

## **OPERATIONAL GUIDELINES AND RULES OF THE WORLD ANTHROPOLOGICAL UNION (WAU)**

### **I. Introduction**

The following guidelines and rules constitute a supplement to the Founding Constitution of WAU (clause III).

Changes to the Operational Guidelines and Rules are made according to clause III.2 of the WAU Constitution.

### **II. Definitions**

1. The restricted set of Operational Guidelines and Rules referred to in clause III(2)(ii) of the WAU Constitution refers to guidelines and rules relating primarily to membership fees, but also to procedures for handling matters needing quick decisions in the best interests of WAU and where a full consultation with members would not be feasible.

### **III. Affiliation rules**

1. Decisions concerning i) the creation of a formal affiliation, ii) significant changes to the terms of a formal affiliation or iii) the permanent discontinuation of an existing formal affiliation must be proposed by a simple majority vote of the Steering Committee, and must be approved by a simple majority of the WAU Constituency.

### **IV. Membership application and termination rules**

1. Admission as an Individual Member in any category other than Individual Honorary Member will be by approval of an appropriate membership application by the Steering Committee (SC), its Memberships sub-committee or an Admission Officer designated by the SC, and on receipt of a new membership subscription fee.
  - a) In the event that the SC or its designated authority rejects such an application, an appeal can be made to the WAU Constituency, which needs the support of a sixty percent majority to admit that Individual Member.
  - b) Individual membership of the WAU may be terminated:
    - i. By formal resignation or death;
    - ii. By failure to pay fees as due and in accordance with the Constitution and Rules and Regulations, unless specifically exempted by the Steering Committee;
    - iii. In cases where Individual members have demonstrably made false statements about their professional income and hence paid less than the appropriate membership fee;
    - iv. By formal exclusion under exceptional circumstances, such as cases of gross misconduct already proven in a court of law or by a formal academic ethics review process, to be considered on a case-by-case basis by the Steering Committee. The member concerned may lodge an appeal to the WAU Constituency, which can overturn a decision by the SC to exclude a member with a sixty percent majority vote.
2. Individual Honorary Members shall be appointed by the SC on the recommendation of an ad hoc international selection committee that is constituted from time to time by the SC for that purpose.
  - a) Nominations of candidates for appointment as Individual Honorary Members of WAU may be made by any Individual or Individual Honorary WAU Member but with the proviso that the nominee shall normally have had their place of professional employment in a country other than that where the nominator has been professionally employed or resides.

- b) Appointments of new Individual Honorary Members will be announced at the next meeting of the WAU Constituency after any such appointment; they will also be published on the WAU website, along with a citation.
  - c) Termination of an Individual Honorary Membership may occur only in exceptional circumstances and only where there is evidence of gross misconduct, already proven in a court of law or by a formal academic ethics review process. Each such case must be considered individually by the SC. The Honorary Member concerned may lodge an appeal to the WAU Constituency which can overturn an SC decision to terminate an Honorary Membership with a sixty percent majority vote.
3. Admission as a new Associational Member requires application to the SC, which will delegate responsibility for assessing eligibility to the Organising Committee of the WCAA chamber.
- a) In the event that the Organising Committee rejects such an application, an appeal can be made to the WAU Constituency, which needs the support of a sixty percent majority to admit that Association as an Associational Member.
  - b) Associational Membership of the WAU may be terminated:
    - i. By dissolution of the Association;
    - ii. By failure to pay fees as due and in accordance with the Constitution and Rules and Regulations, unless specifically exempted by the Steering Committee.
4. Proposals for the establishment of IUAES Commissions shall be directed to the Secretary-General of the IUAES chamber and must be supported by at least ten paid-up members (Individual or Group/Corporate Members) of WAU.
- a) The Secretary-General will transmit applications to the Executive Committee in the IUAES chamber for preliminary approval by a sixty percent majority vote.
  - b) Once such preliminary approval occurs, the Secretary General will communicate this electronically to all members of the IUAES General Assembly and call for objections. If fewer than ten objections are received within a month, an Interim Commission, entitled to initiate Commission activities, will be formed pending full approval by a sixty percent majority of the next meeting of the IUAES General Assembly. If ten or more objections are received, approval will be held over until the next meeting of the IUAES General Assembly where a sixty percent majority will be required.
  - c) The theme of a new IUAES Commission may overlap with, but should not duplicate, the theme of an existing Commission.
  - d) The total number of IUAES Commissions is limited only by a need to preclude major overlap.
  - e) All IUAES Executive Committee decisions with respect to the establishment, termination and other major aspects of IUAES Commission activities shall be subject to ratification by the IUAES General Assembly.
5. Admission as a new Group/Corporate Member requires application to the SC, which will delegate responsibility for assessing eligibility to the Executive Committee of the IUAES chamber.
- a) In the event that the Executive Committee rejects such an application, an appeal can be made to the WAU Constituency, which needs the support of a sixty percent majority to admit that Group or Corporation as a Group/Corporate Member.
  - b) Associations which are deemed ineligible to become Associational Members may be eligible to join WAU as Group/Corporate members.
  - c) Group/Corporate Membership of the WAU may be terminated:
    - i. By dissolution of the Group/Corporation;
    - ii. By failure to pay fees as due and in accordance with the Constitution and Rules and Regulations, unless specifically exempted by the Steering Committee.

## **V. Membership fees and contributions**

1. Individual and Group/Corporate membership fees will be adjusted periodically by majority decision of the IUAES Executive Committee and in consultation with the SC.
2. Associational Membership fees for Associations that are members of the WCAA chamber shall be determined and reviewed periodically by the World Council, and in consultation with the SC.
3. A schedule of prevailing Membership Fees will appear on the WAU website and on the IUAES and WCAA websites. (See Appendix 2 for current fees.)
  - a) Changes to fees, and when they will be implemented, must be announced by email to the respective chambers' memberships at the time the changes are approved.

## **VI. Governance and electoral procedures**

### **1. WAU Constituency and Steering Committee**

- a) The WAU Constituency is the body ultimately responsible for legislating and applying policies pertaining to the WAU, and has oversight over both of WAU's constituent chambers.
- b) The respective chambers have responsibility for their own legislation and policies as they pertain to their respective membership, but only within the limits set by the WAU Constitution.
- c) The *Steering Committee* (SC) is the executive of WAU and is responsible for the day-to-day management of WAU.
  - i. Office holders within the Steering Committee, under the leadership of the Chairperson, are charged with the responsibility to advance the existing initiatives and administer the routine affairs of the WAU, as well as to provide leadership in proposing new initiatives and in facilitating effective WAU responses to unforeseen internal issues, external requests or world events.
  - ii. The SC will be constituted by an equal number of members from the Executive Committee of the IUAES and from the Organising Committee of the WCAA chambers at the time of the SC elections.
    - (a) One of the IUAES Executive Committee members elected to the SC must be the Head or Deputy Head of the IUAES Council of Commissions, or another member of the EC nominated directly by the Head and Deputy Head of the Council of Commissions.
    - (b) Usually the Chair and Treasurer of the WCAA chamber will be among those chosen by the WCAA Organising Committee to be members of the SC, but in case they are unable to serve on the SC other members of the WCAA Organising Committee will be chosen.
  - iii. The tenure of the elected SC members will be four years. With the exception of the Chair, who may serve in that role for no more than one term, other elected SC members' tenure will be renewable for one more term – for reasons of institutional memory and continuity – but only if the person concerned is an elected member of either the IUAES EC or the WCAA OC at the time of being re-elected.
  - iv. Election of SC officers will be through democratic election within each of the two chambers, with voting rights within each chamber following the rules specified in clauses VI.2.b.(iii) and VI.3.c.(iv).
    - (a) Elections shall be conducted electronically within each of the two chambers, over a 30-day voting period, commencing no less than 30 days and no more than 60 days after the WAU Constituency Meeting convened at each four-yearly IUAES World Congress (and thus no more than 10 days after

completion of voting for the WCAA Organising Committee if that occurs electronically (see clause VI.3.c.(iv)).

- (i) Elected members of the SC shall take office directly after the electronic election has been conducted, with the outgoing SC formally handing over to the newly elected SC over a period of no more than 15 days.
- (b) To accommodate the transition phase until the 2018 IUAES World Congress, the founding SC will be constituted by the IUAES Executive Committee and the WCAA Organising Committee each nominating from among the sitting members of these two committees.
  - (i) The tenure of the founding (interim) SC will be until it is possible for its members to be elected in terms of a full democratic process as outlined in the first part of clause VI.1.c.iv.(a). That must be no later than around the time of the 18<sup>th</sup> IUAES World Congress in 2018.
- v. Initially the SC will have ten elected members, but its eventual size will be dependent on the range of portfolios that the SC will need to fill and may thus change over time. Any such change will maintain symmetry between the two chambers and require approval by the WAU Constituency (as defined in WAU Constitution clause I.3) with at least a sixty percent (60%) majority (see clause VI.1.xxii).
- vi. Equal numbers of SC members will be elected by each chamber (but see clause VI.1.c.ii.(a)) and they will, by consensus between them, appoint an additional person as WAU Financial Coordinator who will become a full SC member, thus permitting an uneven number of voting SC members.
  - (a) The WAU Financial Coordinator's tenure may be renewed once, thus permitting no more than two terms in office.
- vii. Although all SC members have equal voting rights, the fundamental principle of decision-making within the SC will be to strive for consensus and to use voting only as a last resort when agreement has not been reached following discussion. Rules for what constitutes a majority vote vary, depending on the specific decision that is to be made, as stated elsewhere in the WAU Constitution or operational guidelines and rules.
- viii. The SC is authorised to appoint ad hoc committees and administrative officers, and to delegate specific tasks to them, to maintain a budget for the WAU, to set membership fees, to amend existing Rules and Regulations, and to take any such other unspecified actions on behalf of the WAU as have been specifically authorised by the WAU Constituency on a case-by-case basis.
- ix. The WAU Financial Coordinator has ultimate responsibility for overseeing the funds of WAU, as instructed by the SC, although the funds of the two chambers will be administered separately by the IUAES treasurer and the WCAA treasurer until a decision has been made to change that arrangement by a 60% majority (weighted as per WAU Constitution clause XI.5) of the WAU Constituency.
- x. The WAU Financial Coordinator's role is to oversee the administration of the funds and assets of WAU, the collection of membership fees and other income, and the payment of WAU's expenses. The WAU Financial Coordinator is instructed by and responsible to the Steering Committee.
  - (a) The duties of the WAU Financial Coordinator shall include the preparation, in collaboration with the IUAES treasurer and the WCAA treasurer, of a formal annual financial report, and informal interim reports on the specific request of the Steering Committee.

- (b) In collaboration with the Chair of the Steering Committee and the IUAES treasurer and WCAA treasurer, the WAU Financial Coordinator shall prepare a draft annual budget for consideration by the Steering Committee.
  - (c) The WAU Financial Coordinator is expected to delegate administrative and financial tasks relevant to the respective chambers to the treasurers in each of the WCAA and IUAES chambers.
- xi. The SC will elect a Chairperson and a Deputy Chairperson from among and by SC members, and either by consensus or by a simple majority vote.
  - (a) Nominees for the position of Chairperson should provide details about their ability to attend World Congresses and Inter-Congresses regularly and may be elected only if they fulfil this condition.
  - (b) For as long as there continue to be two distinct chambers, one each of the Chairperson and Deputy Chairperson should come from the IUAES and the WCAA chambers.
  - (c) The appointed WAU Financial Coordinator is not eligible, during her/his term of office, for election to the position of Chairperson or Deputy Chairperson, even if elected to either the IUAES EC or the WCAA OC. S/he is eligible once her/his terms has ended and if s/he is a member of the IUAES EC or the WCAA OC.
- xii. The Chair and Deputy Chair of the SC are also respectively Chair and Deputy Chair of WAU at large. The Chair is the chief executive officer of WAU.
- xiii. The Chair is elected for a single term of office and is not eligible for re-election.
- xiv. In consultation with the SC, the Chair represents WAU at large, in public and to other institutions and organisations.
  - (a) The Deputy Chair or a delegate appointed by the Chair from within the Steering Committee may also represent the WAU. In extremis, the Chair may designate an alternate from the Executive Committee of the IUAES chamber or the Organising Committee of the WCAA chamber, to fulfil her or his representation duties in specified instances.
- xv. The Chairperson will convene and chair meetings of and voting within the SC, will chair WAU Constituency Meetings and will oversee all voting within the WAU Constituency.
- xvi. The Deputy Chairperson will convene WAU Constituency Meetings and assist the Chairperson to manage voting within the WAU Constituency.
- xvii. Should the Chairperson not be able to fulfil his or her duties owing to death, long-term incapacitating illness, resignation or termination, the Deputy Chairperson shall assume his/her duties temporarily until a replacement is found.
- xviii. A WAU Secretary will be chosen by the SC from among its elected members. The WAU Secretary
  - (a) administers the everyday activities of the WAU, including overseeing such activities in the IUAES chamber and the WCAA chamber;
  - (b) coordinates the work of the WAU Steering Committee in collaboration with the Chair of that Committee;
  - (c) is the senior administrative officer of the WAU and is responsible for the general oversight and administration of all WAU activities and initiatives, subject to the authority of the SC Chair, the SC as a whole, and the WAU Constituency;
  - (d) shall maintain records of the affairs of the WAU, prepare and archive minutes of the meetings and decisions of WAU Constituency Meetings, and of the Steering Committee, and shall ensure that similar records are maintained and

- centrally archived for the IUAES and WCAA chambers and their respective committees;
- (e) shall maintain membership records, if necessary with the assistance of professional administrators who shall be appointed in consultation with the SC, and will be required to collect membership fees;
    - (i) Appointed professional administrators may also be required to assist with managing the WAU website and any social media platforms utilised by the WAU and its SC, distributing any newsletters and assisting with other administrative tasks.
    - (f) shall administer the property of the WAU (including intellectual property) and shall give notice of WAU Constituency meetings.
- xix. Any WAU office bearers can be removed from office if there are serious concerns about their capacity or willingness to fulfil their duties or to participate in a regular and constructive manner in the operations of the Steering Committee. The power to remove a person from office rests with the Steering Committee. The person must first receive a caution from the Chairperson, the Deputy Chairperson or at least three other members of the Steering Committee acting in concert. If the concerns are not alleviated thereafter, a majority vote of sixty percent (60%) of Steering Committee members is required to remove the person from office, should they be unwilling to resign voluntarily.
- d) The *WAU Constituency* is required to assemble physically in a WAU Constituency Meeting at least once every four years at the quadrennial (four-yearly) IUAES World Congress, and the SC may call for additional WAU Constituency Meetings at any Inter-Congress (Constitution clause XI.7.).
    - i. Notice of a WAU Constituency Meeting must be given at least 30 days prior to the meeting. WAU Constituency Meetings are chaired by the Chair of the SC or, if the latter is absent, by the Deputy Chair of the SC.
    - ii. Most decisions of the WAU Constituency will be reached with the aid of a secure, electronic, web-based voting platform. The voting period shall be 30 days to facilitate the participation of those who may have irregular access to the internet.
      - (a) For the purpose of web-based electronic voting, a quorum of the WAU Constituency shall comprise sixty percent of the current fully paid up members in each of the two chambers, including formal abstentions. In cases where fewer than sixty percent of the WAU Constituency's members in either chamber have cast a vote by the cut-off date and time, the Steering Committee shall extend the voting period by no more than 14 days and publish that fact widely to all WAU members after which the Steering Committee will be required to accept the vote despite insufficient votes having been cast to constitute a quorum, albeit always bearing in mind the weighted vote values of the combined votes of the members of each chamber (see WAU Constitution clause XI.5 and clauses below)
      - (b) In cases of extreme urgency, the SC shall have the right to accept the duly weighted votes received by the original cut-off date and time and to inform members of the WAU Constituency of both that decision and the reasons for the principle of urgency having been invoked.
    - iii. Voting in the WAU Constituency must follow the principle outlined in the Constitution (clause XI.5). This requires that the votes of each chamber are counted separately and the respective percentages of those who have voted in each chamber are then calculated. A simple sum of the respective proportions (percentages) of 'yes'

- and 'no' votes and formal abstentions obtained in the voting of the two chambers (divided by 2 to obtain a percentage) is then used to establish the overall outcome.
- iv. All proposals to be considered by the WAU Constituency must be supported by at least sixty percent of the SC or by fifty Individual or Group/Corporate WAU Members in collaboration with at least three Associational Members.
    - (a) Such proposals must be submitted to the Chair of the SC at least twenty-one days before any WAU Constituency Assembly and circulated electronically to all members of the WAU Constituency at least fourteen days before that meeting or before electronic voting begins.

## **2. IUAES Chamber: General Assembly, Council of Commissions and Executive Committee**

- a) The IUAES General Assembly is the body ultimately responsible for policies pertaining to the IUAES chamber in the WAU, within the limits set by the WAU constitution, and is the body to which all subsidiary bodies and officers in that chamber are accountable.
- b) The IUAES General Assembly is required to meet physically at least once every four years at the quadrennial (four-yearly) IUAES World Congresses, and the Executive Committee may call for additional meetings at any IUAES Inter-Congress. In such cases, notice of a IUAES General Assembly meeting must be given at least 30 days prior to the meeting. Meetings of the General Assembly are chaired by the IUAES President or, if the latter is absent, by the Senior Vice-President or the Secretary-General, in that order.
  - i. A quorum for decision-making at physical meetings of the IUAES General Assembly is over half (50%+1) of the total number of registered, paid-up Individual and Group/Corporate Members of the WAU at that time. The Secretary-General or a delegate must advise what the number of current members is, and must determine whether a quorum has been reached at the commencement of the General Assembly meeting.
  - ii. Since it is anticipated that most physical meetings will be inquorate, most decisions of the IUAES General Assembly will be reached with the aid of a secure, electronic, internet-based voting platform. The voting period shall be 30 days to facilitate the participation of those who may have irregular access to the Internet.
  - iii. For the purpose of web-based electronic voting, a quorum of the General Assembly shall comprise sixty percent (60%) of its current members, including formal abstentions. In cases where fewer than sixty percent (60%) of the General Assembly's members have cast a vote by the cut-off date and time, the Executive Committee shall extend the voting period by no more than 14 days and publish that fact widely to all members, after which the Executive Committee will be required to accept the vote despite insufficient votes having been cast to constitute a quorum.
  - iv. In cases of extreme urgency, the IUAES Executive Committee shall have the right to accept the proportions of votes received by the original cut-off date and time and to inform Members of the General Assembly, especially group/corporate members, of both that decision and the reasons for the principle of urgency having been invoked.
  - v. The Chair (or delegate) of the WCAA's World Council has the right, ex officio, to attend and participate in any IUAES General Assembly, but not to vote (unless s/he is an individual member of WAU).
  - vi. All proposals to be considered by the General Assembly must be supported by one of
    - at least two thirds of the Executive Committee

- at least ten Individual Members in good standing of the IUAES chamber plus at least one but preferably two Group/Corporate members, or
- the Head of the Council of Commissions acting on behalf of at least two thirds of the members of the Council.

Such proposals must be submitted to the Secretary-General at least twenty-one days before any meeting of the General Assembly and circulated electronically to all members of the General Assembly at least fourteen days before that meeting or at least fourteen days before the opening of an electronic vote.

- c) The *Executive Committee* of the IUAES chamber within the WAU is responsible for managing and making decisions concerning the everyday affairs and activities of the chamber, in accordance with its aims and objectives and under the authority of the IUAES General Assembly of the IUAES chamber.
- i. The fundamental principle of decision-making within the Executive Committee will be to strive for a consensus, and to use voting only as a last resort when agreement has not been reached following discussion. Majority rules for voting vary depending on the specific decision that is to be made, as stated elsewhere in the Constitution and these Operational Guidelines and Rules.
  - ii. Within the constraints of being subordinate to the WAU Constituency and of being accountable to the IUAES General Assembly, the IUAES Executive Committee is responsible for executing the policies and decisions emanating from the IUAES chamber's General Assembly, and for proposing policy amendments, as relevant to that chamber, to that General Assembly.
  - iii. The IUAES Executive Committee is authorised to appoint ad hoc committees and administrative officers, and to delegate specific tasks to them, to maintain a budget for the IUAES chamber, to manage programmes of activity of an international scientific and professional nature, and to take any such other unspecified actions on behalf of the IUAES chamber as have been specifically authorised by the IUAES General Assembly on a case-by-case basis.
  - iv. The terms of office for all members of the Executive Committee are defined by the period of time between one IUAES World Congress and the next, which is approximately four years.
  - v. Members of the Executive Committee shall take office at the end of the IUAES General Assembly meeting that is convened at the first IUAES World Congress after an electronic election has been conducted.
  - vi. Elections shall be conducted electronically, over a 30-day voting period, commencing no less than 60 days and no more than 90 days prior to the first IUAES General Assembly meeting held at each four-yearly World Anthropology Congress.
  - vii. Nominations of candidates for Executive Committee positions must reach the Executive Committee (through the Secretary-General) at least 90 days before a IUAES World Congress and, if insufficient nominations are received by then, the Executive Committee will make further nominations with the consent of those persons it nominates.
    - The Executive Committee may vote, with a minimum sixty percent majority, to delegate this task to a designated nomination committee comprising at least three Executive Committee members who are themselves ineligible for re-election or three previous Executive Committee members who are not standing for election.
  - viii. The incumbent Executive Committee must attempt to ensure that at least two candidates are put forward for election for each vacant Executive Committee position and that due consideration is taken to ensure that the Executive Committee



- will include a reasonable spread of regional, disciplinary sub-field, and gender representation.
- ix. Nominees must be nominated by at least four Individual or Group/Corporate Members of the WAU, all from different countries.
  - x. Nominees and their nominators must be paid-up or Honorary Individual Members of the WAU; Group/Corporate Members of the WAU may also nominate individual members, but are not eligible to stand for election.
  - xi. Nominees must provide the Secretary-General with a one-page Curriculum Vitae, highlighting previous service to the discipline, the WAU (including IUAES Commissions), or to other professional anthropology or ethnology organisations, as well as a one-page statement of intent detailing what the nominee would like to achieve during their term in office if elected. Nominees for the positions of President and Secretary-General should also provide details about their ability to attend World Congress and Inter-Congresses regularly. Nominees may become approved candidates for election only if they fulfil these conditions.
  - xii. The Secretary-General will provide members of the IUAES chamber's General Assembly with access to the candidates' CVs and statements of intent at the time of calling an election, either by posting them online or via email circulation. It is highly desirable but not required that candidates attend the physical meeting of the IUAES General Assembly to meet members and answer any questions in person. If attendance is not possible, it is desirable that alternative arrangements be made so that members can ask the candidate questions, if not in person then in writing.
  - xiii. All members of the IUAES Executive Committee, with the exception of the Head and Deputy-Head of the Council of Commissions (Clause VI.2.d.(ii)), the Immediate Past President (clause VI.2.c.xix) and the Ex-officio vice-president (Clause VI.2.c.xviii) will be elected by the General Assembly of the IUAES chamber of the WAU. Members of the Executive Committee should be those who have demonstrated previous commitment to the WAU through their work in the IUAES and/or its Commissions; they should be representative of a variety of anthropological and ethnological sub-disciplines and their election should maintain a balance across geographical world regions as well as a gender balance.
  - xiv. Members of the Executive Committee and any other office bearer in the IUAES chamber's administrative structure can be removed from office if there are serious concerns about their capacity or willingness to fulfil their duties or to participate in a regular and constructive manner in the operations of the Executive Committee. The power to remove a person from office rests with the Executive Committee. The person must first receive a caution from the President or the Secretary-General. If the concerns are not alleviated thereafter, a majority vote of eighty per cent of IUAES Executive Committee members is required to remove the person from office, should he or she be unwilling to resign voluntarily.
  - xv. In order to replace the Executive Committee member concerned with an interim appointee until the next World Congress election, a call for nominations must be issued to all those with voting rights among the members of the IUAES within seven days and an election held within three months. The vote can be concluded by the Executive Committee if the remaining term is one year or less. If the remaining term is more than one year, the vote shall be conducted electronically, as for regular elections to the Executive Committee, by the IUAES chamber's General Assembly.
  - xvi. The same procedure will be followed if a member of the Executive Committee dies, is incapacitated for reasons of long-term ill health or resigns from office.

xvii. The Executive Committee in the IUAES chamber of the WAU has the following composition:

- twelve members, the first eleven of whom – as listed below – have equal voting rights on the Executive Committee. Each must be a fully paid up individual member or an honorary member of the WAU at the time of election and should maintain that status for at least the duration of their term of office. Their terms are defined by the period of time between one IUAES World Congress and the next, which is approximately four years. The twelve members are:
  - i. The President of the IUAES chamber in the WAU who:
    - Holds overall responsibility for ensuring that the activities initiated and undertaken in the name of the IUAES chamber are appropriately managed by the Executive Committee, and chairs the General Assembly as well as the Executive Committee.
    - Is elected for a single term of office and represents the interests of the IUAES chamber in the WAU.
    - Shall, at the expiration of her or his term, act as the Past-President in the Executive Committee for another term and may not thereafter stand for re-election or for election to any other office in the Executive Committee.
    - Shall take an active leadership role in the work of the IUAES chamber. Such a role includes chairing the General Assembly and the Executive Committee (including overseeing electronic voting, with the assistance of the Secretary-General), and, with the help of the Secretary-General, ensuring that the Executive Committee meets, either face to face or electronically, at least twice a year.
    - The President shall not vote within the Council of Commissions or the General Assembly other than in cases where there is a need for a deciding vote.
    - Should the President not be able to fulfil his or her duties owing to death, long-term incapacitating illness, resignation or termination, the Senior Vice-President shall assume his/her duties temporarily until a replacement is found.
  - ii. The Senior Vice-President who:
    - Deputises for the President whenever necessary
    - Is elected by the IUAES chamber's General Assembly for a single term of office and may not thereafter stand for re-election to either that office or to the office of Vice-President. Ideally, the Senior Vice-President should be in her/his second term of office on the Executive Committee.
  - iii. The Secretary-General who administers the everyday activities of the IUAES chamber of the WAU and coordinates the work of the Executive Committee in collaboration with the President. The Secretary-General is thus the senior administrative officer of the IUAES chamber in the WAU and is responsible for the general oversight and administration of all activities and initiatives in that chamber, subject to the authority of the President, the Executive Committee, and the General Assembly.
    - The Secretary-General shall maintain records of the affairs of the IUAES chamber of the WAU, minutes of the meetings and decisions of the General Assembly, the Executive Committee and the Council of Commissions, and shall assist the WAU Secretary to maintain

- membership records. She or he shall also give notice of IUAES General Assembly and Executive Committee meetings.
- The Secretary-General is elected for one term of office, renewable once – if re-elected by the General Assembly in a competitive election – for a single further term.
- iv. The IUAES Treasurer whose role is to work with the WAU Financial Coordinator in overseeing administration of the funds and assets of the IUAES chamber of the WAU, particularly those ring-fenced for IUAES chamber activities and initiatives.
- The IUAES Treasurer is responsible to the Secretary-General and the Executive Committee in the IUAES chamber.
  - The duties of the IUAES Treasurer shall include assisting the WAU Financial Coordinator in preparation of a formal annual financial report, and preparing informal interim reports at the specific request of the Executive Committee or WAU Treasurer.
  - The IUAES Treasurer is elected by the IUAES chamber's General Assembly for one term of office, renewable – upon re-election by the IUAES General Assembly – for a single further term.
- v. The elected Head and Deputy Head of the Council of Commissions represent that Council on the Executive Committee (see Clause VI.2.d.(iv)) and have responsibility for facilitating the work of all IUAES Commissions under the leadership of the President and the Secretary-General, and for keeping the Executive Committee informed of the activities and any concerns of the Commissions.
- vi. Four elected Vice-Presidents with responsibility for publications, providing content for the IUAES website and newsletter, outreach and education, with individual portfolios assigned at the beginning of their term of office.
- All four Vice-Presidents must be or have been elected by the General Assembly for one term of office, although in each cycle two incumbent Vice Presidents should be recommended by the Executive Committee for renewal of office for a single further term. This is to ensure continuity in the Executive Committee. In such instances their re-election will be on the basis of a simple majority vote by the incumbent Executive Committee (excluding the two affected Vice-Presidents who may not participate in this vote). Provision is thus made for continuity through a rotation system, with two of the four Vice Presidents being elected for their first term just prior to the time of each World Congress, while the other two are normally expected to serve another term.
  - In circumstances where one or both of the continuing Vice Presidents is not available or not voted for re-election by the incumbent Executive Committee, their positions will be open to election as for the two new Vice Presidents.
- xviii. One Ex-Officio Vice-President who has responsibility for chairing the committee that will host the next World Anthropology Congress following the one at which she or he is appointed.
- Consequent on the selection and approval of a hosting proposal for the subsequent IUAES World Congress by the physical IUAES General Assembly meeting that is held at each IUAES World Congress, the chair of that approved hosting committee is automatically appointed to serve

- as an ex-officio Vice-President for one term, until the General Assembly meeting held at the next IUAES World Congress.
- An ex-officio Vice-President is eligible for subsequent nomination and election by the General Assembly to any other Executive position.
- xix. The Immediate Past President whose role, for the term subsequent to holding office as President, is to advise the incumbent President where and when appropriate and to provide a guiding hand to the Executive Committee.
- The Immediate Past President has no vote on the Executive Committee, and is not replaced if she or he should resign or pass away.
- d) The *Council of Commissions* is constituted as a body within the General Assembly and represents all the IUAES Commissions which collectively are at the core of the chamber's academic activities. The Council of Commissions (hereafter CoC) is a forum for discussion and coordination of all IUAES Commission activities and all issues arising therefrom. The CoC constitutes an advisory body with representation on the Executive Committee of the IUAES chamber within WAU and on the WAU SC.
- i. The CoC comprises the chairs and deputy chairs of all recognised and current IUAES Commissions, all of whom must themselves be paid-up Individual or Honorary Members of the WAU.
  - ii. The CoC elects a Head and Deputy Head at a meeting of the CoC, chaired for purposes of that election by the incumbent Secretary-General, immediately prior to the meeting of the IUAES General Assembly at each IUAES World Congress.
    - All CoC members can be nominated or can self-nominate for election as CoC Head or Deputy Head, and their nominations must be submitted to the incumbent Head of the CoC and the Secretary-General at least seven days before the election date.
    - Election of the Head and Deputy Head is by simple majority vote, but with the following provisos:
      - (i) only one nomination may be made by each Commission
      - (ii) those elected should come from different world geographical regions
      - (iii) each Commission is entitled to two votes, normally one vote being cast by the incumbent Commission chair and the other by the incumbent Commission deputy chair.
    - The Head and Deputy Head's terms of office will be the period between IUAES World Congresses and each may be elected for one further consecutive term of office.
      - (i) The quorum for the CoC's elective meeting is over half (50%+1) of its current members, but members who are absent may be included in the quorum count if they submit their vote or proxy in writing to the Secretary-General prior to the meeting. If a quorum is not reached at the physical meeting despite these provisions, the Secretary-General will arrange an electronic vote.
      - (ii) In all instances where a vote is taken, each Commission may cast two votes, those votes normally being cast by the incumbent chair and the incumbent deputy chair of the Commission.
  - iii. In the event that the Head and/or Deputy Head of the CoC resigns, becomes incapacitated for reasons of long-term ill health, dies, or is removed from office, s/he will be replaced by an interim appointee until the next World Congress election. To achieve that goal, a call for nominations must be issued to all members of the CoC within seven days and an election held within three months. The vote will be

- conducted electronically unless a Meeting of the CoC is due to be held within three months of the call for nominations for a replacement having been issued.
- iv. The Head and Deputy Head of the CoC shall, immediately after being elected, become full voting members of the Executive Committee of the IUAES for the duration of their term as Head or Deputy Head, and can make representations to the IUAES General Assembly, verbally at its meetings or electronically at any time.
  - v. The Head of the CoC shall, through the Secretary-General, also be entitled to make proposals directly to the IUAES chamber's General Assembly (that is: the Head of CoC will not have to obtain support from ten Individual or any Group/Corporate Members of WAU for such proposals).
  - vi. Day-to-day interactions within the CoC can be conducted with the help of an email list and/or a list-server, which is to be kept up-to-date by the Head and Deputy Head of the CoC with assistance from the Secretary-General or the WAU membership administrator; or through a similar medium of communication.
  - vii. Guided by the Secretary-General, the Head of the CoC shall be responsible for monitoring the activities of all IUAES Commissions, including obtaining and making available to all members of the WAU, in Newsletters and/or the WAU website or other electronic communication medium, annual reports on those activities.
  - viii. In instances where an IUAES Commission is proven to have become inactive to the point of being defunct, the CoC shall recommend to the Executive Committee its removal from the list of approved IUAES Commissions. A decision to terminate such removal must have sixty percent majority support in the Executive Committee.
- e) *IUAES Commissions*
- i. Activities of IUAES Commissions include the organisation of publications, symposia, conferences, conference panels, and panels at IUAES World Congresses and Inter-Congresses.
  - ii. Rules for the establishment and disestablishment of IUAES Commissions are spelled out in Clause IV.4 above.
  - iii. Each IUAES Commission, once established, will continue to be recognised as such for as long as it continues to demonstrate, through its activities and annual reports to the Council of Commissions and the EC, that it is functional. Such activities include contributing a panel to an IUAES World Congress or Inter-Congress, or to another major conference (so long as the panel is designated as an IUAES-Commission sponsored), and to do that at least once in every three consecutive years. In cases where an IUAES Commission fails to do that, it is automatically deemed inactive and its status as an IUAES Commission is lost
  - iv. Each IUAES Commission is responsible for maintaining a list of members and is required to elect one chair and one deputy chair for a term of four years (renewable for one such term) in a democratic fashion, by simple majority vote of the members of that Commission, and with all Commission members eligible to self-nominate for election to these offices.

### 3. ***WCAA Chamber: Membership and Organising Committee***

- a) The WCAA chamber is a subsidiary functional unit within the WAU.
- b) Membership of the WCAA chamber comprises all Associational Members of the WAU.
  - i. Each Associational Member of WAU is required to designate and authorize one International Delegate, typically – but not necessarily – the current president (or

- equivalent Chief Executive Officer) of the Association, to represent the Association on the World Council.
- ii. Each Associational Member must also nominate an Alternate Contact Person to help ensure that vital communications are not missed during periods when an International Delegate is not contactable. All communications to the International Delegate will also be copied to his or her alternate.
  - iii. International Delegates are entitled and encouraged to vote, stand for elections, make suggestions and contribute to the activities of the WCAA as appropriate.
  - iv. Apart from serving as representatives, the role of International Delegates is also to promote the exchange of information between the WCAA and the members of their respective Associations.
  - v. Associational Members must inform the WCAA Organising Committee each time a new President and/or International Delegate has been elected and must provide contact details.
- c) The *World Council*, comprising all the International Delegates of all Associational members of WAU, is responsible for legislating policies pertaining to the WCAA chamber in the WAU, within the limits set by the WAU constitution, and is the body to which all subsidiary bodies and officers in that chamber are accountable.
- i. The World Council physically meets biennially, alternately at the four-yearly IUAES World Anthropology Congress and at an IUAES Inter-Congress or a conference of an Associational Member of WAU.
  - ii. The biennial meetings will be elective meetings of the World Council, electing members of the Organising Committee.
  - iii. Meetings of the World Council are chaired by the WCAA Chairperson or, if the Chairperson is absent, by the Deputy Chairperson.
    - (a) For resolutions and elections to be decided upon at biennial meetings, a quorum of fifty percent plus 1 of the WCAA membership is required for voting, including those absent delegates who cast their votes electronically.
    - (b) Electronic voting will be set up for those who have confirmed in advance that they cannot attend the biennial meeting.
    - (c) Candidates for election as WCAA officers will circulate written informational statements in advance of the biennial meeting.
    - (d) Day 1 of the biennial meeting will begin with a discussion of important resolutions to be voted upon, and (possibly) further clarifications from candidates, if any questions are put to them. This discussion will be summarised briefly in a couple of paragraphs for the benefit of those who are absent, and then this briefing note (in English and in the language of the member association hosting the meeting) will be circulated on Day 1 to the delegates email list.
    - (e) Actual voting on resolutions and elections will take place in the last session of the biennial meeting on Day 2, with those absent able to cast their votes electronically until the start of the last session on Day 2. The exact deadline for casting absentee votes, expressed in UTC, will be communicated to absent delegates when the electronic voting is set up. Thus, they will have roughly 24 hours to cast their votes after receiving the briefing note on the delegates email list on Day 1. These electronic votes will be counted jointly with the votes of those attending the meeting to decide outcomes.

- (f) Technology and time zones permitting, provision will be made for those who are absent to join the biennial meeting discussions via Skype or conferencing software.
- iv. Issues not decided upon at the biennial meetings – both for reaching decisions on resolutions and for elections – will be voted upon electronically.
- (a) Where voting is electronic or via email, votes must be cast within 20 days of requests for votes to be cast. Any failure to vote in due time will be considered a technical abstention (rather than a formal abstention). Majority rules will apply to the votes that have been cast in due time, including formal abstentions, rather than to the total number of members eligible to vote.
- (b) For elections and when voting on important decisions a quorum of at least fifty percent plus 1 of the members of the World Council is required.
- In cases where a fifty percent plus 1 quorum is not achieved at a World Council Meeting, elections and voting on important decisions will be undertaken electronically and completed within three weeks of the last day of that World Council Meeting.
  - In cases where fewer than fifty percent plus 1 of the World Council's member delegates have cast a vote by the cut-off date and time, the Organising Committee shall extend the voting period by no more than 14 days and publish that fact widely to all WCAA member associations, after which the Organising Committee will be required to accept the vote despite insufficient votes having been cast to constitute a quorum.
  - In cases of extreme urgency, the WCAA's Organising Committee shall have the right to accept the proportions of votes received by the original cut-off date and time and to inform Members of the World Council of both that decision and the reasons for the principle of urgency having been invoked.
- v. The President (or delegate) of the IUAES has the right, ex officio, to attend and participate in any WCAA World Council meeting but not to vote (unless s/he also represents another Associational member of WAU).
- vi. The Chairperson and Deputy Chairperson of the World Council will also serve as Chair and Deputy Chair of the Organising Committee (see clause VI.3.d.).
- vii. The incumbent Deputy Chairperson will, at the time of an elective biennial meeting, normally transition to become the Chairperson and will serve in that capacity for a period of two years.
- viii. A new Deputy Chairperson and two ordinary members of the Organising Committee (see clause VI.4.d.(i).(c)) will be elected by, and from among the International Delegates in the WCAA's biennial meetings or alternatively through an electronic vote that begins within seven days after such a meeting and for which voting must have been completed within a further seven days.
- (a) Where there is a single candidate for a particular office, a sixty percent majority vote is required for election to office.
- (b) Where there are two or more candidates, a simple majority is required for election to office.
- (c) In cases where there are three or more candidates and none gains a simple majority of the votes cast, there will be a run-off vote between the two candidates who have obtained the highest number of votes.
- (d) If there is a tie, the incumbent Chairperson will have a deciding vote.
- x. Once elected, the Deputy Chairperson will serve for a period of two years and will then normally serve as the next Chairperson for a further period of two years.

- xi. In instances where an incumbent Deputy Chairperson does not become Chairperson, the same rules for election of a Deputy Chairperson will apply for election of a new Chairperson, who will then serve for a term of two years.
  - xii. All International Delegates and sitting members of the Organising Committee will be entitled to nominate candidates or, with the exception of the incumbent Chairperson and Deputy Chairperson, to self-nominate for election to any office within the WCAA, whenever there is a vacancy and an election.
- d) An *Organising Committee* of the WCAA chamber within the WAU comprises the WCAA Chairperson, Deputy Chairperson and four other International Delegates from different world regions, all elected to ensure the efficient management of the WCAA's business.
- i. In addition, a WCAA Treasurer, a Secretary and, if deemed appropriate by a majority of WCAA members at each elective biennial meeting, an additional Undesignated Member, will be appointed. For as long as the journal *Deja Lu* continues and remains a part of WCAA, one of its co-editors of will also be co-opted as an ex-officio member of the Organising Committee.
    - (a) The WCAA Treasurer will be appointed by the voting members of the Organising Committee on the recommendation of the Chairperson.
    - (b) The Secretary and the Undesignated Member will be appointed (or re-appointed) by WCAA members attending each biennial meeting, on the recommendation of the voting members of the Organising Committee.
    - (c) The four ordinary members of the Organising Committee are expected each to serve for a period of four years, with at least two new ordinary members being elected at or directly after each biennial meeting, while two others continue serving until the following biennial meeting.
    - (d) The Secretary, the WCAA Treasurer and the undesignated member (if one is appointed) are each entitled and expected to serve one two-year term on the OC, renewable for no more than one further two-year term. Ideally for the sake of continuity, the terms of the Secretary and the WCAA Treasurer should be such that the first term of the one should be during the second term of the other.
    - (e) In the event that a member of the OC who has been elected to the WAU's SC reaches the end of his or her term of office on the OC prior to completing the term of office on the SC, they will become emeritus members of the OC for the duration of their term on the SC. Emeritus membership of the OC
      - carries the responsibility to report regularly to the OC, and/or as often as requested by the Chair of the OC, on the deliberations and decisions of the SC as far as they may affect the WCAA chamber;
      - does not include the right to vote for decisions being taken by the OC.
    - (f) Office holders within the Organising Committee, under the leadership of the Chairperson, are charged with the responsibility to advance the existing initiatives and administer the routine affairs of the WCAA chamber in the WAU, as well as providing leadership, albeit as constrained by the concerns of the WAU at large, in proposing new initiatives and in facilitating effective WCAA chamber responses to unforeseen internal issues, external requests or world events.
    - (g) Neither the Organising Committee nor its Chairperson has authority to act or make decisions on behalf of the World Council without the prior approval of at least a simple majority of International Delegates. In some cases, as



- specified elsewhere in this Constitution, a larger majority or unanimous support may be required.
- (h) Any office holder within the WCAA chamber can be relieved of his or her office at any time if at least four fellow members of the Organising Committee OR a simple majority of International Delegates agree that it is necessary and in the best interest of the WCAA chamber for this to be done. A motion supported by at least a) two members of the Organising Committee, or b) four International Delegates, is required to initiate such proceedings.
  - (i) The Organising Committee is responsible for managing and making decisions concerning the everyday affairs and activities of the chamber, in accordance with its aims and objectives as delegated by and under the authority of the World Council, which comprises all Associational Members of the WAU.
  - (j) Within the constraints of being subordinate to the WAU Constituency, the Organising Committee is responsible for executing the policies and decisions of the World Council, and for proposing policy amendments relevant to the WCAA chamber to that World Council.
  - (k) The Organising Committee may arrange additional World Council meetings at any other Associational Member's conference. In such cases, notice of a World Council meeting must be given to all Associational Members of the WAU at least 60 days prior to the meeting.
- e) Past members' delegates on the World Council who wish to volunteer may continue to serve the WCAA chamber as members of a WCAA chamber *Advisory Board*.
    - i. The incumbent OC Chairperson (or a delegated OC member) will invite such persons to join that Advisory Board at the time those persons step down as members' delegates on the World Council.
    - ii. The Advisory Board may be consulted by the Organising Committee as and when appropriate, and the opinions of its members reported to the Council.
  - f) Biennial meetings of the World Council provide the occasion for the formation of task forces and working groups.
    - i. Task forces will be constituted by the World Council to address and take action upon particular issues of concern to the anthropological community.
    - ii. The chair of a task force will serve for a term of four years with the option of being renewed for another four years.
    - iii. Although not initially allotted a time span, task forces will be reviewed every two years at the biennial meetings of the World Council and will be expected to give reports of their activities at other meetings of World Council members held at conferences of member associations where the World Council is participating as a sponsor of panels
    - iv. Working groups with shorter-term objectives and a more limited life span will be formed as the need arises to confront issues raised by delegates of the World Council.
    - v. Working groups will be appointed by the Organising Committee with a chair and number of delegates considered sufficient to address the issues providing the rationale of their appointment.
    - vi. Working groups will be considered dissolved after the presentation of their final report dealing with the issue that occasioned their formation.
  - g) Whenever appropriate, Associational Members of the WAU who are thus members of the WCAA chamber will permit members of other Associational WAU Members to participate in conferences and workshops that they host, under the following terms:

- i. If membership of the host Association is required to be allowed to attend the conference, this is waived for proven registered members of the other member Associations.
- ii. If an association offers its members a discount on registration fees, it may consider offering the same discount to members of the other associations.
- iii. The President (or equivalent) and/or one International Delegate of an Associational Member of WAU will be welcome to the other Associational Members' regular conferences and, whenever appropriate, with the waiving or subsidizing of registration fees.
- h) Associational Members of the WAU will undertake, through their commitment to the work of the WCAA chamber and in their regular conferences, to promote events aimed at showcasing the activities of other Associational Members.
- i) Associational Members of WAU will encourage debate on issues of relevance to Anthropology and neighbouring disciplines by such means as the organisation of joint events (conferences, symposia, summer schools, etc.) by a number of Associational Members and by encouraging their members' participation in the Congresses, Inter-Congresses and other events organised by the IUAES-chamber of the WAU.
- j) The WCAA may, with the support of the SC and the IUAES chamber's EC, produce joint statements on issues of common relevance to Associational Members of the WAU. Such joint statements will be circulated electronically to all WCAA member association delegates for approval.
- k) Associational Members will assist in the international exchange of information about research programmes, researchers and research opportunities for students and professional researchers.
- l) Associational Members will endeavour to promote and facilitate international networking by post-graduate research students.
- m) Application for Associational Membership of the WAU and thus to membership of the WCAA chamber is open to all Associations of Anthropology.
- n) Associations wishing to join the WAU through the WCAA chamber should do so by writing to the WCAA Chairperson describing their activities, enclosing their Constitution and where relevant their code of ethics in English, and indicating that they subscribe to the terms of the present WAU constitution.
- o) For a new Associational Member of the WAU to be accepted, a positive vote is required from two thirds of the members of the WCAA chamber.
- p) After inquiry from the Chairperson of the Organising Committee, an Associational Member's membership of the WAU through the WCAA chamber will lapse at the end of a calendar year in which it fails to designate an International Delegate.

## Appendix 1

The following two examples are provided to help clarify the election procedure outlined above, in Article 1d) ii-iii of the Operational Rules and Guidelines of WAU:

### Example A:

The WAU Constituency is required to vote on whether to change a particular clause in the constitution. The IUAES General Assembly votes come to a total of 550 cast – with 330 (60%) voting YES; 165 (30%) voting NO and 55 (10%) ABSTAINING. In the WCAA World Council, there are 48 votes cast, 32 (66.7%) vote YES, 12 (25%) vote NO; and 4 (8.3%) ABSTAIN. Because of the 50:50 rule, we add the 60% (IUAES YES votes) to the 66.7% (WCAA YES votes) and get 126.7 out of 200 (**63.4%**) have voted YES; we add the 30% (IUAES NO votes) to the 25% (WCAA NO votes) and get 55 out of 200 (**27.5%**) voted NO; and we add 10% (IUAES ABSTENTIONS) to 8.3% (WCAA ABSTENTIONS) to get 18.3 out of 200 (**9.2%**) ABSTAINED. This means the motion is carried with 63.4% support.

### Example B:

Again assuming that 550 IUAES votes were cast and 48 WCAA votes cast: IUAES votes are: 333 YES (66.7%); 165 NO (30%); 55 ABSTAIN (10%). WCAA votes are: 20 YES (41.7%); 20 NO (41.7%); 8 ABSTAIN (16.7%). Adding we get: YES: 108.4 (**54.2%**); NO: 71.7 (**35.9%**); ABSTAIN: 26.7 (**13.4%**). Thus a defeat for the motion, since there has to be 60% support for a constitutional change yet only **54.2%** voted YES. Had the second vote been on a motion requiring only a simple majority, it would have been carried.

## Appendix 2

The following schedule details the current fee structure of WAU, to be applied as of 1 January 2018 and reviewed with a view to revision within a period of no more than four years:

### IUAES chamber

#### Individual Membership fees:

Individual member subscriptions are annual and are normally payable along with registration for an IUAES World Congress or Inter-Congress. Where a member is not able to attend such an event, payment may be made by PayPal or bank transfer.

The two tiers of individual annual membership rates for 2018 are:

- £ 15 for those earning < £ 20000 p.a. (including students)
- £ 40 for those earning >= £ 20000 p. a.
- £ 1000 regardless of income for a Life membership (twenty five times the current higher tier annual membership rate and payable as a single payment by bank transfer)

NB. Rates are specified in £ (GBP) since the IUAES bank account is based in Britain.

#### Corporate Membership fees (IUAES chamber):

Corporate member subscriptions are annual and are normally invoiced and payable by bank transfer.

- For National or Regional Associations and Councils (including non-Anthropology/Ethnology Associations not eligible for WCAA Chamber membership and having a cognate interest in Anthropology/Ethnology): The same Membership fee rate as applies to Association Members in the WCAA Chamber. (Such a member would vote as a Corporate Member in the IUAES Chamber and not in the WCAA Chamber.)
- For Institutions (Departments, Institutes etc): £50 p.a.
- For National Academies, National Institutes or equivalent: An amount of at least £50 p.a. but to be determined by the WAU through negotiation between the member and the IUAES Executive Committee.
- For Funding Foundations, Commercial Enterprises or similar: An amount of at least £150 p.a. but to be determined by the WAU through negotiation between the member and the IUAES Executive Committee.

## **WCAA Chamber**

### Principles:

1. All associations contribute financially, to the best of their ability.
2. No association shall be excluded or disadvantaged by its financial limitations, except that
3. those able but unwilling to pay contributions will forfeit their right to vote on matters pertaining to the WAU constituency.

### Relevant Factors/Criteria:

1. Size – i.e. Number of members in the association
2. Economic Strength, as measured by annual membership fee rates or total membership fee income
3. Any other specific/local factors affecting finances of the association, including national income levels, exchange rates and other contextual variables
4. Caps apply for very large associations
5. As a supplement to, but not normally in place of, the monetary contributions listed below, the WAU gratefully receives voluntary in-kind contributions from member associations, in the form of conference registration fee waivers to official WCAA delegates, donations of in-kind assistance and local hospitality when a delegates' meeting is taking place in the home country of a member association, and so on.

The ideal solution would be a sliding scale based on variables derived from these criteria. However, as this would be mathematically complex and administratively burdensome, we are requesting instead that member associations engage in a self-assessment, based on the principles and factors above, to allow them to place themselves in one of the four levels given below:

### Associational Member fees

- Level 1 (large and strong associations): USD \$1 / individual member; Cap £3850 (~USD\$5000)
- Level 2a (large but not strong associations): USD \$0.5 / individual member; Cap £2675 (~USD\$3500)

- Level 2b (small but strong): USD \$0.8 / individual member; Maximum £305 (~USD \$400)
- Level 3 (small and not so strong): USD \$0.4 / individual member; Minimum £30 (~USD \$40); Maximum £153 (~USD \$200)
- Level 4 (very limited circumstances): Token payment based on association's capacity to pay; Suggested minimum £15 (~USD\$20)

**DEFINITIONS:**

Large = an association with more than 500 members

Small = an association with less than 500 members

Strong = individual annual member fees greater than \$50 pa or access to other funding sources (typically associations in higher income countries)

Not so strong = individual annual member fees of less than \$50 pa and no access to other funding (typically associations in lower income countries)

Very limited circumstances = associations with very low overall income (<\$500 pa) from membership fees or any other source (evidence is required)

Member = any employed member who was a paid-up member for the purpose of the preceding financial report of the association, irrespective of their income. Where fees for employed members are graded along an income-based scale or otherwise distributed across tiers, the average fee per employed member needs to be calculated. Student, retired or other non-employed members' fees are exempt and need not be included.

Cap = set (rather than calculated) maximum amounts, as stated above.

Maximum = calculated by multiplying number of members and annual member fee.