

Bylaws (Approved June 17, 2026)

1. General Considerations.

A) The NGO Committee on the Status of Women Geneva (hereafter referred to as the Committee) is an independent association under Swiss Law (Comité ONG de la Condition de la Femme, Genève).

B) All actions and initiatives of the Committee shall be in line with all internationally agreed human rights instruments, in particular those specifically focused on women's rights such as: the Universal Declaration of Human Rights, CEDAW (Convention on the Elimination of All Forms of Discrimination against Women), and the Beijing Platform for Action.

2. The Committee.

The purposes of the Committee shall be:

A) To engage with the United Nations (UN) system to raise awareness on issues relating to the status of all women and girls and the defense of human rights.

B) To influence global policy and monitor the implementation of existing commitments.

C) To maintain a global momentum for gender equality and the advancement of all women's and girls' rights through advocacy and strategic lobbying.

D) To exchange information among Committee Members' organizations and provide a platform for learning and strategizing.

E) To bring diverse voices from local and national levels to international platforms, to draw on the experience of Committee Members to share analysis on trends and good practices.

3. Membership.

A) Membership is defined in the Statutes under Article 5.

B) Membership is granted to organizations that support and conform to the purpose and policies of the Committee as defined in the Statutes and these Bylaws.

C) Members shall endorse the internationally agreed UN conventions listed above and the principles of equality and respect for human rights that are upheld in the UN Charter.

D) Members shall:

- Refrain from political or partisan advocacy
- Avoid religious expressions or any form of proselytism
- Support and respect the advancement of women's rights
- Respect and follow the NGO CSW Geneva Code of Conduct (available on the website)

E) Membership information and the application form are available on the Committee's website.

Applicants are kindly asked to provide:

- A mission statement and statutes
- Their most recent formal or quadrennial report
- A brief description of current activities supporting the advancement of all women and girls and their motivation for joining NGO CSW Geneva

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The main representative will be invited to a short online conversation with the President and one Vice President. This is an opportunity to get to know each other and discuss how organization aligns with the Committee's mission.

Applications are evaluated by the Bureau through a review process to assess eligibility. New members are admitted by majority vote, and the Committee is informed accordingly.

F) Membership review process:

Membership will be reviewed by the Bureau after six months to ensure a positive and productive collaboration.

G) Benefits of membership include (but are not limited to):

- The right to vote and hold office
- Opportunities to contribute to task forces and working groups
- Participation in events and reports
- Access to information on relevant UN updates and NGO activities
- Opportunities to join statements and collaborate with other NGOs

H) Member commitments:

Members are encouraged to actively contribute to advancing the human rights of all women and girls and to support the Committee's mission, particularly in relation to UN entities in Geneva. Participation in person is appreciated as often as possible, and at least once a year.

I) Membership dues:

Member organizations are asked to pay their dues within the first three months of the year. If this is not possible, membership benefits may be paused. Organizations experiencing financial difficulties are welcome to contact the Bureau to discuss alternative solutions.

J) Resignation:

Members who wish to resign may do so by informing the Bureau in writing to the President and the Secretary.

K). Revocation of membership:

After appropriate consultation, membership may be revoked by a two-thirds vote of the Bureau. This may occur in cases such as actions inconsistent with the Committee's mission, failure to meet member responsibilities, breaches of the Code of Conduct, or hostile attitude towards the Committee and its mission.

4. Organization of work and procedures.

A) The Committee shall meet at least three times a year. The Bureau may vote to hold meetings electronically. Such meetings are valid and will follow good governance practices and the rules of all in-person meetings.

B) The minutes of each meeting shall be circulated after each meeting with a deadline given for receiving corrections to the minutes. All corrections to the minutes shall be in writing. The proposed corrected minutes will then be sent to the Members along with the agenda for the next meeting in a timely fashion.

C) The Committee may issue position papers; where appropriate it will generate such position papers by providing ample opportunity for members to give input.

D) The Committee shall facilitate the production of joint statements open for signature by all members.

E) The work of the Committee shall be organized through Thematic Priorities and Initiatives that have been proposed by the Bureau and presented to the membership at the earliest opportunity, preferably at the beginning of the Bureau's term of office. The input of Committee members will be taken into consideration. These may be revised at any time to reflect the focus of the Committee, its working groups and task forces.

F) Initiatives are either:

The following wording on i-iv was adopted at the February 11, 2026 Committee meeting to reflect current Bureau policy.

- i) Specific, concrete, and time-bound mandates such as events, campaigns, or publications which are organized in task forces and shall disband upon completion of their mandate.
- ii) Long-term research and advocacy work, which takes one or more priority theme(s) forward, which are organized in working groups.
- iii) At the proposal of one member or a group of members, an initiative may be submitted to the Bureau for consideration, coordination and if required, budget approval using the prescribed template.
- iv) Individuals who are members, but not official delegates of member organizations, may be invited to be part of NGO CSW Geneva task forces and working groups at the discretion of the Bureau.
- v) Other experts or collaborators valuable to the impact of the initiative may be invited by the chairs of the Working Group after prior approval from the Vice President in charge of Task Forces and Working Groups, who will would inform the Bureau. Those outside contributors are limited in time and may not claim to be members of NGO CSW Geneva on official or un-official correspondence. Any outside experts or collaborators who make any statement or public declaration in name of the Committee will have their participation revoked.

G) All public actions shall be conducted to further the goals and interests of the Committee. Actions, statements and public declarations of individual members in the name of the Committee must be approved in advance by the Bureau.

H) The work of the Committee and its members shall be directed by these Bylaws and the Statutes and guided by the Committee's code of conduct.

5. The Bureau.

A) The Bureau is the elected governing entity of the Committee. It shall direct its work and represent its membership. Besides the specific board function to which they are elected, Bureau members shall act as advocates and representatives of the Committee and have access to the UN Geneva.

B) The Bureau shall consist of the President, at least one and not more than three Vice Presidents, a Treasurer and may include an Assistant Treasurer, an Executive Secretary and may include an Assistant Secretary. The Bureau shall meet as deemed necessary.

C) All Bureau positions are served by individuals representing a member organization and serve in their own capacity. In the event of a resignation or dismissal, the representative organization will not be held responsible for filling the vacancy.

D) Electronic Bureau meetings are valid meetings.

E) The duties of the Bureau:

- i. The Bureau shall direct, support, and coordinate the work of the Committee, when relevant, with other organizations, agencies, and committees.
- ii. The Bureau shall develop an annual plan and budget to be approved by members.
- iii. The Bureau shall define procedures for meetings and make recommendations to amend the Bylaws and the Code of Conduct with the approval of the Committee.
- iv. The Bureau may, as appropriate, establish ad hoc task forces to examine specific issues in depth.
- v. In the event of a vacancy in the Bureau, the Bureau is empowered to name a replacement from Committee members, which will be confirmed at the next Committee meeting.
- vi. The Bureau is responsible for all external communications, including the website and social media.
- vii. The Bureau decides on the use of the Committee's logo and the co-sponsoring of events that are not directly organized by the Committee, considering the position of the hosting organizations and the topic which shall be linked to the Committee's objectives and purpose.
- viii. The Bureau may invite potential members to attend meetings of the Committee as observers for a limited time, as space permits.

ix. The Bureau may appoint Advisors, Coordinators, Task Force and Working Group Chairs as necessary to aid in their work and the work of the Committee.

F) The President shall:

- i. Represent and act as a spokesperson on behalf of the Committee.
- ii. Facilitate meetings of the Committee.
- iii. Bring issues of concern to the attention of the Committee.
- iv. Encourage and facilitate members to speak with a common voice around issues of mutually agreed interest.
- v. Provide leadership aimed at the most effective articulation and harmonization of the collective work undertaken by the Committee, in accordance with its mandate.
- vi. In all these tasks, the President shall work closely with the Vice-Presidents.

G) The Vice-President(s) shall:

- i. Work closely with the President in the spirit of shared leadership.
- ii. Represent and act as spokespersons on behalf of the Committee in the absence of the President.
- iii. Co-facilitate meetings of the Committee.
- iv. Take on additional tasks as mutually agreed, such as the responsibility for external communications, supervision of the website, membership extension, relations with other organizations, Committees, or UN agencies.

H) The Treasurer with the help of the Assistant Treasurer shall:

- i. Maintain the accounts of the Committee and present financial statements as appropriate to the Committee or as requested by members.
- ii. Send notice of annual fees and invoices to Committee members, keep records of fees received, and when necessary, initiate the sending of reminders.
- iii. Inform the Bureau of payment by new members so that they may be welcomed and sent copies of the Committee's governing documents and pertinent Committee information.
- iv. Exercise oversight on expenditure in accordance with the approved budget.
- v. Present an annual financial report and the budget to the Committee for approval by majority vote at the Annual General Meeting.
- vi. Submit, when deemed necessary, proposals for annual fees revision, to be approved by the General Assembly, and to be effective for the following year.

I) The Secretary/Secretaries shall:

- i. Send notices of Committee meetings and circulate necessary supporting documents.
- ii. Keep a record of all Committee meetings and circulate the minutes.
- iii. Book meeting rooms and schedule electronic meetings as needed.
- iv. Maintain an updated mailing list with the support of the Treasurer.
- v. Maintain regular communication flow in between meetings.

vi. May assist with website maintenance and social media.

J) After due consultation, a Bureau member may be dismissed by a 2/3 majority vote of the Bureau. Possible reasons include but are not limited to non-performance of duties, repeated absences, conflict of interest, or violation of the code of conduct.

6. Elections

A) Elections of the members of the Bureau shall take place every three years and may also take place at a Special Meeting called for this purpose, for example, due to a resignation.

B) The Committee's elections procedures are as follows:

- i. The Committee shall establish a nominations committee to coordinate the elections procedures. The nominations committee shall include at least three representatives from member organizations acting in their personal capacity and not include any potential candidates.

- ii. Eligible candidates and voters shall be representatives from member organizations with no outstanding financial obligations.
- iii. Candidates for all Bureau positions shall be individuals representing a member organization with accreditation at the UN Geneva, able to attend meetings of the Committee and other meetings that require an annual grounds pass.
- iv. The nominations committee shall actively seek suggestions from the membership and nominate candidates for office positions to be filled after establishing eligibility and willingness to serve.
- v. The list of proposed candidates, with their CVs, shall be sent to the membership a minimum of 4 weeks prior to the election, after which member organizations may also nominate candidates for office. Such nominations shall be in writing, with the consent of the candidate and her CV and have the support of at least one other member organization.
- vi. The report of the nominations committee with the final slate and CVs of all nominated candidates shall be sent to the members a minimum of two weeks prior to the election, along with details of the voting procedure.
- vii. Voting shall be by secret ballot of eligible member organizations, each organization having one vote. Election to the office is by majority vote.
- viii. Absentee voting may be organized by the nominations committee.

7. Finances.

- A) Finances must comply with Swiss Law and are regulated by the Statutes.
- B) Committee expenditures outside the budget shall be approved by a majority vote. However, the Bureau has the authority to approve non-budgeted expenses of up to 500 CHF.
- C) In the case of multi-stakeholder projects and financing, the financing shall be subject to a Memorandum of Understanding signed by all stakeholders.