010 UN Rules for the Treatment of Women Prisoners.</li> <li>2. Make submissions to relevant human rights bodies where UN standards are breached.</li> <li>3. Advocate for trauma-informed practice in women's prisons.</li> </ol>	Approved
<p><b>Resolutions 6 – Mental Health – Suicide Prevention</b></p> <p>BPW International resolves that all Affiliates:</p> <ol style="list-style-type: none"> <li>1. Urge their governments to recognise the increasing number of suicides and the requirement for prevention measures to be implemented to achieve a reduction.</li> <li>2. Form taskforces to assist in obtaining: <ol style="list-style-type: none"> <li>(a) accurate statistics of women and girls who have committed suicide, over the last three years</li> <li>(b) accurate records over next two years for inclusion into the next WHO report</li> <li>(c) a copy of the WHO Preventing Suicide: Community Engagement Toolkit for use in their communities</li> </ol> </li> <li>3. Ensure their States and Governments are working to achieve at least a minimum of 10% reduction of suicides as set out under the SDG 3.4</li> <li>4. Present projects and workshops demonstrating where Affiliates are Influencing Change with regard to suicide rates at the next Triennium.</li> </ol>	Approved

Final	Result
<b>Resolutions 7 – Alcohol Use and Breast Cancer Awareness</b> BPW International resolves that all Affiliates: Urge their governments to provide current information to Physicians on the health-risks associated with the use of alcohol, for their female patients. In particular, bring awareness to the correlation between alcohol use and breast cancer, so that Physicians may communicate these well documented health related risks to their patients.	Approved
<b>Internal Resolutions 8 – Core Governance</b> BPW International Resolves that: 1. The following BPW International Core Governance documents should remain readily available and accessible on the BPW International website: Policy, Constitution and Procedure Manuals. 2. The following BPW International Core Governance Documents be made easily accessible on the BPW International website for existing Affiliates and for potential new members. The: a. BPW International Aims as approved by the 2011 BPW International General Assembly, b. BPW Mission Statement, in full, including reference to all levels of United Nations participation, c. BPW International Vision, d. BPW International Values, e. BPW International Congress documentation including the Congress Timetable and General Assembly Proceedings f. BPW International Rules of Debate. 3. The following BPW International Core Governance Documents be regularly distributed to the International Board: • The triennium budgets and audited accounts, • Minutes of BPW International Board meetings. 4. The BPW website is revised to implement the above by the end of February 2018 before the BPW International Leaders' Summit 2018.	Approved as amended (documents will be distributed to National Board, instead of made accessible)
<b>Internal Resolutions 9 – Annual Leader's Summit</b> Motion to change the name to Leadership Summit (see minutes for details)	Lost

Final	Result
<b>Internal Resolutions 9 – Annual Leader’s Summit</b> BPW International Resolves that: For working on BPW Leadership issues in our organization together with the international President and the Executive Board Members, an annual Leaders’ Summit of two days should take place e.g. immediately before an important international event like the UN CSW in New York. In addition, immediately before each Regional Conference a “Regional Leaders’ Summit” (minimum 3 hours) should take place.	Approved
<b>Internal Resolutions 10 – Business Network Taskforce</b> BPW International Resolves that: A permanent Business Network Taskforce be established with applicable tools to encourage our BPW women owned businesses (WOB’s) to register their businesses with IFBPW, implement the IFBPW partnerships with all current business actors and encourage the development of new ones, and enable opportunities for encouraging and harnessing entrepreneurial growth, networking and mentoring for the members at all triennial regional meetings and congresses.	Approved as amended (committee changed to taskforce)
<b>Internal Resolutions 11 – Administrative Director</b> BPW International Resolves that: Without increasing the budget, BPW International replace the “Director of the President’s Office” with an “Administrative Staff of BPW International” and a “Personal Assistant of the President”. <ul style="list-style-type: none"> <li>• The resolution has no financial impact but proposes an organizational change.</li> <li>• Instead of appointing a “Director of the President’s Office”, the International President would hire part-time “Administrative Staff” (80% of full-time) and a “Personal Assistant” (20 % of full-time).</li> </ul> Whereas the “Personal Assistant” is only hired for the term of the President, the “Administrative Staff” would be ongoing past one term.	Approved

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