



OPERATING PROCEDURE

GOVERNING MEMBERSHIP OF THE INTERNATIONAL WATER ASSOCIATION

The Governing Members of the International Water Association (IWA) are the key building block for interaction with the Association and its governance across the range of issues pertinent to that geographical area. In most instances, the Governing Member represents the interests of each geographical area by nominating representatives to serve on IWA's Governing Board. Geographical areas can be considered to be a country, a multiple of countries or a part of a country. Governing Members are usually active in their own right and provide a range of member services focused at local issues.

This procedure is for the guidance of geographical areas wishing to join the International Water Association (IWA) as a Governing Member and includes the following sections:

1. INTRODUCTION
2. BENEFITS OF GOVERNING MEMBERSHIP
3. RESPONSIBILITIES OF GOVERNING MEMBERSHIP
4. MEMBERSHIP FEES
5. APPLYING FOR GOVERNING MEMBERSHIP

1) INTRODUCTION

A geographical area may join IWA:

- a) through an existing national Society or Association connected with water management,
- b) by setting up a Governing Member Committee specifically to join IWA, or
- c) by setting up a Co-ordinating Committee where there are two bona fide Governing Members in one geographical area.

In any case there must be adequate representation within the Society or Committee of all interests in the water sector in that geographical area – industry, government (national, local), academia/research, consultants, etc.

The Society must be a properly constituted, non-profit organisation concerned with research and practice in the scientific, engineering, legal and administrative aspects of water management.

2) BENEFITS OF GOVERNING MEMBERSHIP

- a) A role in the management of IWA through membership of the Board. Each Governing Member has between one and three official representatives on the Board, but only one vote.
- b) The right to nominate candidates for the Presidency and the two Vice-Presidencies.
- c) The right to be considered for places on IWA Councils and Committees.



- d) The right to propose hosting a World Water Congress, regional and/or specialised congresses, workshops or seminars sponsored by IWA.
- e) Active involvement in all IWA's scientific and technical activities.
- f) Receipt of a copy of all publications of IWA.
- g) Access to a worldwide network of expertise and contacts.

3) RESPONSIBILITIES OF GOVERNING MEMBERSHIP

- a) To ensure that all water management interests in the country or region are represented either in the Society/Association, Co-ordinating Committee or Governing Member.
- b) To comply with the Constitution, Bylaws and Operating Procedures of IWA at all times.
- c) To ensure that the Society's or Committee's objectives remain consistent with those of IWA at all times.
- d) To support fully the activities of IWA including:
 - i) Promoting corporate individual and student membership;
 - ii) Promoting IWA's publications and congresses; this includes encouraging submission of papers and provision of reviewers/referees;
 - iii) Endeavouring to initiate and/or approve and support regional and specialised conferences, workshops and seminars held in their country;
 - iv) Endeavouring to host a World Congress.
- e) To endeavour to ensure that their representative attends all meetings of the Board.
- f) To ensure that their Board representative participates fully in business that is done by mail between meetings.
- g) To report to each meeting of the Board.
- h) To pay promptly the agreed Governing Membership fee.
- i) To ensure that each official representative is an individual member of IWA.

4) MEMBERSHIP FEES

- a) There is no entrance fee.
- b) The annual fee for Governing Membership depends on whether a geographical area is classified as a High Income or Low Income*.
- c) All fees are to be paid promptly in the year in which they become payable.
- d) Governing Members who do not pay their fee lose their right to participate in the Governing Board of IWA.

5) APPLYING FOR MEMBERSHIP

A. PREPARATION FOR MEMBERSHIP

- a) Hold a meeting of either the existing National/Regional Society or Association or a newly formed Governing Committee or Co-ordinating Committee and decide formally to apply for Governing Membership.
- b) In the case of a new Governing Member or Co-ordinating Committee:
 - i) Elect a Chairman and Secretary;
 - ii) Appoint up to two representatives to the Board.

* The definition of High Income Country and Low Income Country is based on Gross National Income per capita using the World Bank Atlas method (www.worldbank.org)



OR

- c) In the case of an existing National Society/Association:
 - i) The Board of Directors or equivalent of the Society will normally provide the liaison with IWA;
 - ii) The President or Chairman and the Secretary of the Society will then be equivalent to the Chairman and Secretary of a new Governing Member as in (b) above;
 - iii) Appoint between one and two representatives to the Board.

B. MAKING THE APPLICATION

A formal written application in English should be sent to the Executive Director of IWA containing the following:

- a) In the case of a new Governing Member or Co-ordinating Committee:
 - i) The date of its formation;
 - ii) The date and venue of the meeting at which it was decided to join IWA;
 - iii) A list of the organisations represented on the Committee together with the name of the representative of each organisation.

OR

- b) In the case of an existing national or regional Society:
 - i) The date and venue of the meeting at which it was decided to join IWA;
 - ii) The name and organisation of each member of the Board of Directors or its equivalent;
 - iii) A brief statement of its objectives, categories of membership and number in each category.

AND

- c) The name and contact details of the Chairman and Secretary
- d) The name(s) and contact details of the proposed two representatives on the Board
- e) A statement that if the application is accepted the new Governing Member will comply at all times with the Constitution, Bylaws and Operating Procedures of IWA.
- f) A copy of the constitution or statutes (if any) of the existing Society or new National Committee.

C. PROCESSING THE APPLICATION

- a) Upon receipt the Executive Director will ensure that the application is in order.
- b) The application will be considered by the Board, either at a meeting or, between meetings, by mail.
- c) Upon approval of the Board and payment of the first year's fee:
 - i) The official representative(s) will join the Board and participate in its activities.
 - ii) The new Governing Member will begin to receive IWA's publications.
 - iii) The new Governing Member will publicise its Governing Membership status within its country and begin to involve its countrymen in IWA activities.



International
Water Association