

World Psychiatric Association

By-Laws

*(including amendments made at the WPA General Assembly in Berlin, Germany
on 10 October 2017)*

Preamble

The World Psychiatric Association is an international professional organisation aiming to improve equitable access to and quality of care for people with mental disorders/mental illnesses and their carers and families and to promote the mental health of the world's population.

I. Headquarters of the WPA and of the WPA Secretariat and definition of WPA Members

- (1) The WPA was established in 1950 originally consisting of WPA Member Societies of the previous International Organization of World Psychiatry Congresses.
- (2) The WPA Secretariat will be located in Geneva, Switzerland and will facilitate the functioning of the WPA.

The use of other languages requires approval from the WPA Secretariat in consultation with the WPA Officers as appropriate.

- (3) The logo and name of the WPA are copyrighted. Their use requires the written permission of the WPA Secretary General who may delegate the granting of such permission to the Secretariat. The advice of the Executive Committee will be sought as required. The WPA Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation.
- (4) WPA Member Societies:

Any Psychiatric Society whose goals are consonant with those of the WPA, may request admission to the WPA provided the requirements in the WPA Statutes are met.

Requests for membership must be sent to the WPA Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting WPA Membership and a copy of its Statutes translated into English. The request should be accompanied by an indication of formal adherence of the society to the ethical principles as laid down in the WPA Code of Ethics for Psychiatry and by an account of the scientific and professional activities the society is undertaking. On the basis of this information, the WPA Executive Committee will seek the written opinion of all WPA Member Societies, of the WPA Council and of the WPA Representative of the Zone in which the applicant society is located. If there are no objections, the WPA Executive Committee may proceed to accord the applicant society ad-hoc membership within the WPA. If there are objections, the WPA Executive Committee will seek further information and clarification before submitting the proposal to the WPA General Assembly.

Membership applications must reach the WPA Secretary General at least six months prior to the next WPA General Assembly in order to be considered for admission at that Assembly.

WPA Member Societies are obliged to send to the WPA Secretariat updated information on their activities and legal status, as requested by the WPA Secretary General.

Cessation of membership: WPA Member Societies which have not paid their dues before the WPA General Assembly will be warned that the non-payment of dues for three consecutive years will lead to the submission of a proposal to the WPA General Assembly for their exclusion.

In extreme cases, especially involving ethical issues, when the continuing membership of a WPA Member Society is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a Society until the following WPA General Assembly decides on its status.

(5) WPA Affiliated Associations:

In order to be considered for admission, such associations will submit an official request indicating their wish and accompany their request with the Statutes and By-laws (translated into English) under which they function. On basis of that information, the WPA Executive Committee will seek advice of the WPA Board and the WPA Member Societies, to decide whether to accord the applicant society ad-hoc Affiliated Association status within the WPA.

When the continuing membership of a WPA Affiliated Association is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a WPA Affiliated Association until the following WPA General Assembly decides on its status.

(6) WPA Regular and Special Individual Members, WPA Affiliated Individual Members and WPA Fellows:

- (i) WPA Regular Individual Members are not required to undergo admission procedures.
- (ii) Applications for WPA Special Individual Membership will be submitted to the WPA Secretary General. WPA Special Individual Members shall be physicians who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Special Individual Members shall receive a certificate of Membership, WPA newsletters and bulletins; they will be able to attend meetings of the WPA. Special Individual Members and WPA Fellows with members of the WPA Executive Committee at World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at

WPA congresses and symposia; and can apply to become members of WPA Scientific Sections.

- (iii) Applications for WPA Affiliated Individual Membership will be submitted to the WPA Secretary General. WPA Affiliated Individual Members shall be physicians or other health professionals and scientists who have training and/or work in the field of psychiatry and mental health. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Affiliated Individual Members shall receive a certificate of WPA Affiliated Individual Membership, WPA newsletters and bulletins, and can apply to become members of WPA Scientific Sections.
- (iv) Applications for WPA Fellowship will be submitted to the WPA Secretary General. WPA Affiliated Individual Members who have paid their dues for at least five years and have made important contributions to the field of psychiatry can apply for WPA Fellowship. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board submit the application to the WPA Executive Committee for decision about conferral of Fellowship. WPA Fellows shall receive a certificate of Fellowship, WPA newsletters and bulletins; they will be able to attend meetings of the WPA Applied Individual Members and WPA Fellows with members of the WPA Executive Committee at WPA World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses; they also can apply to become members of WPA Scientific Sections.

(7) WPA Honorary Members and WPA Honorary Fellows:

WPA Honorary Membership and WPA Honorary Fellowship may be conferred upon individuals:

- a) Who have made outstanding contributions about the causes, treatment, or prevention of mental illness;
- b) Have substantially increased the understanding and improvement of health services for psychiatric patients;
- c) Have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfillment of its objectives.

Recommendations for WPA Honorary Membership and WPA Honorary Fellowships will be sent to the WPA Secretary General who will, after appropriate inquiries, submit the proposal to the WPA Executive Committee for consideration and possible submission to the WPA General Assembly for decision.

WPA Honorary Members and WPA Honorary Fellows will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying membership fees.

Decisions about cessation of WPA Honorary Membership and WPA Honorary Fellowships will be reached by the WPA General Assembly on the basis of proposals by the WPA Executive Committee.

II. WPA General Assembly

- a) A WPA Member Society is represented by one delegate (who cannot represent any other WPA Member Society). Each WPA Member Society may also authorize an Alternate Delegate who, in the absence of the Delegate, will serve as the Delegate.

Every Delegate and Alternate Delegate must present a letter of authorization signed by the President and the Secretary General or the equivalent of his or her Society.

Delegates of Applicant Societies may attend the WPA General Assembly as observers and speak upon invitation by the Chairperson. They shall be asked to leave while the application of their Society is voted upon.

- b) The WPA President may at any time call the WPA General Assembly into an executive session. The Delegates, members of the WPA Executive Committee may attend the executive session. Executive session may include Board and Council Members at the discretion of the President
- c) WPA Extraordinary General Assemblies will deal with amendments of the WPA Statutes and WPA By-laws or any other topic that motivated their convocation (ad hoc members).
- d) WPA Ordinary General Assemblies will deal with issues other than the amendments of the WPA Statutes and WPA By-laws.

(8) The votes of the WPA General Assembly will be in accordance with the following rules:

| MEMBERS | Votes | MEMBERS | Votes |
|----------------|--------------|----------------|--------------|
| 1 – 25 | 1 | 1401 – 1500 | 21 |
| 26 – 50 | 2 | 1501 – 1700 | 22 |
| 51 – 100 | 3 | 1701 – 1900 | 23 |
| 101 – 150 | 4 | 1901 – 2100 | 24 |
| 151 – 200 | 5 | 2101 – 2300 | 25 |
| 201 – 250 | 6 | 2301 – 2500 | 26 |
| 251 – 300 | 7 | 2501 – 2700 | 27 |
| 301 – 350 | 8 | 2701 – 2900 | 28 |
| 351 – 400 | 9 | 2901 – 3100 | 29 |
| 401 – 450 | 10 | 3101 – 3300 | 30 |
| 451 – 500 | 11 | 3301 – 3500 | 31 |
| 501 – 600 | 12 | 3501 – 3700 | 32 |
| 601 – 700 | 13 | 3701 – 3900 | 33 |
| 701 – 800 | 14 | 3901 – 4100 | 34 |
| 801 – 900 | 15 | 4101 – 4300 | 35 |
| 901 – 1000 | 16 | 4301 – 4500 | 36 |
| 1001 – 1100 | 17 | 4501 – 4700 | 37 |
| 1101 – 1200 | 18 | 4701 – 4900 | 38 |

| | | | |
|-------------|----|-----------------|----|
| 1201 – 1300 | 19 | 4901 – 5100 | 39 |
| 1301 – 1400 | 20 | 5101 - 10,000 | 40 |
| | | 10,001 – 25,000 | 50 |
| | | 25,001 and more | 60 |

The mean yearly membership between WPA General Assemblies should be used for the above calculations.

- a) The Robert’s Rules of Order will guide the conduct of the WPA Assemblies’ work, including the handling of motions, unless specified differently in the WPA Statutes, WPA By-laws or WPA Manual of Procedures.
- b) The WPA Accreditation Committee shall make the list of allowable votes.
- c) The assignment of voting strength described in 9 (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic, Financial and Action Plans, setting of dues, and amendments to the WPA Statutes and WPA By-laws.

In all other instances, including ethical matters, admission of new WPA Member Societies, sanctions and expulsions of WPA Member Societies, and policy resolutions or position statements, each WPA Member Society eligible to vote in the WPA General Assembly shall have one vote.

- d) The WPA Executive Committee will indicate on the proposed agenda of the WPA Assembly which voting method will be applied.
- (9) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

In case of secret ballots, the delegates will receive ballots representing small number of votes (1, 5, 10) which together add to the WPA Member Society’s total voting power.

III. WPA Board and Zonal Representatives

- (10) WPA Board:

The terms of office of the WPA Board begins at the end of the WPA General Assembly.

(11) The WPA Zonal Representatives:

The 18 WPA Zonal Representatives are elected, one from each of the following 18 zones grouped into 4 regions:

- A. The Americas (5 zones)
 - (i) Canada
 - (ii) United States
 - (iii) Mexico, Central America and the Caribbean
 - (iv) South America - Northern Zone
 - (v) South America - Southern Zone

- B. Europe (5 zones)
 - (vi) Western Europe
 - (vii) Northern Europe
 - (viii) Southern Europe
 - (ix) Central Europe
 - (x) Eastern Europe

- C. Africa and Middle East (4 zones)
 - (xi) Northern Africa
 - (xii) Middle East
 - (xiii) Central and Western Africa
 - (xiv) Eastern and Southern Africa

- D. Asia and Australasia (4 zones)
 - (xv) Central and Western Asia
 - (xvi) Southern Asia
 - (xvii) Eastern Asia
 - (xviii) Australasia and the South Pacific

The assignment of WPA Member Societies to a zone shall be the responsibility of the WPA Executive Committee.

(12) Election of the WPA Board Members

The election procedure is as follows:

- a) The Chair of the WPA Nominations Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly, requesting that the WPA Member Society recommends one psychiatrist from the countries composing the relevant WPA Zone for the available position. Only WPA Member Societies from a given WPA Zone can nominate candidates for that WPA Zone.

- b) In a WPA Zone with only one WPA Member Society, the societies will propose two candidates so as to allow the WPA General Assembly to elect one of them.

- c) The WPA Nominations Committee examines the eligibility of candidates, compiles the names submitted from each WPA Zone and whenever more than two candidates

are eligible it requests, through its Chair, each WPA Member Society within that WPA Zone to vote for two candidates from the circulated list.

- d) The WPA Nominations Committee sends its report to the WPA Executive Committee and the WPA Board.
- e) The WPA Nominations Committee presents to the WPA General Assembly as nominees for the available position the two individuals who have received the highest number of unweighted votes from the WPA Member Societies of the WPA Zone. When only one candidate is eligible it will be automatically included in the list to be proposed to the WPA General Assembly for voting.
- f) The WPA General Assembly receives the report of the WPA Nominations Committee, along with the views of the WPA Executive Committee and the WPA Board, and elects one of the two nominees. The voting for the two candidates will be done using the procedure specified in item 12 (b) of the WPA By-laws.
- g) If a WPA Zonal Representative is unable to continue serving in his or her post until the end of his or her mandate, the WPA Executive Committee has the right to appoint an interim WPA Zonal Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly
- h) The appointment to a post of an interim WPA Zonal Representative does not affect the eligibility of that person for any elective post in the WPA.

IV. WPA Executive Committee

- (13) During its ordinary meeting, the WPA General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should a member of the WPA Executive Committee become unable to perform his or her functions or does not comply with the Oath of Office, the Executive Committee has the right to appoint, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with item 14 of the WPA By-laws. The term of office of the new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

The appointment to or confirmation to a post of an interim member of the WPA Executive Committee does not affect the eligibility of that person for any elective post in the WPA, nor it affects the requirement to elect a candidate from a different country.

V. WPA Nomination Process

- (14) In accordance with a written request of the Chair of the WPA Nominations Committee, WPA Member Societies nominate candidates for the various elective offices. The same person cannot be proposed for more than one post. The President and Secretary of the WPA Member Society should authorize the nominations from WPA Member Societies. The candidates must state in writing that they agree with the nomination and that they are fulfilling the requirements for the position announced for election. The Chair of the WPA

Nominations Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the WPA Nominations Committee not less than six months before the meeting of the WPA General Assembly.

VI. WPA Committees, WPA Task Forces and WPA Presidential Advisors

(15) Appointment

The appointment of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee. These appointees will not be paid any salary or fee from the WPA, nor will they be liable for any debts incurred by the WPA.

The usual term of office is for officers and committee members of Scientific Sections is three years. In order to achieve continuity, the President can invite individual members to serve a second term.

The WPA President seeks suggestions for appointments to the Committees from WPA Member Societies, the WPA Council, the WPA Executive Committee and the WPA Board. The WPA Committees can, upon the approval of the WPA Executive Committee, invite other experts to help them in particular tasks.

(16) WPA Committee on Ethics and Review

The WPA Committee on Ethics and Review shall have the responsibility to identify and explore areas of ethical concern to psychiatry and to produce recommendations, and to draft consensus statements on ethical issues. The WPA Committee on Ethics and Review shall review individual complaints and other related issues and initiate investigations about violations of the ethical guidelines for the practice of psychiatry as stated in the WPA Declaration of Madrid, including its additional guidelines, in order to make recommendations.

This Committee will be composed of a Chair, a Co-chair and additionally, three other members. The Co-chair, who will be, in addition to being a member of this Committee, Chair of the WPA Task Forces appointed to conduct reviews of abuses of the profession when appropriate complaints are raised with the WPA. When a WPA Task Force is appointed for "review" purposes, no more than 4 members will be appointed by the WPA President in consultation with the WPA Executive Committee for this purpose.

WPA Member Societies are obliged to cooperate with the Ethics and Review Committee in the investigation of cases.

The Chairperson of the WPA Committee on Ethics and Review shall report to the Executive Committee.

(17) WPA Committee on Finances and Fundraising:

The WPA Committee on Finances and Fundraising shall have the responsibility to stimulate and oversee the development and conduction of the Association's policies and activities

concerning finances, investments, fund raising and auditing of accounts, as well as to formulate recommendations for the annual budget and the triennial financial plan of the WPA, and to advise the WPA Secretary for Finances and for appropriate necessary actions.

The WPA Committee on Finance and Fundraising will consist of five members including the WPA Secretary for Finance. This Committee may be chaired by an external financial expert for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Committee on Finance and Fundraising may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Finances for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

(18) The WPA Nominations Committee

The WPA Nominations Committee makes proposals concerning elections for all elected posts of the WPA, in accordance with the WPA By-Laws.

The Members of the Nominations Committee should be appointed at least one year before the election takes place. The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. All valid nominations for eligible candidates will be presented to the WPA General Assembly.

The WPA Nominations Committee can make proposals concerning the voting procedures, and give its views on other relevant matters, including the post-election report on things that succeeded well, and things that need to be considered for implementation or changes for the next election process. This gets transmitted to the EC and the Board.

The WPA Nominations Committee's views and proposals will be considered by the WPA Executive Committee and the WPA Board and then submitted to the WPA General Assembly by the WPA Executive Committee, along with the WPA Board's opinion.

The President will chair the Nominations Committee which consists of five members. This WPA Committee will include one member whom the President will select who has in-depth knowledge of the organization and membership; one member of the WPA Executive Committee whose term will continue after the next WPA General Assembly; one member of the Board; and one member of the Ethics & Review Committee; reflecting a geographical and membership balance. A member of the nominations committee should not be a nominee for any post in that election.

The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. The Committee will also ensure that each nominee has provided suitable referees who can vouch that their behavior is in accordance with the WPA Code of Conduct. The WPA reserves the right to ask for additional specific references. All valid nominations for eligible candidates will be presented to the WPA General Assembly.

The Nominations Committee will solicit names from the membership, including the Board, Council and Member Societies.

The Committee will consider past experience with the WPA and other positions held by the nominees in the past. Nominees for the Executive Committee cannot hold any other association offices that extend beyond two years after first election.

The Nominations Committee can reject nominees based on past work performance, as part of their due diligence in vetting the candidates and will advise both the EC and the Board of these work performance concerns.

The WPA Nominations Committee can make proposals concerning the voting procedures and give its views on other relevant matters. The WPA Nominations Committee's views and proposals will be considered by the WPA Board and Executive Committee and then submitted to the WPA General Assembly by the WPA Executive Committee, along with the WPA Board's opinion.

Amendments of the WPA Statutes and WPA By-laws on elections shall not affect any ongoing electoral process.

(19) WPA Committee on Planning

The WPA Committee on Planning shall consist of five members and the WPA President-Elect (Vice-President), shall chair the Committee.

The Committee will include at least one member of the WPA Executive Committee, one member of the Board, and additional experts with knowledge of the WPA as appropriate.

The WPA Committee on Planning shall have the responsibility of (i) reviewing the WPA Statutes and By-laws taking into account the relevant suggestions and proposals made as described in item 46 and making recommendations of changes of the WPA Statutes and By-Laws; (ii) of preparing triennial WPA Action Plans (including their financial aspects) to be presented to the WPA General Assembly for approval after consultation with the Executive Committee, and (iii) of making suggestions for planning for WPA's long-term development, its programs and resource utilization.

The Chairperson of the WPA Committee on Planning shall report to the WPA Executive Committee.

(20) Science, Education and Publications Committee

The Science, Education, and Publications Committee shall have the responsibility for all the scientific activities of the WPA including Scientific Sections, Education, Publications and Scientific Meetings. The Chair will be appointed by the President and will be an acknowledged scientific leader. The Committee will consist of at least two but no more than five further scientific experts in addition to the Secretaries of Publications, Education, Scientific Sections and Scientific Meeting.

(21) WPA Task Forces and WPA Special Advisors to the WPA President:

The WPA President may appoint WPA Task Forces and WPA Special Advisors to the WPA President after consultation with the WPA Executive Committee for specified tasks for a specified period of time.

VII. The WPA Council

(22) Council members and Emeritus Council members will be entitled to free registration at any WPA sponsored meeting.

The agenda of the General Assembly and the Extraordinary General Assembly will include the item "Report of the WPA Council". The Report will be prepared in writing. The Chairperson of the Assembly may invite the Chairperson of the Council to introduce the document or to answer questions from the Assembly members.

The agenda of the Board will include the item "Report of the WPA Council". The Council will prepare a brief statement containing its opinion for distribution to the Board. The Chairperson of the Board may invite the Chairperson of the Council to introduce the document or to answer questions.

The Council will be invited to present its views on the draft agendas of the General Assembly and the Extraordinary General Assembly and on policy documents prepared by the WPA (eg the WPA position statements and on the admission of new Societies or the cessation of Member Societies).

The Council will receive reports of the meetings of the Executive Committee and the Board. Its comments and suggestions will be received by the Executive Committee

VIII. Finances

(23) The fiscal year of the WPA shall be the calendar year.

(24) Annual Membership Dues: Upon the basis of the report of the WPA Secretary for Finances and the WPA Executive Committee, the WPA General Assembly decides upon the amount of the dues of WPA Member Societies, WPA Affiliated Associations, WPA Affiliated Individual Members, and WPA Fellows. The WPA Secretary for Finances may negotiate the mode of payment with each WPA Member Society as appropriate. The WPA Executive Committee shall approve any special agreements. WPA Member Societies that have not paid their dues for three years will lose their membership, unless there are exceptional circumstances to be considered by the WPA Executive Committee and the WPA General Assembly.

(25) All persons authorized by the WPA President to raise funds to finance WPA scientific meetings or other projects shall, within two months of the completion of the activity or fundraising effort, submit a detailed account of income and expenditures to the WPA Secretary for Finances

- (26) An established audit firm, the choice of which will be approved by the WPA General Assembly by simple majority of votes, will audit the accounts of the WPA.

IX. WPA Scientific Meetings

- (27) The WPA will hold one major Congress each year with the option of organizing other Congresses. Every effort will be made to hold the Congress in different parts of the world.

The General Assembly will be held every three years in conjunction with a WPA World Congress of Psychiatry.

The WPA's goals in holding and co-sponsoring Scientific Meetings are to:

1. Increase the exchange of information between psychiatrists from different parts of the world, including networking, training and mentoring of early career psychiatrists.
2. Contribute to the education of different categories of mental health workers by providing up-to-date scientific information.
3. Increase exchange and collaboration between psychiatrists and their community, professional, government and development partners in all parts of the world.
4. Boost collaborative research by bringing together psychiatrists and others interested in research from various parts of the world.
5. Strengthen links between WPA Member Societies and between WPA and international and regional organizations in the field of psychiatry.
6. Make psychiatry more visible on the national and the international scenes.
7. Contribute to the acquisition of funds for WPA activities

X. WPA Scientific Sections

- (28) Aims and Objectives of WPA Scientific Sections:

- a) The collection, analysis, presentation and dissemination of information concerning services, research and training in the various fields of psychiatry and mental health and the advancement of scientific knowledge in these fields;
- b) WPA Scientific Sections will achieve this purpose by the:
 - i Organization of scientific meetings on topics of interest to WPA Scientific Section;
 - ii Organization of Symposia dealing with a given Scientific Section's specialty, at WPA Congresses and co-sponsored meetings;
 - iii Development of educational programs, guidelines and related scientific publications;
 - iv Development of proposals for adoption as WPA consensus and position statements;
 - v Promotion and conduct and facilitation of international collaborative research activities.
 - vi. Developing programs in consultation with other Scientific Sections and promoting intersectional activities.
 - vii. Preparation of regular financial reports as requested by the Executive Committee.

These aims and objectives will be supported and monitored by the Secretary for the Scientific Sections in consultation with EC and in other governance activities of WPA.

- (29) The Scientific Sections need to gain approval from the WPA Secretariat who will apply the criteria approved by the Executive Committee before any use of the logo or adding names prior to using the letterhead. When WPA letterhead is used to seek funding or for official Scientific Section correspondence, copies need to be submitted to the WPA Secretariat.
- (30) Establishing a new WPA Scientific Sections
- a) In the period between WPA General Assemblies, but no later than six months prior to a WPA General Assembly, the WPA Executive Committee will consider applications for the establishment of a Scientific Section. To obtain ad hoc approval, the new WPA Scientific Section must:
- (i) Submit the necessary terms of reference to the WPA Secretary for Sections to define the area of specialty of the proposed Section and indicate how the proposed Scientific Section differs from other Scientific Sections dealing with related matters.
 - (ii) Have an organizing committee consisting of at least ten members, no more than two of which may be from the same country.
 - (iii) Present a plan for what activities it proposes to undertake.
- b) The WPA General Assembly immediately following the ad hoc establishment of the Scientific Section, will approve the WPA Scientific Section provided that it has:
- (i) a roster of 20 or more members that has been accepted by the WPA Secretary for Scientific Sections;
 - (ii) elected a WPA Scientific Section Committee from among its members consisting of no more than eight members, three of whom may be a Chair, a Co-chair and a Secretary of the WPA Scientific Section. The Scientific Section Committee shall be the governing body of the Scientific Section;
 - (iii) has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals.
- (31) Reinstatement of WPA Scientific Sections
- a) Scientific Sections must be reinstated every three years by the WPA Executive Committee, upon recommendation of the WPA Secretary for Scientific Sections. In order to be reinstated for an additional three years, WPA Scientific Sections must:
- (i) have at least 20 members, from different regions.
 - (ii) have held an election for the Scientific Section Committee and officers.
 - (iii) have presented:
 - a plan of action at the start of the term
 - at least two symposia at WPA meetings in the three-year period between General Assemblies
 - have carried out activities described in the proposed plan of work e.g. produced positions statements in their area of expertise, published materials supporting WPA educational programmes, carried out relevant research work

- Have updated information on the website on activities and publications of the Section and its members
- (iv) have carried out activities described in its plan of work or presented valid reasons for not having done so and has presented financial reports as requested by the Executive Committee.
 - (v) upon the recommendation of the Secretary for Scientific Sections, the Executive Committee can reinstate and make recommendations concerning steps that should be taken to improve the Scientific Section activities, which may include replacements of Scientific Section Committee members or of the Chair, Co-Chair and Secretary of a given scientific section. The Secretary for Scientific Sections will refer those recommendations to the Executive Committee. The Secretary will monitor their implementation and ~~will~~ report back to the Executive Committee.
 - (vi) If a WPA Scientific Section does not meet the requirements specified above, the WPA Secretary for Scientific Sections may recommend to the WPA Executive Committee that the WPA Scientific Section be dissolved.
 - (vii) The absence of a WPA Executive Committee's approval of reinstatement leads to the dissolution of the Scientific Section with immediate effect. The WPA Scientific Section may petition the WPA General Assembly for reinstatement at the meeting of the WPA General Assembly following its dissolution.
 - (viii) To be eligible for reconsideration, the WPA Scientific Section must present to the WPA Secretary for Scientific Sections all the required information described in 30 (a). Upon all necessary actions by the WPA Secretary for Scientific Sections, the WPA Executive Committee will transmit the matter to the WPA General Assembly with its recommendations.

(32) WPA Scientific Sections Membership

- a) WPA Scientific Sections may enroll non-psychiatric medical and non-medical persons from related professions into WPA Scientific Sections membership.
- b) The WPA Secretary for Scientific Section should be provided at least annually with an updated WPA Scientific Section membership list.

(33) WPA Scientific Section Committee and Officers

- a) Each Scientific Section can elect a committee which is usually comprised of three officers (Chair, Co-chair and Secretary) and other committee members. Any WPA Scientific Section Member is eligible to be a member of the WPA Scientific Section Committee except for members of the WPA Executive Committee. At least two of the WPA Scientific Section Officers must be qualified psychiatrists.
- b) A WPA Scientific Section Member should serve no more than six consecutive years as an elected Scientific Section officer no more than nine consecutive years as a member of the WPA Scientific Section Committee in any role.
- c) The registration fees during WPA World Congresses of Psychiatry and other WPA Scientific Meetings will be reduced for the Chairperson of a WPA Scientific Section

that is organizing scientific presentation- event during the meeting or waived when the budgetary situation permits it.

(34) WPA Scientific Section Meetings and Elections

- a) WPA Scientific Section meetings should be held, if possible, at an annual WPA Congress of Psychiatry, at least once during each three-year authorized term for the WPA Scientific Section. The WPA Scientific Section Committee may meet as many times as necessary to conduct the business of the WPA Scientific Section.
 - (i) Minutes of each WPA Section or WPA Scientific Section Committee meeting must be kept and copies made available to the WPA Secretary for Scientific Sections.
 - (ii) Members of the WPA Executive Committee may attend any WPA Section or WPA Scientific Section Committee meeting.
- b) The election of WPA Scientific Section officers will take place every three years either at a WPA Section meeting or by electronic ballot. A plan should be prepared by the Section Committee, for approval by the Secretary of Sections, which includes details of the call for nominations and the balloting procedure. If an election is to be held at a WPA Scientific Section meeting, the meeting must be attended by more than one third of the WPA Section members.

If it is not possible to hold the required election of a WPA Scientific Section Committee and officers at a duly called WPA Section meeting because the required quorum is not present, the election may be held by mail ballot or in another manner specified in the WPA Manual of Procedures.

(35) Sections' Finances

Each WPA Scientific Section should follow the Bylaws of WPA for financial matters and protocols for accepting donations. The WPA will not assume any financial obligation that a WPA Scientific Section may wish to take or may have incurred. WPA Scientific Sections should not open or operate any independent account but should be part of the WPA central account. Scientific Sections should get advice from the WPA Secretariat about management of financial matters relating to Scientific Section work. WPA will charge a standard fee as decided periodically by the WPA for administering these finances. Scientific Section projects, which involve financial transactions over a specified amount agreed by the Executive Committee, will need to be approved in advance by the Executive Committee in consultation with the Secretary for Scientific Sections.

The WPA Executive Committee, on recommendation of the WPA Secretary for Scientific Sections and the WPA Secretary for Finances may allocate funds to one or more special projects of a WPA Scientific Section or WPA Scientific Sections within their field of work.

(36) WPA Section Reports

- a) Each WPA Scientific Section Committee shall submit an activity report to the WPA Secretary for Scientific Sections once a year. The report should contain details of the WPA Scientific Section's administrative and scientific activities and its future scientific plans.
- b) The planned programme should reflect the aims and objectives of the particular WPA Scientific Section and its declared plans and be in accordance with the overall aims and principles. The report outlining the WPA Scientific Section's activity over the period between WPA General Assemblies should be submitted to the WPA Secretary for Scientific Sections six months prior to the date of the next WPA General Assembly.

(37) Organization of WPA Scientific Section Meetings

- a) Whenever a WPA Scientific Section wishes to sponsor a Scientific Meeting, permission should be sought in advance from the WPA Secretary for Scientific Sections who will consult the WPA Secretary for Scientific Meetings and provide advice to the WPA Section. The manner of financing these Scientific Meetings should be discussed with the WPA Secretary for Scientific Sections in order to facilitate the acquisition of funds.
- b) The planned program should reflect the aims and objectives of the particular WPA Scientific Section and its declared plans and be in accordance with the overall aims and principles of the WPA.

XI. WPA Documents

The WPA will produce three types of documents as follows:

1. Technical documents which can be produced by WPA sections, Taskforces, WPA or other working groups or by individuals
2. Position statements which are prepared by the WPA Executive Committee. They usually present the views of the WPA on public health and social matters relevant to mental health and the functioning of the WPA.
3. Policy statements for example codes of conduct for WPA offices and WPA Codes of ethics.

All the policy documents should be produced in English but may in addition be produced in other languages.

All WPA documents should indicate the date of creation and the data of review for continuing relevance.

More detailed information appears in the Manual of Procedures.

XII. Endorsement / Support by the WPA and use of logo

(38) Endorsement

The WPA will endorse a document under the following circumstances:

- The members of the EC or their representatives (which would include WPA Board, chairs of sections and other groups) have been actively involved in the drafting of the document and approval for participation has been received prior to the work starting
- The document is relevant to psychiatry and mental health
- The document has been endorsed by other partner organisations (where relevant)
- A copy has been sent to the Secretary-General and the administrator at the WPA (to authorise use of the logo)

As part of the drafting process it is expected that, if relevant, speciality advice will be sought from the Sections. The Secretary General will also be consulted to ensure that the document does not contradict WPA mental health information and policy.

The WPA logo can then appear on these documents.

Use of logo by Sections

The Sections need to gain approval from the WPA Central Office before any use of the logo or adding names prior to using the letterhead. When WPA letterhead is used to seek funding or for official Section correspondence, copies need to be submitted to the WPA Central Office.

This use does not apply to publications for which Secretary of Publications will take the decision in consultation with the EC the same way Secretary for Scientific Meetings responds to co-sponsorship and use of logo.

(39) Support

The WPA may support an external document under the following circumstances:

- If the officers have not been involved or consulted prior to the drafting of the document
- The document is not directed at psychiatrists
- The document has been endorsed by other partner organisations (where relevant)

The WPA logo will not normally appear on these documents.

The WPA Code of Conduct and the Oath of Office are found in the Manual of Procedures as is the WPA Policy on Misconduct in Office appears in the Manual of Procedures. Each individual upon appointment should sign the Oath of Office.

Attachment 1: WPA Code of Conduct

WORLD PSYCHIATRIC ASSOCIATION CODE OF CONDUCT

for Members of the Board, the Executive Committee, Council, the Standing Committees on Ethics and Review; Finance and Fundraising; Nomination; Planning; Science, Education and Publications and the Accreditation, Special Advisors to the President, Tasks Forces and Appeals Panel

1. Introduction

As an association of national member societies whose aims are to advance psychiatry and mental health across the world, the World Psychiatric Association expects the highest ethical standards from those who serve on the Board, Executive Committee, Council, Committee on Scientific Sections, all Standing Committees (Ethics and Review; Finance and Fundraising; Planning; Nominations; Science, Education and Publications) the Accreditation Committee, Special Advisors to the President, Tasks Forces and Appeals Panel. This Code of Conduct, which all members shall be required to sign and abide by, sets out the expected standards of behaviour. It is designed to protect and enhance the reputation of the World Psychiatric Association and to reflect our values.

2. Core Missions of the World Psychiatric Association (WPA)

- To encourage the highest possible standards of clinical practice
- To increase knowledge and skills about mental disorders and how they can be prevented and treated.
- To promote mental health
- To promote the highest possible ethical standards in psychiatric work
- To disseminate knowledge about evidence-based therapy and values-based practice
- To be a voice for the dignity and human rights of patients and their families, and to uphold the rights of psychiatrists
- To facilitate communication and assistance especially to societies that are isolated or whose members work in impoverished circumstances

3. Code of Conduct

3.1. Mutual Respect

Members shall treat each other and all those with whom they come in contact with respect. This includes recognizing that other people may have different points of view, speaking and listening to others with courtesy and adhering to the standards set out in this Code.

3.2. Acting in Good Faith

Members shall act sincerely, honestly and without malice.

3.3. Carrying Out Responsibilities Diligently

Members shall exercise care, continuously develop their skills and generally conduct the affairs of the WPA with due diligence.

3.4. Integrity

Members shall not place themselves under any financial or other obligations to outside individuals or organizations that might influence them in the performance of their official duties.

3.5. Transparency and Accountability

Members shall be as open as possible about all the decisions and actions they take. They should give reasons for the decisions they make and submit themselves to whatever scrutiny is appropriate to their office.

3.6. Selflessness

Members shall take decisions solely in the interests of the WPA. They should not do so to gain financial or other benefits for themselves, their family or their friends.

3.7. Disclosure of Interest

Members shall declare any interest of a pecuniary or personal kind, which may have an impact on their official roles.

3.8. Compliance

Members shall comply with the Statutes, By-Laws and the Operational Procedures in the performance of their official duties.

3.9. Leadership

Members shall promote and support this Code by leadership and example

Acknowledgement of receipt:

By _____
Name and signature

Name of Office

Date

Procedures

1. The Code shall be prepared by the Secretariat.
2. The Code shall be sent out to the relevant member no later than two weeks after their election/appointment.
3. The Code shall be signed and returned to the Secretariat no later than one month after the receipt of the form.
4. The original of the signed Code shall be kept at the Office of the Secretariat.

Attachment 2: WPA Oath of Office

OATH OF OFFICE FOR THE MEMBERS OF THE EXECUTIVE COMMITTEE AND ZONAL REPRESENTATIVES OF THE WORLD PSYCHIATRIC ASSOCIATION

I, _____ do solemnly, sincerely and truly affirm to uphold the purposes for which the World Psychiatric Association is established, to abide by the Statutes, By-Laws and Operational Procedures of the Association and perform all my duties with openness, integrity and accountability.

Signature and name of the Oath taker

Signature and name of the person administering the Oath

Date and place

Explanation for the wordings:

1. Purposes is used because this is stated in the Statutes; and
2. Openness, integrity and accountability are the three key principles of corporate governance.

Procedures

1. The relevant forms shall be prepared by the Secretariat.
2. The Oath shall be taken after the General Assembly when the newly elected office holders take office.
3. The Oath shall be administered by the President.
4. In the event that a newly elected office holder is unable to attend the oath taking, he/she shall be sent a form to be signed and returned within one month of the oath taking and it has to be countersigned by the President.
5. The original of the signed oaths shall be kept at the Office of the Secretariat.

Attachment 3: WPA Misconduct in Office

COMPLAINTS OF MISCONDUCT IN OFFICE

Definition

Misconduct in office is defined as any act(s), whether by omission or commission, in breach of the Oath and/or the Code of Conduct of the WPA.

Who Can Lodge a Complaint

1. Member Societies;
2. Members of the Executive Committee;
3. Members of Council;
4. Members of the Board;
5. Members of the Committee on Scientific Sections;
6. Members of the Committee on Ethics and Review;
7. Members of the Committee on Planning;
8. Members of the Nomination Committee;
9. Members of the Accreditation Committee;
10. Special Advisors to the President;
11. Members of Tasks Force; and
12. Appeals Panel

Procedure

1. Complaints shall be in writing setting out the details of the complaint, accompanied by the relevant documents if available and signed.
2. Anonymous complaints shall not be entertained.
3. The complaint shall be submitted to the Committee on Ethics and Review.
4. In the case where a member of the Committee on Ethics and Review is the subject of the complaint, it shall be submitted to the Executive Committee, which shall appoint a panel consisting of not more than 3 persons to consider the complaint.
5. On receipt of the complaint the Committee on Ethics and Review/ appointed panel can require further information from the complainant and the subject of the complaint.

6. For the consideration of the complaint the quorum of the Committee on Ethics and Review is 3.
7. In taking the votes, each member shall have one vote and no member can abstain unless there is a personal conflict. Where the votes are equal, the question shall be deemed to have been decided in favour of the subject of the complaint.
8. After due consideration the Committee on Ethics and Review/ appointed panel may in its discretion:
 - a. dismiss the complaint; or
 - b. report the complaint and its findings to the Executive Committee; or
 - c. report the complaint and its findings to the Executive Committee and publish it in the WPA website and World Psychiatry; or
 - d. report the complaint and its findings to the Executive Committee, publish it in the WPA website and World Psychiatry and remove the person from office.
9. The Committee on Ethics and Review/ appointed panel shall give reasons for its decision.
10. The Secretariat shall inform the subject of the complaint of the decision no later than 14 days after the decision is made.
11. The decision shall take effect 30 days after notification provided that there is no appeal.

Appeal

1. The aggrieved subject of the complaint may lodge an appeal to the Council no later than 30 days after having been notified of the decision.
2. For the purpose of considering the appeal the quorum of the Council shall be 3.
3. After due consideration of the appeal the Council in its discretion may:
 - a. dismiss the appeal; or
 - b. vary the order made by the Committee on Ethics/appointed panel.
4. The Council shall give reasons for its decision.
5. Until such time as the appeal process is completed no action shall be taken on the decision of the Committee on Ethics and Review/ appointed panel.
6. The Secretariat shall notify the appellant of the outcome of the appeal no later than 14 days after the decision is made.
7. The decision of the Council shall take effect no later than 14 days after the decision is made.
8. The decision of the Council is final.

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