

ISWA Internal Regulations

NL version 2022

approved by the General Assembly September 2022

1. MEMBERSHIP

1.1 General

1.1.1

Companies, organisations and individuals working or interested in the field of solid waste management may join the International Solid Waste Association (ISWA).

1.1.2

ISWA is comprised of the following membership categories:

- a) National Members,
- b) Company/Organisation Members,
- c) Individual Members,
- d) Student Members,
- e) Online Members and
- f) Honorary Members

1.1.3

All membership dues must be paid immediately after registration or renewal of membership. All ISWA members of all membership categories shall be invoiced by the General Secretariat for their annual ISWA dues.

1.1.4

It is the duty of all members to give the Association assistance in scientific and technical matters in so far as it lies within their power.

1.2 National Members

1.2.1

The National Member should preferably be a non-governmental organisation (association, institute, federation or similar), or multiple organisations acting together, representing one or more countries and acting for the networks of interest concerned with ISWA matters;

or,

any other organisation working for the public interest to promote and develop professional waste management and the circular economy country-wide, justified by the board on the basis of special circumstances and approved by the National Members in a vote in the following General Assembly (GA).

The following provisions state precisely how to proceed when a national organisation is willing to act for ISWA in its country, or countries, and to act for its country, or countries, inside ISWA. They state, moreover, the role of the National Member and the obligations it has to fulfil. Each country may only have one National Member.

1.2.2

A permanent National Committee must be established, internally, by the National Member, to administer ISWA activities. Organisations within the country, working wholly or partially in related fields, should be represented on the Committee, thereby involving a great number of relevant organisations as well as individuals. When the National Committee is established, it may apply for National Member status.

1.2.3

The National Committee must have office facilities, adequate staff, and financial capabilities at its disposal to demonstrate the ability and will to meet all National Membership requirements.

1.2.4

To apply for National Membership, the National Committee must submit a written application to the General Secretariat (GS). The General Secretariat shall review the application for completeness and, if complete, shall forward the application to the Board for consideration within four (4) weeks. Detailed prerequisites for application and application form see annexes 1 and 2.

1.2.5

Once approved by the Board, the Board shall recommend to the General Assembly action on each application for National Membership. The General Assembly shall approve, or disapprove, based upon the recommendations of the Board, each application for National Membership. The approval by the General Assembly may also be undertaken by mail.

1.2.6

The National Member will inform the General Secretariat of the designation of its National Member Representative(s) and contact details in writing. All National Member Representatives must be members of ISWA.

1.2.7

National Member Representatives are authorised to:

- a) Vote in the General Assembly
- b) Obtain reduction of 10% on registration fees at all events organised by ISWA,
- c) Have access to additional custom services of the General Secretariat against extra payment, and
- d) Host ISWA meetings.

1.2.8

The National Member is the ISWA representative at meetings with persons or organisations in its own country. It is the National Member's duty to promote ISWA and disseminate information about ISWA activities in its home country, as well as to keep the General Secretariat informed about any activities which might be of interest to other members of the Association.

1.2.9

National Member requirements are:

- Pay membership dues,
- Complete and submit the National Member Report requested annually by the General Secretariat,
- Organise at least one ISWA event each year, such as workshops, Working Group meeting, National Assembly, press conference etc.,
- Translate and/or disseminate ISWA publications,
- Actively promote membership and acquire new members for ISWA,
- Participate in the Regional Development Networks where appropriate,
- Appoint members to the ISWA Working Groups and support their active participation,
- Participate in the General Assembly,
- Promote and participate in ISWA events when within the region,
- Recommend papers and articles for ISWA Publications Award and ISWA Media Award,

- Submit articles for ISWA publications and
- Participate in ISWA questionnaires.

1.2.10

The working language of ISWA is English. Each National Member will pay for those translations necessary.

1.2.11

The National Member dues are proposed by the Board and approved by the General Assembly.

1.2.12

If a National Member fails to pay its membership dues for two years in a row, a motion to remove that National Member shall be automatically put before the General Assembly for vote by the Managing Director. However, the General Assembly can decide to remove a National Member for failure to pay its membership dues for one year cf. Statutes Article XII 2. Once removed, a National Member can only be reinstated after payment of all outstanding dues amounts.

1.3 Company/Organisation Members

1.3.1

A Company/Organisation Member is a company or organisation (public or private) which is working in, or associated with, the field of solid waste management. A Company/Organisation Member may designate a certain number of employees to be members of the Working Groups. The maximum number of designated Working Group members depends on the Company/Organisation Member category. All designated Working Group Members have the same rights as Individual Members, except the right to vote in the elections of Regional Chapters Representatives to the Board.

1.3.2

The number of Company/Organisation Members per country is unlimited.

1.3.3

The Company/Organisation Members represented by the two Company/Organisation Members Representatives elected by the Company/Organisations Members have the right to vote at the General Assembly on all issues except for the election of National Member Representatives to the Board.

1.4 Individual Members

1.4.1

An Individual Member is a person who is working in, or associated with, the field of solid waste management.

1.4.2

The number of Individual Members per country is unlimited.

1.5 Student Members

1.5.1

A Student Member is an individual enrolled full-time at a college or university.

1.5.2

The number of Student Members per country is unlimited.

1.6 Online Members

1.6.1

An Online Member is an individual who receives limited benefits and services online only.

1.6.2

The number of Online Members per country is unlimited.

1.6.3

Online Members do not have the right to vote or to stand for election.

1.7 Honorary Members

1.7.1

An Honorary Member is an individual designated by the General Assembly in recognition of his/her special services to ISWA.

1.7.2

Individuals, who served as President of ISWA, on the completion of their term, may be designated as an Honorary Member.

1.7.3

Additional benefits for Honorary Members are:

- a) A free lifelong ISWA membership,
- b) Exempt registration fees at the ISWA World Congresses and,
- c) A 50% reduction of registration fees to all other events organised by ISWA.

2. THE REGIONAL CHAPTERS

2.1 General

2.1.1

A Regional Chapter is a network of at least 3 ISWA National Members who work together on the promotion of sustainable waste management within their own geographical region or sphere of influence and wish to focus on specific needs and issues relevant to them, leveraging the ISWA network, knowledge, and brand to do so.

2.1.2

A group of at least 3 National Members, freely associated, may apply for the establishment of a Regional Chapter. Prior to the application for the establishment of a regional chapter, an Advisory Committee will be formed according to article 2.4.1. To apply for the establishment of a Regional Chapter a written application must be submitted by the Advisory Committee to the General Secretariat. The establishment of a Regional Chapter shall be subject to approval by the Board.

2.1.3

Within an established Regional Chapter, only ISWA National Members or ISWA Agents can become members of that Regional Chapter. To apply for membership in a Regional Chapter, a written application must be submitted to the Advisory Committee. The Regional Chapter membership shall be subject to approval by the Advisory Committee. All ISWA members that have their statutory seat or their main residence in the same region or sphere of influence are eligible to participate in the Regional Chapter.

2.2 Aims

- Creating a strong ISWA presence in the region by leveraging the ISWA network, knowledge, and brand to serve local needs
- Promoting waste management in their sphere of influence according to the ISWA Mission and the relevant issues of the region,
- Encouraging regional networking and cooperation to solve local problems,
- Promoting ISWA and the Global ISWA agenda as well as linkages to ISWA programs,
- Recruiting members (National Members, Company/Organisation Members, Individual/Student Members and Online Members) within their sphere of influence

2.3 Roles and Responsibilities

The roles and responsibilities of the Regional Chapter are:

- Create a bi-annual regional plan of activities that will be submitted and approved by ISWA's Board of Directors,
- Send an annual report on the activities of the previous year to the General Secretariat by the end of February at the latest,
- To establish and present Training Courses, Workshops, ISWA events and capacity building activities dedicated to the needs of the specific region,
- To promote the International Waste Management Certification program,
- To provide ISWA with information on the development of waste management in the region,
- To identify regional priorities for development assistance agencies and engage with regional branches of international organisations within their sphere of influence,
- To create and distribute a regional database of waste management information,
- To communicate with the General Secretariat on events and in general on waste management issues of the region on a regular basis,
- To create a regional newsletter or to contribute regularly to the ISWA Global Newsletter
- To alert members of Waste Management issues in the region.

2.4 Organisation

The Regional Chapters will consist of at least an Advisory Committee, and may at their discretion, create their own Scientific Board and permanent or ad-hoc Working Groups.

2.4.1 Advisory Committee

The Advisory Committee may be freely formed to suit the Regional Chapter needs and resources but must have a stable and fair representative character. It has a role analogous to that of the ISWA Board of Directors, but then directed to the Regional Chapter.

The Advisory Committee creates a bi-annual plan of activities and submits it for approval, together with its relevant budget, to ISWA's Board of Directors. In case ISWA's funds are required, ISWA's Board must approve the requested budget and define the terms and conditions for releasing the relevant funds.

2.4.2 Scientific Board

An optional Scientific Board may be formed, at the discretion of the Regional Chapter and according to its needs and performs the duties analogous to the STC at a regional level. Its members should reflect the priorities and the expertise required to work on the regional agenda of waste management issues. It is recommended that at least some of its members should come from Universities to maintain the high scientific caliber that is central to ISWA's reputation.

2.4.3 Headquarters

The Regional Chapter shall maintain a headquarters, a physical office, in one of its members countries. The Advisory committee of the Regional Chapter shall review the location of the headquarters periodically, and at its own discretion may opt to open a bid process to relocate to another member country.

2.4.4 Funding

The Regional Chapters must be financially self-sustaining. They are required to perform their own fund-raising, attract sponsorships and, accordingly, maintain their annual budget.

ISWA will support the Regional Chapters in the following ways:

- Conditional funding for activities approved by ISWA's Board of Directors.
- Regional Chapters will receive 20% of the ISWA annual membership fees for each additional organizational member in their region they actively bring to ISWA, starting from 2020, for as long as each additional member pay their annual fees.
- Regional Chapters will receive 20% of the International Waste Manager (IWM) fees for each additional enrolment they bring actively to the IWM program, starting from 2020, for as long as each additional enrolment pays their annual fees.
- Regional Chapters will receive 10% commission for each non-project related sponsorship they bring to ISWA.

2.5 Board Representation

All Regional Chapters are together represented by up to 3 elected representatives on the Board. In case there are more than 3 Regional Chapters within the association, a rotation system for the selection of the Board representatives will be proposed by the Board and approved by the General Assembly.

2.6 Regional Chapter Review

The ISWA board shall perform periodic reviews of each Regional Chapter, to ensure that the Regional Chapters are functioning according to their purpose, present recommendations and help improve performance where necessary.

3. THE GENERAL ASSEMBLY (GA)

3.1 General

The General Assembly is the ruling body of ISWA. Its specific duties include establishment of membership requirements, dues, and policy. The General Assembly empowers the Board with responsibilities for managing, through the General Secretariat, the affairs of ISWA.

3.2 General Assembly Meetings

The General Assembly shall meet at least once a year. Other meetings of the General Assembly may be held as determined by article 11 in the Statutes. General Assembly Meetings may be held digitally when the Board has decided there are compelling reasons to deviate from a physical meeting.

3.3 Attendance at General Assembly Meetings

General Assembly meetings are open to all ISWA members, but only National Member Representatives, members of the Board and the Managing Director have the right to speak. The President, at his or her discretion, may allow other members or individuals to speak.

3.4 Notices

The General Secretariat shall notify all National Members at least 6 months prior to the date of the General Assembly meeting, the date, time and location of the General Assembly meeting. The General Secretariat shall submit the agenda and agenda item materials at least 30 days prior to the date of the General Assembly meeting.

3.5 Decision Making Procedures

3.5.1

No business shall be transacted at a meeting of the General Assembly unless a quorum is present consisting of at least 50 percent of the votes held by all General Assembly members eligible to vote.

3.5.2

In consideration of Statutes article XII 2. all National Members are entitled to vote in the General Assembly. The number of votes that a National Member holds is based on the total amount of annual membership dues received from all membership categories within its country or countries. National Members must have paid the National Membership Dues 10 days prior to the General Assembly meeting in order to vote in the General Assembly.

3.5.3

Payment of National Membership dues entitles a National Member to one vote in the GA.

Payment of Membership dues of at least € 3,760 from membership categories in the countries represented by a National Member entitles a National Member to a second vote in the GA. This amount shall include the amount paid for the National Member dues.

Payment of Membership dues of at least € 7,520 from membership categories in the countries represented by a National Member entitles a National Member to a third vote in the GA. This amount shall include the amount paid for the in National Member dues.

3.5.4

A National Member with more than one vote in the General Assembly may, in case of written pre-notification to the General Secretariat, let one Representative carry the total number of votes (1-3), for each country.

3.6 Order of Business

- a) At the General Assembly of the Association the order of business shall be:
 - a. Call to order;
 - b. Roll call and Quorum;
 - c. Review of the Agenda, and Procedures for Decision Making;
 - d. Approval of new National Members;
 - e. Approval of the minutes of the Association's previous General Assembly;
 - f. Special announcements by the President and reports by the President, the STC Chair and the MD;
 - g. Financial report by the Treasurer and approval of the financial statement and budget;
 - h. Election of President and Vice-President pursuant to Statute Article VIII and cf. Internal Regulations item 4.;
 - i. Election of the Board cf. Internal Regulations item 4. and election of other Standing Committee Chairs cf. Internal Regulations item 4.;
 - j. Recognition of Company/Organisation Member Representatives at the Board;
 - k. Recognition of the Regional Development Networks Representatives;
 - l. Report of the Hosting National Member on the ISWA World Congress;
 - m. Approval of proposals;
 - n. Report on upcoming General Assemblies and ISWA World Congresses.
 - o. Designation of Honorary Members;
 - p. Confirmation of, or dates of, next General Assembly of the Association;
 - q. Any other business.
- b) With the consent of the President, a National Member Representative may move that the order of business or the order for dealing with particular items under each heading of business be varied. The motion shall be put without discussion and carried by a majority vote of the National Representatives present and voting at the meeting.
- c) The order of business may also be adapted to fit in a split format between a session in writing and a physical session, in the same manner as a digital general assembly.

3.7 Minutes

Minutes of the proceedings of a General Assembly shall be drawn up and shall be signed by the President at the next meeting of the General Assembly.

The minutes shall be taken as read if they have been sent to National Members not less than 90 days before the meeting. The minutes may not be signed as long as they can't be taken as read according to the preceding sentence. The minutes may be challenged only on their accuracy by Board Members and National Members whose representative(s) attended the respective GA meeting. Such challenge shall be by motion before the minutes are signed. No other motion or discussion shall take place on the minutes.

3.8 Extraordinary General Assembly Carried Out in Writing

3.8.1

An Extraordinary General Assembly may be carried out in writing. A Quorum for an Extraordinary General Assembly is reached when more than 50% of the National Members have voted before a given date.

3.8.2

The National Members will carry the same number of votes as at the previous General Assembly. Each National Member shall designate one Representative to cast the vote(s).

3.8.3

All votes shall be sent to a General Secretariat special e-mail address by a specified deadline. The result will be reported to the National Members within 30 days of the expiration of the deadline.

3.9 General Assembly Carried out Digitally

In case a General Assembly is carried out digitally, the following points must be adhered to:

- The meeting must be made accessible to all voting members.
- Members must have the opportunity to ask questions and interact with the proceedings.
- Votes must be held in a way compatible with all voting regulations, including provisions for secret ballot.
- The order of business as described in 3.6. can be substituted by two separate Agendas split into a written Session starting 30 days prior to the meeting and an Interactive Session, during the actual event.

4. COMPOSITION OF THE BOARD AND NOMINATION AND ELECTION PROCESS

4.1 Composition of the Board

The Board consists of:

- President: serves a two-year term; can be re-elected once.
- Vice President: serves a two-year term; can be re-elected twice.
- Treasurer: serves a two-year term; can be re-elected twice.
- Scientific and Technical Committee Chair: serves a four-year term; can be re-elected once.
- 2 National Member Representatives: serve a two-year term; can be re-elected twice.
- 2 Organisation Member representatives: serve a two-year term; can be re-elected twice.
- 3 Regional Chapter representatives: serve a two-year term; can be re-elected twice.

The table in Annex 3 establishes which Board members shall be elected in which year.

4.1.1 Board Member Requirements

The candidates for the Board must have the following qualifications:

- Must have been an Individual Member, a Honorary Member, a National Member Representative, or a Company/Organisation Member Representative in good standing for at least 3 years,
- If the candidate is a National Member Representative or a Company/Organisation Member Representative, the Company/Organisation Member or the National Member he is representing must have been a Member in good standing for at least three years as well,
- Must be committed to attend ISWA Board meetings without ISWA's financial support,
- Must have reasonable oral communications in English, and
- Must have reasonable experience in waste management.

4.1.2 Board Member Absences

Should a Board Member be absent for a Board meeting (or portion thereof), the Board Member position is to remain open (without substitution) until the Board Member returns to service.

4.1.3 Board and Vacancies and Special Elections for Board Members

Should a Board Member position become vacant (due to resignation, removal, or other circumstances) before the completion of the elected term, the Board shall decide if a special election shall be held to fill the vacant position.

In the case that a special election is used to fill a vacant Board position, the membership group(s) eligible to elect the Board Member will be asked to nominate new candidate(s) within 30 days after notification of the vacant position. Only those Members will be entitled to elect a Board Member, who were Members at the time when the respective Board Member position became vacant. The election will be carried out by electronic media within 30 days after the deadline for putting forward candidates. The special election results will be announced to the members of ISWA.

The elected candidate will serve as a Board Member for the remaining term period of the vacant seat.

4.2 Nomination and Election Process for Board Members Elected at the General Assembly (President, Vice-President, STC Chair, Treasurer and 2 National Member Representatives)

4.2.1 Nomination

The President shall issue a call for nominations to all National Members six months prior to the date of the elections at the General Assembly.

Those nominations must include the name of the candidate, a listing of their contributions to ISWA, their CV and their qualifications according to Internal Regulations 4.1.1.

All nominations must be received three months prior to the date of elections by the General Secretariat. The Managing Director will review the documents of all nominees and certify to the Board that the nominations are complete, and that the nominee meets the qualifications as specified in IR 4.1.1.

The Managing Director will notify nominating National Members if their nomination is incomplete and will work with the National Member to complete the nomination.

The Board will confirm the certification of the Managing Director. All certified and confirmed nominees will stand for election. Nominees shall be announced to all National Members.

4.2.2 Election

A) Majority Vote

Offices are filled by a simple majority vote (greater than 50%) of the General Assembly. Where there are more than two nominees standing for a position and no simple majority occurs in the first polling of votes, the nominee with the lowest number of votes is dropped and additional polling continues until one candidate receives a simple majority.

In the case no nominee for an office receives a simple majority; the Board shall appoint a person to serve the office.

B) Balloting

If there are two or more candidates, the voting is done by secret ballot; the Managing Director is the official Clerk for elections. A Board Member selected by the President shall confirm the vote tally of the Clerk.

4.3 Nomination and Election Process for 3 Board Members Representing the Regional Chapters

- Each National Member of the Regional chapter (see IR 2.1.3.) may nominate one candidate for election,
- All ISWA members within the Regional Chapter except On-line Members as stated in Internal Regulations 1.6.3 are eligible to vote for the election of the Regional Chapter Board Member Representative – one member, one vote
- The election will be carried out by electronic media within 30 days after the deadline for putting forward candidates.

4.3.1 Nomination

- At least 6 months prior to the General Assembly the General Secretariat will ask for candidates among all National Members of the Regional Chapter (see IR 2.1.3.) to send in names and CVs of the candidates within 3 months.
- 3 months prior to the General Assembly the list of candidates will be sent out to all ISWA Members within the Chapters for election. Only ISWA Members within the Regional Chapter that have been members in good standing at the time, when the GS asked for candidates are eligible to vote. Each Member has one vote, except On-Line members that cannot vote. The election will take place within 30 days. If there is only one candidate from a Regional Chapter, members will be informed. If there is more than one candidate from a Regional Chapter the ISWA members within that Regional Chapter must elect one candidate. The election will be organised by ISWA General Secretariat and will be performed through electronic media.
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- 30 days prior to the General Assembly the elected candidates will be presented to the National Members with the final call for the General Assembly.
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- At the General Assembly the Regional Chapter Board Representatives will be recognised.

4.3.2 Election

A) Majority Vote

Offices are filled by a simple majority vote (greater than 50%) of **the regional chapter**. Where there are more than two nominees standing for a position and no simple majority occurs in the first polling of votes, the nominee with the lowest number of votes is dropped and additional polling continues until one candidate receives a simple majority.

In the case no nominee for an office receives a simple majority; the Board shall appoint a person to serve the office.

B) Balloting

If there are two or more candidates, the voting is done by **mail**; the Managing Director is the official Clerk for elections. A Board Member selected by the President shall confirm the vote tally of the Clerk.

4.4 Nomination and Election Process for 2 Representatives of Company/Organisation Members

4.4.1 Nomination

- At least 6 months prior to the General Assembly the Secretariat will ask all Company/Organisation Members to nominate candidates and send in names and CVs of the candidates as well as their qualification according to IR 4.1.1. The nominations must be received by the Secretariat 3 months prior to the General Assembly.
- 3 months prior to the General Assembly the lists of candidates will be sent out to all ISWA Company/Organisation Members for election. Only members that have been members in good standing at the time, when the GS asked for candidates are eligible to vote. Each Company/Organisation Member has one vote. The election has to take place within 30 days. The election will be organised by ISWA General Secretariat and will be performed through electronic media.
- 30 days prior to the General Assembly the elected candidates will be presented to the National Members with the final call for the General Assembly.
- At the General Assembly the Board Representatives will be recognised.

4.4.2 Election

A) Majority Vote

Offices are filled by a simple majority vote (greater than 50%) of the Organisation Members. Where there are more than two nominees standing for a position and no simple majority occurs in the first polling of votes, the nominee with the lowest number of votes is dropped and additional polling continues until one candidate receives a simple majority.

In the case no nominee for an office receives a simple majority; the Board shall appoint a person to serve the office.

B) Balloting

If there are two or more candidates, the voting is done by [mail](#); the Managing Director is the official Clerk for elections. A Board Member selected by the President shall confirm the vote tally of the Clerk.

5. THE PRESIDENCY

5.1 Role of President

5.1.1

The President represents ISWA in all of its activities. The President chairs the Board and the General Assembly.

5.1.2

When the President of ISWA is invited to represent ISWA at a meeting or event organised by other organisations, national or international, all expenses involved will be paid by the inviting organisation. If a decision to attend a meeting is made by the General Assembly or the Board all related expenses will be paid by ISWA.

5.2 Presidential Budget

Annually the budget for the President's expenses shall be jointly supported by ISWA and the National Member nominating the President. Annually, the budget shall be jointly developed by the General Secretariat and the National Member nominating the President. The ISWA contribution to the Presidential Budget shall be a part of the Annual Budget of the Association.

5.3 Acting President

In the absence of the President, at meetings of the General Assembly or Board, or under circumstances where the President cannot perform his or her presidential duties, the Vice President shall assume the role of Acting President, until such time that the President can assume his or her duties. If neither the President nor the Vice President is able to fulfil his/her presidential duties the Board shall select a Board Member to assume the role of Acting President.

5.4 President Requirements

In addition to the requirements stated in IR 4.1.1 the candidates for President must have one of the following additional qualifications:

- Served at least 2 years as Board member, or
- Served at least 2 years as Working Group Chair, or
- Served at least 4 years as National Member Representative.

6. THE BOARD

6.1 General

6.1.1

Within the authorities assigned to it by the General Assembly, the Statutes and the Internal Regulations, the Board is responsible for all policies, finances and operations of ISWA.

6.1.2

The objectives of the Board are:

- a) To develop policies and procedures for ISWA and to inform the General Assembly of such policies and procedures.
- b) To propose an annual budget to the General Assembly for approval,
- c) To propose an annual programme plan to the General Assembly for approval,
- d) To propose a strategic plan for ISWA for General Assembly approval,
- e) To foster the accomplishment of the mission of ISWA.

6.1.3

The Board will pursue these objectives by:

- a) Guiding the development of policies and procedures consistent with the mission of ISWA and to assure that these policies meet the wishes of the General Assembly and are implemented to best reflect on ISWA and the membership.
- b) Guiding the development of a strategic plan and the subsequent annual programme plans and budgets consistent with the mission of ISWA and to see to the implementation of those plans and budgets in the best interest of ISWA and the membership.
- c) Guiding the management of ISWA through the President and Managing Director in the operations of the General Secretariat.

6.1.4

The Board Members shall have the following duties and responsibilities:

- a) A duty of confidentiality with respect to any information acquired in connection with their position on the ISWA Board,
- b) To resolve any conflicts arising within the Board and abstain from airing any dissent publicly, and
- c) To avoid the promotion of their own personal or business interests through their position on the Board

6.2 Meetings

6.2.1

The Board shall meet at least three times per year. Meeting dates shall be established by the President after consultation with the other Board Members

6.2.2

The agenda for all Board meetings shall be prepared by the General Secretariat with the direction of the President. Any Board member may request that an item be placed on the agenda by submitting a written request to the President 45 days before a Board meeting. Items not notified in time for inclusion in the agenda may be raised under "Miscellaneous" at the end of the meeting but may not be decided upon.

6.2.3

Provided that proper notice has been given of a meeting, the Board shall form a quorum when more than one half of all the Board members currently holding office are present. All the Board members shall have the opportunity to participate in the transaction of any business, if possible. Resolutions on the business transacted by the Board shall be passed by a simple majority of votes.

6.2.4

The minutes of the Board meeting shall be drafted by the GS; approved by the President for distribution to the Board and finally approved by the Board at their next meeting. Minutes of the Board Meeting shall be provided to all Board members within 30 days of the meeting. The final approved minutes shall be provided to all members upon request, redacted where necessary for privacy protection or other sensitive information

6.2.5

The Board may convene in confidential executive session for the purposes of review and action on contractual, legal and personnel matters. The confidential executive sessions of the Board shall be recorded in minutes but shall not be circulated to ISWA members.

6.2.6

As necessary, staff of the General Secretariat will attend all meetings of the Board and will provide support to all Board meetings. At the discretion of the Chair, staff may be excused from Board meetings when personnel matters are addressed.

6.3 Expenses of Board Members

Board members shall meet their own transportation, lodging and incidental expenses in connection with Board meetings.

7. CONSTITUTION OF INTERNAL GROUPS

7.1 General

7.1.1

There are three types of Internal Groups in ISWA: The Scientific & Technical Committee, the Working Groups and Ad Hoc Task Forces.

7.1.2

The establishment and the dissolution of Internal Groups shall be recommended by the Board and approved by the General Assembly.

7.1.3

All groups shall prepare an annual plan for the approval of the Board. The plan shall describe the activities for the year, planned outputs and schedule for the delivery of those outputs.

7.1.4

National Members may nominate ISWA Members and representatives of Company/Organisation Members, except Online Members, to serve as Chairs of the Working Groups and the Ad Hoc Task Forces. The Board shall approve the selection of Chairs of the Working Groups and the Ad Hoc Task Forces.

7.1.5

The President, Vice President, Treasurer, and Staff of the General Secretariat have the right to attend all meetings of Standing Committees, Working Groups, and Ad Hoc Task Forces.

7.2 The Scientific & Technical Committee (STC)

7.2.1

The STC is comprised of the Chairs of the Working Groups. The STC Chair shall be nominated by National Members and elected by the General Assembly. The STC Chair may be re-elected for one additional term of 4 years.

7.2.2

The STC Chair shall serve on the Board.

7.2.3

With exceptions approved by the Board, the STC must be able to meet its own expenses.

7.2.4

The STC serves as the principal resource to ISWA on science and technology issues. The main purpose of the STC is to actively promote and facilitate:

- a) The sharing and transfer of information based on the knowledge, experiences and results of the different ISWA Working Groups.

- b) Provide direction and oversight of the activities of the ISWA Working Groups.
- c) Initiatives in order to further develop and increase the activities of the existing Working Groups and to identify the need for new ones.
- d) Communication of information to scientists, engineers and managers working in the field of solid waste management in order to continuously upgrade the state-of-the-art.
- e) Co-ordination and enhancement of scientific and technical policies of ISWA.

The STC will pursue these objectives by:

- a) The exchange of knowledge and experiences from the ISWA Working Groups covering subjects within the entire field of solid waste management including waste minimisation, reuse, recycling, collection, transportation, treatment, and disposal of all types of waste, covering technologies, economy, organisation, environmental protection, work environment and public attitudes.
- b) The defining and planning of different activities in order to spread the results from the exchange mentioned above to all ISWA members and to all others of special interest to ISWA.
- c) Covering the promotion of scientific and technological research and development in the areas described above.
- d) Making available, through the Working Groups and the General Secretariat, the results of research and development, environmental protection, national practices, new organisational, operating, and analytical procedures, and practical applications through the publication of scientific and technical reports.
- e) Initiating, for final approval by the Board, specialised seminars, symposia, conferences, exhibitions, etc. at international and regional levels.
- f) Assisting the host National Member in preparing a programme for the ISWA World Congress. This assistance shall be by facilitating the participation of members of the Working Groups in these programs.
- g) Establishing and maintaining relations with other international, regional, and national organisations whose activities are similar to those of the STC.
- h) Reviewing applications and recommend the establishment of new Working Groups to the Board

In the event of an absence or vacancy of a current Chair of a Working Group, the Vice Chair of the Working Group may serve on the STC on behalf of the Working Group. Otherwise, Vice Chairs of Working Groups may participate on the STC but without voting rights.

The STC members shall appoint a Vice Chair of the STC who acts for the STC Chair in his or her absence. The Vice Chair of the STC shall be a current Working Group Chair or –Vice Chair. The Vice Chair serves a 4-year term and may be re-elected once.

The Chair of the STC is elected by the General Assembly based on nominations from National Members. Because the STC Chair also serves as a member of the ISWA Board, a candidate for the STC Chair must conform with individual requirements for serving on the ISWA Board, as applicable. The Chair of the STC shall be recognized as a person with a technical, scientific, or management background within the field of solid waste management, with a wide knowledge of the different scientific and technical issues in the field. The STC Chair shall have strong organizational, management, and co-ordination skills. The Chair of the STC must have resources available (e.g., from his/her own organisation or from his/her National Member) to attend STC, ISWA Board, and General Assembly meetings.

7.3 Working Groups

7.3.1

Working Groups (WGs) shall be established to address technical and scientific matters. The purpose of ISWA Working Groups is to serve as the principal means for ISWA to deliver its technical and scientific programmes. As such, the Board, GA and ISWA members look to the WGs for technical information and assistance, basic and applied research, events, and the development and dissemination of information about solid waste management.

7.3.2

Members of Working Groups shall be Individual, Honorary or Student Members appointed by National Members or WG Chairs at his/her discretion, and employees of Company/Organisation Members appointed by them. In any instances appointees shall demonstrate expertise and knowledge in the subject matter of the Working Group they are appointed to.

A National Member may appoint two Individual or Honorary Members to each Working Group. The maximum number of employees to be appointed as Working Group members by Company/Organisation Members depends on their Company/Organisation Member category as published on the ISWA website.

7.3.3

Members can become Corresponding Member of the Working Groups and thereby receive the agenda, the minutes and other relevant papers of the Working Groups by contacting the General Secretariat.

7.3.4

A Chair and a Vice Chair shall be elected by each Working Group. Chairs of the Working Groups shall serve on the STC. To be nominated for Chair or Vice Chair positions, a member must be in good standing. Nominations must include the name of the candidate, a listing of their contributions to ISWA, their CV and their qualifications according to Internal Regulations 7.3.2.

Elections shall be held within the members of the working group at the moment the election is called. The election will be called such that it allows 4 weeks for the announcement of candidacies and 4 weeks for the election to take place **through email** so that the result can be made known for recognition by the board and the next General Assembly.

If only one valid candidate is available for the election, the candidate may be appointed without election.

7.3.5

Terms of Chairs and Vice Chairs are 4 years. Chairs and vice Chairs may be re- elected for one additional term of 4 years.

7.3.6

Working Groups are provided with secretarial assistance from the General Secretariat for general administration and coordination of the group activities. Support from the General Secretariat for projects must be funded as part of the project. Members of the Working Groups shall meet their own travel expenses in connection with their meetings. With exceptions approved by the Board, groups must be able to meet their own expenses.

7.3.7

Working Groups are encouraged to prepare publications and contribute to ISWA projects, events and trainings. Such efforts are to be supported and co-ordinated by the General Secretariat.

7.4 Ad Hoc Task Forces and Agents

7.4.1

Ad Hoc Task Forces and Agents are established to handle special new challenges identified by the Board which require expert and concentrated attention which cannot be provided by a Working Group

7.4.2

Ad Hoc Task Forces and Agents provide a means for ISWA to obtain specialised information to assist ISWA in policy and programme determination or carry out specific tasks of importance and advantage to the Association.

7.4.3

Ad Hoc Task Forces are established for a specific purpose and assignment, have a stated length for existence, and are disbanded by the Board when their effort is completed.

7.4.4

Ad Hoc Task Forces engaged in work that falls under the purview of the STC shall report to the STC,. Agents report to the Board.

7.4.5

Ad Hoc Task Forces and Agents must be able to provide their group with adequate secretarial assistance for the work of the group. The board may, at their discretion, provide varying incentives.

8. THE GENERAL SECRETARIAT (GS)

8.1 General

8.1.1

The General Secretariat is the headquarters of ISWA. The physical location of the General Secretariat is Rotterdam, Netherlands.

8.1.2

The President has the authority to hire and terminate the employment of the Managing Director with the approval of the Board. The approval must be recorded in the minutes of the Board meeting and the decision is to be circulated to the National Members for information.

8.1.3

The Managing Director shall serve as the chief executive officer of ISWA and shall be responsible for all planning, management, direction, co-ordination and support to all ISWA operations, committees, events, projects, programmes, member services, communications, publications, and relations with other organisations.

8.1.4

The Managing Director shall report to the President.

8.1.5

The Organisation and function of ISWA including the performance and location of the General Secretariat shall be evaluated on a periodic basis. The Board will establish the content of the evaluation and report the results to the General Assembly.

9. FINANCES

9.1 General

9.1.1

The financial goal for ISWA is to be an economically self-supporting organisation by creating revenues from membership dues, donations, sponsorships, subsidies, interest income, organisation of events, publications, project management, public relation measures and promotions of all kinds.

9.2 Membership Dues

9.2.1

Membership dues are proposed annually by the Board with the assistance of the General Secretariat and approved by the GA.

9.2.2 National Membership Dues

The contribution of membership dues is an essential duty of National Members as the core group of the association which cannot function effectively without a reliable source of funding.

Each year the General Secretariat shall review if the National Membership Dues should be modified and if so, adjust the dues for all National Members for the upcoming year, subject to Board approval and final approval of the General Assembly.

The General Secretariat shall notify all National Members annually of any revisions to the dues for National Members. The National Membership Dues and the reference for their calculation shall be published on the ISWA website.

9.2.3 Low- and Lower Middle Income National Membership Dues

National Members from countries classified as Low- and Lower Middle Income Countries will pay a flat annual National Membership Due and have one vote in the GA.

9.2.4 Refund to National Members

i. National Members shall receive a 10% of renewal income from Organisation Members in their country on an ongoing basis. The refund shall be received as a discount on the National Member fee in the following year, or as a direct payment should the Organisation Membership income in their country exceed the National Member fee. National Members shall only receive the refund if they have paid their annual fee, or if they agree to receive the payment as a reduction in their fee.

ii. National Members shall receive a 20% share of the income from new Organisation Members in their country who they actively recruit. The Organisation Member must specifically refer to the National Member referral in the membership application.

iii. National Members who are members of an established Regional Chapter shall receive a 10% revenue share for each additional Organizational Member in their region they bring to ISWA, and their Regional Chapter will receive the other 10%.

iv. The refund arrangements as described above shall not apply to national members that have an existing, or make a new specific arrangement for membership.

9.3 Accounts

The accounts shall be kept in accordance with procedures established by the GA.

9.4 Annual Financial Report

The Treasurer shall present to the GA an Annual Financial Report. The Financial Report shall include a report on income, expenditures, assets and liabilities for the past and current fiscal years.

9.5 Annual Budget

9.5.1

The Board shall with assistance from the Managing Director prepare an annual plan and budget. The plan shall describe the activities and outputs for the previous year and for the upcoming budget year, and schedule for the delivery of those outputs. Copies of the plan shall be available to ISWA members upon request. Schedules for delivery of plans and budget shall be determined by the Managing Director.

9.5.2

The Treasurer shall present to the GA, at the Annual Meeting, for approval a proposed Annual Budget for the coming fiscal year.

9.5.3

The Board, in conjunction with the Treasurer and the Managing Director, shall be empowered to make changes in the overall budget as long as it remains balanced. If an unexpected budget deficit occurs, because of reduced income or increased expenses, the Treasurer in conjunction with the Board and the Managing Director shall intervene to rebalance the budget.

9.5.4

ISWA Members may be reimbursed for expenses incurred on behalf of the Association if previously approved as part of the budget.

9.6 Annual Audits

An external Annual Audit shall be prepared by an independent auditor firm and submitted to the Managing Director. Based on the external audit an internal audit shall be carried out. The Treasurer shall approve the audit reports and present the findings of the audits to the General Assembly for approval.

9.7 The Management of Assets

9.7.1

The management of assets shall be done by the President and Treasurer in conjunction with the Managing Director. The Treasurer and the Managing Director shall prepare an annual investment plan for approval by the GA. The plan shall be consistent with the investment policy.

9.7.2

The President and the Treasurer shall decide upon who will be authorised from the General Secretariat to sign on behalf of the Association, regarding economical affairs, depositions, withdrawals, investments, etc. Normal business matters shall be handled by the General Secretariat.

9.7.3

The Board shall establish an investment policy. The General Assembly shall approve the investment policy.

10. EVENTS

10.1 General

10.1.1

In accordance with the objectives considered in the Statutes, ISWA as an association will offer annual and special ISWA events. The term "events" includes the World Congress, and any conference, workshop, meeting or training course sanctioned by ISWA.

10.1.2

ISWA may co-organise national or international events organised by other organisations. The General Secretariat shall negotiate all event arrangements with co-organisers by written agreements consistent with these Internal Regulations and accepted event policies.

10.1.3

The Board shall reserve the right to make the final decision regarding arrangements for events organised or supported by ISWA including locations and dates, approval of programmes, fees and other relevant procedures.

10.1.4

All proposals concerning events from Committees, Working Groups, National Members, Initiators, etc. shall be submitted in writing to the General Secretariat for co-ordination and consideration. Preparations and arrangements for events shall be done by the General Secretariat in close co-operation with the appropriate Standing Committees and Working Groups.

10.1.5

All arrangements, administrative and management support, and operations shall always be arranged in co-operation with the General Secretariat. Dates and locations of all approved events shall be published by the General Secretariat.

10.2 World Congress

10.2.1

National Members may host the World Congress. The GS makes a call for proposals three year prior to the planned date. Proposals with supporting plans and budgets shall be submitted to the General Secretariat. The General Secretariat will circulate copies to the Board for review and approval. Approval may occur at the next Board meeting or by paper ballot.

The current Host of the General Secretariat shall have the right to host a World Congress without a bid once during the Hosting term. This right may be exercised only for world congresses not already granted, and must be announced prior to any call for Expressions of Interest for the year concerned. In that case there will be no call made and the board will award the right to organise the World Congress to the Host.

10.2.2

Programmes for the World Congress shall be prepared jointly by the Host National Member, the GS and the STC.

11. PUBLICATIONS

11.1 General

Publications carrying the ISWA logo must be of high quality in terms of content and appearance. Use of the logo, style and format shall be approved by the General Secretariat.

All publications, including those provided by the Working Groups, are the sole property of ISWA. All marketing efforts, all revenues and all expenses for the production of all publications shall be the responsibility of the General Secretariat. The General Secretariat, on a case-by-case basis, may provide alternative arrangements for the production and marketing of ISWA publications.

The Managing Director shall negotiate the terms of agreement with all publishers. Publisher agreements are signed on behalf of ISWA by the Managing Director.

11.2 Journal

11.2.1

The ISWA Journal, Waste Management & Research (WM&R) shall have an editorial office at the address of ISWA. The General Secretariat shall provide support services to the editorial management of WM&R. The General Secretariat shall serve as the communications network between the geographically separated Editorial Group (EG) members. The General Secretariat is also the centre for communication between authors, EG members, Editorial Board (EB), International Advisory Board (IAB) and reviewers.

11.2.2

Management of WM&R shall be established by a WM&R-manual which is prepared by the EG in agreement with the MD.

11.2.3

The EG members shall work according to an agreement established by the MD, and subject to approval by the Board in the case of financial issues. For the Senior Editor in Chief (Senior EIC), the terms of service will comprise 4 years at a time; for the Editors in Chief and Associate Editors the terms may be shorter. The EG, publisher and General Secretariat shall meet at least once a year to evaluate the operation of WM&R. The Senior EIC must deliver an annual report to the Board.

11.2.4

The EB of the WM&R is established and maintained upon the recommendation of the EG and subject to approval by the Board. ISWA membership, professional expertise and knowledge and geographic distribution are important criteria for the selection of EB members. Two years is a normal service period. EB members shall be listed inside the cover of WM&R. Meetings of the EB shall be called by the EIC once a year at the ISWA World Congress.

11.3 Magazine

11.3.1

The ISWA Magazine, Waste Management World (WMW) shall be published a minimum of six times per year.

11.3.2

All Members are expected to provide articles and assist in the publication and distribution of the Waste Management World and the marketing of advertisement possibilities.

The following annexes form an integrated part of these Internal Regulations:

Annex 1: Prerequisites for National Membership Application

Annex 2: Contents of Application for National Membership

Annex 1

Prerequisites for National Membership Application

A National Member is required to:

- 1) Preferably be a national organisation (association, institute, federation or similar) representing a country, or countries, for which it is appointed, acting for all interests concerned with respect to ISWA matters, or;
any other organisation working for the public interest to promote and develop professional waste management and the circular economy country-wide, as justified by the board on the basis of special circumstances and approved by a vote in the following GA.
- 2) Demonstrate the ability to create and develop a national membership by having at its disposal permanent office facilities, an adequate number of staff and be financially viable.
- 3) Be a charitable or similarly designated organisation (association, institute, federation or similar), or; by board justified and GA approved exception, any other organisation considered able to act in the public interest and faithfully include ISWA's activities into its own, incorporated and registered according to the law of the country where its permanent office is located.
- 4) Represent a significant proportion of persons or organisations (associations, institute, federation or similar) engaged in the waste management sector, or, by board justified and GA approved exception, any other organisation considered able to represent those interests in a fair and unbiased manner.
- 5) Establish a permanent interface or contact to communicate and co-ordinate ISWA activities within the country, comprising preferably of a committee of organisations (associations, institute, federation or similar) engaged wholly, or having a majority of their interest in solid waste management.
- 6) Provide opportunities for the exchange of experience and knowledge through the presentation and discussion of technical presentations throughout the geographical area of the National Member interest.

Annex 2

Contents of Application for National Membership

The written application, submitted to the GS, for National Membership, and in a form prescribed by the Board, and with all relevant documents, in English, shall include:

- 1) A copy of the applicant's statutes or an equivalent document;
- 2) Information about the applicant, and its affiliates (staff, budget, programs, activities and an abbreviated list of their members and/or types of members which could be used to evaluate their value to the ISWA network);
- 3) Indications that the applicant has:
 - a) Contact with those involved within the country who are interested in ISWA activities, (Possible agreements with other non-governmental organisations (association, institute, federation or similar, or multiple organisations acting together, must be taken into account, if necessary);
 - b) the ability to fairly represent the national interests within ISWA;
 - c) the ability to incorporate the ISWA's activities into its own
- 4) A description of its current activities in the ISWA field;
- 5) A programme of the activities it intends to develop in the future;
- 6) All items showing the applicant's capacity to gain new members for ISWA in its country
- 7) Evidence of the capacity to disseminate information on the different activities within the ISWA field;
- 8) The names, titles and qualifications of the person(s) designated as official representative(s) with a curriculum vitae
- 9) A list of other national organisations (association, institute, federation or similar) working wholly or partially in the same field. A description of their respective main characteristics, which could support the National Member, should be provided.