



NGO Committee on the Status of Women, New York

As Amended on October 19, 2017

ARTICLE I – PURPOSE

The purpose of the NGO Committee on the Status of Women (hereinafter called “the NGO Committee”), a committee of the Conference of NGOS in Consultative Relationship with the United Nations, at the United Nations Headquarters in New York is:

1. To provide a forum for the dissemination of information, discussion and exchange of ideas on issues relevant to United Nations initiatives to advance the status of women and girls;
2. To serve as a resource for Member States and organizations of the United Nations system on the challenges and successes of NGOs at the local, regional and international level to address the advancement of women and girls;
3. To partner with UN Women, organizations of the United Nations system and Member States to promote policies and programs that further the rights of women and girls; and **to work to mainstream a gender perspective throughout the system;**
4. To offer NGOs opportunities at the United Nations for collaborative action, advocacy and network building to advance the status of women and girls around the world.
5. To provide organization and leadership for the NGO community at the annual Commission on the Status of Women.

ARTICLE II – MEMBERSHIP

1. Regular Membership - Members of nongovernmental organizations in consultative status with ECOSOC, upon payment of dues. They shall be entitled to hold office. Each organization with regular membership shall be entitled to one vote.
2. Associate Membership - Members of nongovernmental organizations associated with the United Nations Department of Public Information or affiliated with a United Nations Program or agency, upon payment of dues. Such members shall not be eligible to vote, except on amendments to the By-Laws, or hold office.
3. Supporting Membership - Members of other interested organizations and individuals, upon payment of dues. Such members shall not be eligible to vote or hold office.

ARTICLE III - MEMBERSHIP FEES

Membership fees shall be set by vote of two-thirds of the Executive Committee. Payment of membership fees shall entitle members to receive notices and other materials as distributed by the NGO Committee. A notice for membership renewal shall be sent to members a month before their fees are due. Any individual who fails to pay shall be as not in good standing and not eligible to vote.

ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE

1. The responsibility of the Executive Committee shall be to determine the means and methods of carrying out the work of the NGO Committee. The members of the NGO Committee shall be kept informed of the decisions and activities of the Executive Committee.
2. The Officers of the Executive Committee shall be the Chairperson, the Vice-Chairperson, the Recording Secretary, the Communications and Outreach Secretary, the Treasurer, and the Members-at-Large. The immediate Past Chairperson shall be an *ex officio* member without a vote. No more than one representative from one organization shall serve concurrently on the Executive Committee.
 - a. Officers and three Members-at-Large shall be elected.
 - b. The term of office of elected officers shall be two (2) years. They may be re-elected for an additional two (2) years. No person shall be elected to the same office for more than two consecutive terms.
 - c. Service for less than one year shall not be counted as a term.
 - d. Up to an additional two Members-at-Large, who must be representatives from organizations with regular membership, may be appointed to serve on the Executive Committee on the recommendation of the Chairperson in consultation with the Executive Committee.

- e. The appointed Members-at-Large may serve for a term of two years. They may be re-appointed for an additional two (2) years, on the recommendation of the Chairperson in consultation with the Executive Committee.
3. In the event that the Chairperson is unable to serve, the Vice-Chairperson shall become the Chairperson.
4. It is expected that members of the Executive Committee will attend in person at least two-thirds of the scheduled meetings of the Executive Committee. The Chairperson, upon consultation with the Executive Committee, may appoint the replacement of any officer who is absent for three Executive Committee meetings in one year, unless excused.
5. It is anticipated that members of the Executive Committee will participate in the monthly NGO Committee meetings on a regular basis.
6. If a vacancy occurs on the Executive Committee, the position shall be filled for the remainder of the term by appointment of the Chairperson in consultation with the Executive Committee, within thirty days of the vacancy.

ARTICLE V – DUTIES OF THE OFFICERS

1. The Chairperson shall have general overall responsibility for the management, fiscal oversight and conduct of the work of the NGO Committee, preside over meetings, and shall act as the primary liaison with all other NGO committees. The Chairperson shall represent the NGO Committee when consulting and collaborating with representatives of the United Nations system and Member States.
2. The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson. The Vice-Chairperson shall work in close collaboration with the Chairperson and shall be responsible for special projects and the effective functioning of subcommittees, task forces or working groups. The Vice-Chairperson shall discharge other duties as assigned by the Chair or by the Executive Committee.
3. The Recording Secretary is responsible for preparing and distributing the minutes of the Executive Committee, business meetings and monthly meetings and other meetings.
4. The Communications and Outreach Secretary is responsible for the website, social media and other committee outreach and for supervising consultants hired to work on website and social media, as well as maintaining the membership list.
5. The Treasurer may disburse funds as determined by the Executive Committee; shall be responsible for the maintenance of accounts; shall prepare and submit an annual budget, and shall submit a monthly report to the Executive Committee. At the

Annual Meeting of the NGO Committee, which shall take place in June, she shall present an annual report showing in appropriate detail the assets and liabilities of the NGO Committee; the revenues and the expenses or disbursements of the NGO Committee. The Treasurer shall be responsible for working with the NGO CSW accountant for timely filing of tax returns, payroll, bank relationships, internal financial controls, administration of grant funding, payroll and financial contracts.

6. Members-at-Large shall support the work of the NGO Committee; contribute to discussions and decision-making on goals, strategy and activities; keep abreast of UN activities that may have implications for the work of the NGO Committee.
7. The Executive Committee may from time to time appoint individuals who shall perform specific ad hoc functions as decided by the Executive Committee.

ARTICLE VI – FINANCES

1. The Executive Committee shall decide, upon the recommendation of the Chairperson and the Treasurer, the banks or depositories it deems proper for the funds of the NGO Committee. The Chairperson and the Treasurer are authorized to sign checks or other orders for the payment of money and to enter into contracts.
2. The fiscal year shall be from 1 July to 30 June.

ARTICLE VII – SUB-COMMITTEES

1. The Executive Committee shall determine when a Sub-Committee, Task Force or Working Group is necessary to fulfill a current need to further the purpose of the NGO Committee.
2. Members may petition the Executive Committee to form a Sub-Committee, Task Force or Working Group. The decision shall be made by the Chairperson in consultation with the Executive Committee.
3. Conveners of such Sub-Committees, Task Forces or Working Groups, who are appointed by the Chairperson in consultation with the Executive Committee, shall be responsible to the Executive Committee and report periodically, including a written annual report.
4. A Planning Committee shall be established for the organization of events to take place during the annual meeting of the Commission on the Status of Women.

ARTICLE VIII – COMMISSION ON THE STATUS OF WOMEN

1. The NGO Committee undertakes to enrich the contributions of NGO participants in the discussions and outcomes for the advancement of women and girls during the annual meeting of the Commission on the Status of Women by organizing events.

2. The NGO Committee shall partner with the Bureau of the Commission on the Status of Women and with UN Women to brief and prepare NGOs for discussions on the priority themes to be presented at the Commission.
3. The NGO Committee shall facilitate NGOs to bring their work to the attention of others by scheduling parallel events during the Commission on the Status of Women.
4. The NGO Committee shall offer opportunities for NGOs from geographical areas to meet in regional caucuses.
5. The NGO Committee shall disseminate updates and announcements regarding updates and progress on the work of the Commission on the Status of Women, including the elaboration of agreed conclusions or any other outcome document.
6. The NGO Committee shall organize an annual Consultation Day to launch the CSW NGO Forum.

ARTICLE IX – GENERAL PROCEDURES AND MEETINGS

1. The Executive Committee shall meet at least four times a year. A quorum shall consist of more than half of the Executive Committee members in person or on the telephone/Skype.
2. The NGO Committee of the whole shall meet at least six times a year, usually on the third Thursday of the month. Voting for elections and adoption of the annual budget are restricted to regular members. A quorum shall consist of representatives of at least one-third of the regular member organizations. Any other voting shall be by majority voting of those in attendance at the monthly meeting.
3. After consultation with the Executive Committee, papers on issues for the advancement of women and girls, congratulatory letters and statements of concern may be submitted in the name of the NGO Committee by the Chair.
4. Joint statements by member organizations with ECOSOC consultative status may be submitted under the names of those organizations whose headquarters have expressed their wish to become signatories to the statement.

ARTICLE X – ELECTIONS

1. A Nominating Committee of five persons from regular members shall be appointed by the Chairperson in consultation with the Executive Committee, no later than February 1 in the year in which the election takes place. Persons seeking nomination may not serve on the Nominating Committee which shall be composed of a Chair and four other members. Persons seeking nomination for the Executive Committee must be up-to-date with their membership dues.

2. Nominations for the five officers and three members-at-large shall be presented by the Nominating Committee in a written report to be circulated to all regular members of the NGO Committee at least three weeks prior to the general meeting (in May) preceding the last general meeting at which the election is to take place (in June). Uncontested nominees will be elected by acclamation at the last general meeting.
3. In the event that there is more than one nomination received for the same vacant position, the Nominating Committee will prepare the ballot to be circulated to all regular members of the NGO Committee at least three weeks prior to the general meeting (in May) preceding the last general meeting at which the election is to take place.
4. Nominations from the floor may also be made at the general meeting (in May) preceding the last general meeting. Any nomination from the floor must be seconded. If there are nominations from the floor, a ballot will be issued to members for voting purposes at the last general meeting, which shall take place in June.
5. If there are more than one nomination received for the same vacant position, the Chair of the Executive Committee shall appoint an Elections Committee of three members to conduct the elections at the last general meeting in June. The Elections Committee will be responsible for counting the votes and presenting the results to the Chair who shall announce the results to the general meeting in June.
6. The election of officers and members of the Executive Committee shall take place at the last general meeting in odd years. Elected officers shall take office on July 1.

ARTICLE XI – INDEMNIFICATION

NGOCSW/NY will indemnify and hold harmless all directors and officers of NGOCSW/NY while acting in their official capacities as members of the Executive Committee of NGOCSW/NY. Such indemnification will cover judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees. Indemnification will not cover any member of the Executive Committee that has committed a criminal or fraudulent act.

ARTICLE XII – AMENDMENTS TO THE BY-LAWS

1. Proposed amendments to these Bylaws shall be submitted to the Chairperson in time for consideration by the Executive Committee and for written circulation to each member organization not less than twenty days prior to the date of the proposed adoption. An amendment shall be adopted only after discussion in a plenary meeting of the NGO Committee and upon the affirmative vote of two-thirds of designated representatives of regular and associate member organizations.

2. Those organizations will have the opportunity to cast their votes electronically or at the meeting designated to vote on any amendments.
3. The NGO Committee shall review the By-laws on a regular basis, at least every five years from date of adoption of revisions.

ARTICLE XIII – Robert’s Rules of Order, Newly Revised, shall prevail for any procedure not specified by these By-Laws.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of the NGO Committee on the Status of Women, New York, the Executive Committee, after the payment of all liabilities has been made, shall make assignments and disbursements of the remaining assets to the Conference of Nongovernmental Organizations Foundation, Inc. or to an advocacy group for women and girls to be decided by the Executive Committee.