

WORLD BANK FAMILY NETWORK

BYLAWS

Revised 2012

ARTICLE I INTRODUCTION

- a) The name of the organization shall be World Bank Family Network (WBFN).
- b) The headquarters of the organization shall be at the headquarters of the World Bank Group (WBG).
- c) WBFN shall function as a volunteer organization serving WBG spouses, domestic partners, and children, hereafter referred to as WBG families, with the assistance of paid staff and consultants.

ARTICLE II OBJECTIVES

The objectives of WBFN shall be:

- a) to facilitate the adjustment of WBG families relocating around the world;
- b) to provide ongoing support to WBG families;
- c) to advocate for WBG families, and act as a liaison between WBG management and families;
- d) to increase the understanding of the WBG's work.

ARTICLE III MEMBERSHIP

- a) Membership in WBFN shall be open to all spouses and domestic partners of WBG employees, and Executive Directors.
- b) Membership shall also be available to dependent parents; staff who are single parents; and widows/widowers, former spouses/domestic partners, and spouses/domestic partners of retirees who express an interest in retaining their membership.

ARTICLE IV SERVICES

WBFN shall:

- a) provide a personal welcome to newly arrived WBG families in the Washington area and in country/field offices wherever possible;
- b) develop and foster contacts between newly arrived and previously settled families;
- c) provide assistance in case of family emergencies;
- d) provide information on WBG policies that impact families;
- e) provide WBG families with practical information;

- f) advocate for its membership;
- g) provide a variety of services and activities for its members;
- h) liaise with the spouse/family organizations of other international organizations on matters of mutual interest.

ARTICLE V **EXECUTIVE COMMITTEE**

The Executive Committee (EC) shall govern the organization and provide leadership to ensure that WBFN objectives, services and programs reflect the changing needs and interests of its membership. Specific policies, rules and regulations, job descriptions and guidelines to govern WBFN apply as approved by the EC.

1. Composition

- a) The EC shall be composed of a President, a President (Operations), a Secretary, a Nominating Chair and not fewer than five or more than eight additional members.
- b) The spouse/domestic partner of the President of the WBG will be invited to serve as Honorary President of WBFN.

2. Nominations and Elections

- a) The Nominating Committee shall consist of a Chair and three other members.
- b) The Nominating Committee members shall be elected at the Annual Meeting to serve a two-year term.
- c) Each year, under the guidelines as determined by the EC, the Nominating Committee shall be responsible for identifying candidates to fill any vacancies on the Executive and Nominating Committees.
- d) The Nominating Committee shall present a list of candidates to the EC. The EC, after taking into consideration the Nominating Committee's report, will vote to determine the final slate of candidates that shall be presented to the WBFN membership for approval.

3. Terms of Office

- a) The President and the President (Operations) shall each serve a one-year term and ensure a proper hand-over with their successors. President and President (Operations) may be re-elected for an additional one-year term in either position based on the endorsement of the EC. The maximum term for President and/or President (Operations) is two consecutive years, except in the case of Art. V, Section 3d.
- b) The Nominating Chair may serve as chair for no more than two years and may be on the EC for a maximum of three years.
- c) All other members of the EC shall be elected initially for a term of two years and may be re-elected by the membership to serve an additional one-year term.
- d) Any member who has served on the EC shall not be eligible for any EC position, except that of President, or President (Operations) until at least one year has elapsed.
- e) In the event that circumstances prevent the appointment of a successor to either the President or the President (Operations), the term of the president concerned may be extended by one year.
- f) In the event that circumstances necessitate the resignation of both the incumbent President and the President (Operations), the EC in consultation with the Nominating

Committee shall be empowered to appoint an interim President or President (Operations) from the EC or the EC Alumni.

4. Vacancies

- a) Should a vacancy occur on the EC, the Nominating Chair, after consultation with the Nominating Committee, shall present a list of possible replacements for consideration by the EC. The selection of the replacement shall be the responsibility of the EC. If the appointment takes place before January 1, the appointed member will be considered serving the first year of an initial two-year term. The person appointed must be nominated and elected as an EC-Member at the next Annual Meeting.
- b) In cases where the vacancy involves the offices of President or President (Operations), ARTICLE V Section 3 (e) and (f) of these Bylaws shall apply.

5. Duties

The duties of the EC members shall include, but not be limited to the following:

A. Executive Committee:

- a) to be accountable to the membership regarding the development of WBFN;
- b) to ensure strategic and operational overall functionality of the organization;
- c) to meet at least monthly;
- d) to convene special meetings as needed;
- e) to serve as liaison between the EC and the coordinators of WBFN activities, and to report to the EC regularly as requested by the Agenda Committee;
- f) to support WBFN activities and attend whenever possible;

A quorum at all meetings shall be a simple majority of the EC members and shall be required to transact business.

B. President:

To act as guardian of the vision and mission of the WBFN. As per the job description, this includes leading and representing WBFN with no direct internal program responsibilities except overseeing all communications and publications to ensure they meet the needs of the membership and are in compliance with WBFN bylaws, policy decisions and WBG regulations. The President is also responsible for ensuring that WBFN is maintaining momentum and strategic direction. In case of the temporary absence of the President (Operations), the President takes over his/her role.

C. President (Operations):

To act as guardian of the vision and mission of the WBFN. As per the job description, this includes leading and representing WBFN as it relates to internal operations, membership needs and programs excluding direct external responsibilities. The position holder will continually review programs and services to ensure they meet the needs of the

membership and are in compliance with WBFN by-laws, policy decisions and WBG regulations. In case of the temporary absence of the President, the President (Operations) takes over his/her role.

D. Secretary:

- a) to ensure that the minutes of the monthly and special meetings of the EC are properly recorded and filed;
- b) to serve on the Agenda and Finance Committees;
- c) to ensure that all policies, rules and regulations are recorded.

E. Nominating Chair:

- a) to chair the meetings of the Nominating Committee and in consultation with the Nominating Committee call for and identify eligible candidates for the Executive and Nominating Committees;
- b) to arrange for the publication of the proposed slate at least thirty (30) days prior to the Annual Meeting;
- c) to conduct the election of the new Executive and Nominating Committees at the Annual Meeting.

ARTICLE VI
ANNUAL MEETING

An Annual Meeting shall be held within the last quarter of the fiscal year. It shall include a business meeting at which time:

- a) overall developments within the organization will be reported;
- b) any amendments, resolutions or other matters requiring a vote shall be submitted to a vote by the membership;
- c) the proposed slates of the Executive and Nominating Committees for the next fiscal year shall be presented for election by the membership.

In advance of the annual meeting, the activity coordinators of all programs will submit a written report of the activities for the fiscal year. An annual report shall be prepared based on these reports.

The Annual Report will be distributed to the membership no later than the end of the first quarter of the next fiscal year.

ARTICLE VII
STAFF

The WBFN Coordinator and any other remunerated employee chosen by WBFN to work in the office shall have the status of WBG employee and, if WBFN member, will be required to relinquish his/her membership while employed.

ARTICLE VIII
FINANCES

- a) The WBG shall provide the organization with adequate office space, staff and consultants, office equipment, supplies, services and authorized expenses as may be required for the proper functioning of WBFN, after submission and approval of budget estimates.
- b) The fiscal year shall be July 1 to June 30.
- c) Subject to the approval of the EC, WBFN may undertake fund-raising activities.

ARTICLE IX
AMENDMENTS AND RESOLUTIONS

- a) Any proposal to amend the Bylaws or any resolution affecting WBFN must be submitted in writing to the EC for its approval by a two-thirds majority vote before being presented to the membership.
- b) Proposed changes shall be communicated to the membership at least thirty (30) days before the annual meeting at which they will be considered. Members who wish to comment on the proposed amendments or resolutions are required to express their views to the EC, in writing, in advance of the Annual Meeting.
- c) The Secretary shall conduct the vote. Approval shall require a two-thirds majority of those members present and voting at the Annual Meeting.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the organization except where they are inconsistent with these Bylaws.