

NGO COMMITTEE ON AGEING, NEW YORK

BY-LAWS

AS AMENDED 1 MAY 2014

1. Name

The NGO Committee on Ageing is constituted as a Committee of the Conference of Non-Governmental Organizations (CONGO) in Consultative Status with the United Nations Economic and Social Council (ECOSOC), United Nations, New York, in April 1979.

2. Authority and Purpose

The purpose of the NGO Committee on Ageing is to encourage, facilitate, and support the United Nations' actions related to ageing so as to fulfill its mission. This is to be accomplished by:

- a. Encouraging United Nations (UN) bodies and agencies to include ageing issues in their planning and social policy considerations.
- b. Acting as a forum, which receives and shares information on global ageing issues, including collaboration and partnership with other non-governmental agencies.
- c. Cooperating with UN departments, bodies, organizations and agencies to raise public awareness about ageing issues in order to improve the status of older persons globally.
- d. Remaining flexible, open and alert to changing world environment and the subsequent changes in the United Nations.

3. Membership

- a. Member: A representative of a non-governmental organization in consultative status with ECOSOC upon payment of dues to the Treasurer may become a Member of the Committee, be eligible to vote and hold

office. In the event that more than one Committee, there is only one vote cast per NGO Organization.

- b. Associate Member: A representative of a non-governmental organization associated with the UN Department of Public Information upon payment of dues to the Treasurer may become an Associate Member. An Associate Member may attend meetings, serve as a Chairperson for *ad hoc* committees or sub-committees, but may not hold office or vote on the Committee business.
- c. Supporting Member: A representative of a non-governmental organization, civil society or an academic institution having no status with the Economic and Social Council (ECOSOC) or the United Nations Department of Public Information (DPI), who, upon payment of dues to the Treasurer, may become a Supporting Member. Such a member may attend meetings serve on *ad hoc* committees or sub-committees, but shall not hold office or vote on Committee business.
- d. Ex-Officio Member: At the discretion of the Chairperson, individuals may be designated *Ex-Officio* members of the Committee but will not be required to pay membership dues or have voting rights.
- e. Student Member: A person enrolled in a college or university upon payment of dues to the Treasurer may become a Student Member. A Student Member may attend general meetings and serve on *ad hoc* committees or sub-committees at the discretion of the chairs of such committees, but shall not hold office or vote on Committee business.

4. Membership Dues

The fiscal year of the NGO Committee on Ageing shall be January 1 through December 31. Membership dues shall be set by vote of two-thirds of the Executive. Payment of membership dues shall constitute membership and shall entitle members to receive notices and other materials as determined by the Executive Committee. Yearly dues shall be payable at the beginning of the fiscal year. A notice of delinquency shall be sent to members who have not paid dues by March 1 of the fiscal year. Failure to pay by March 15 shall declare the member as not in good standing.

5. Meetings

- a. The Chairperson, in consultation with the Officers, shall call all plenary meetings of the NGO Committee on Ageing to take place on the first Thursday of every month during the NGO program year, (usually from September through June) unless circumstances related to the calendar require some adjustment.
- b. Voting shall be by consensus except at the request of any Member Organization on a specific question, providing a majority of Member Organizations is present. Each Member Organization in consultative status with ECOSOC shall have (1) one vote.
- c. A letter ballot will be taken in the absence of a quorum.

6. Officers and the Executive Committee

- a. The Officers of the NGO Committee on Ageing shall be the Chairperson, the Vice-Chairperson, the Recording Secretary, the Corresponding Secretary and the Treasurer. A candidate for the office of Chairperson shall have served by election on the Executive Committee for at least two years unless special circumstances occur. The candidate for an office on the Executive Committee, whenever possible, shall have been a member of the NGO Committee for at least one year unless special circumstances occur. Officers shall be elected for a term of two years. No person shall hold the same office for more than two consecutive terms. However, the Nominating Committee may propose, under special circumstances, that an elected member may serve for an additional two-year term.
- b. The Executive Committee shall be composed of the five Officers, the immediate Past Chairperson, and five Members-at-Large. No more than two representatives from any single organization shall serve concurrently on the Executive Committee.
- c. Five Members-at-Large shall be elected to serve on the Executive Committee for a term of two years. No person shall be elected as a Member-at-Large for more than two consecutive terms.

- d. If, for any reason, a vacancy occurs on the Executive Committee, the position shall be filled by appointment of the Executive Committee based on recommendations from the Chairperson within thirty days of the vacancy.
- e. The Chairperson of the NGO Committee on Ageing, with the approval of the Executive Committee Officers, shall determine when a sub-committee is necessary to fulfill a current need to further the purpose of the NGO Committee on Ageing.
- f. Chairpersons of all sub-committees or *ad hoc* committees shall be appointed by the Chairperson, in consultation with the other officers and subject to the approval of the elected members of the Executive Committee.
- g. Chairpersons of sub-committees shall be responsible to the Executive Committee and shall report periodically.
- h. Meetings of the Executive Committee shall be open to observers from the membership of the Ageing Committee not represented on the Executive Committee and, on the invitation of the Chair, other persons. Such observers shall be entitled to speak with the consent of the Chairperson but have no vote. Under exceptional circumstances the Committee Chair may call for a closed meeting.

7. Duties of Officers and Executive Committee

- a. The Chairperson shall preside over meetings, promote the general effectiveness of the NGO Committee and ensure communication with CONGO and appropriate persons in the UN Secretariat.
- b. The Vice-Chairperson shall be in charge of program planning for the meetings of the overall membership. The Vice-Chairperson shall also act in the absence of the Chairperson and undertake any of the responsibilities defined above.
- c. The Recording Secretary shall maintain minutes of Committee meetings, keep a record of attendance and arrange for distribution of minutes to the Executive Committee.

- d. The Corresponding Secretary shall arrange for distribution of announcements of meetings to all Members and to such other persons and organizations as the Board may decide.
- e. The Treasurer shall collect membership dues and other contributions, and be responsible for disbursement and maintenance of accounts. The Executive Committee shall determine the amount of dues and approve the budget of the NGO Committee on Ageing.
- f. The responsibility of the Executive Committee shall be to carry on the business of the NGO Committee between meetings. All Members of the NGO Committee shall be kept informed of the activities of the Executive Committee through regular reports at each plenary meeting.

8. Nominations and Elections

- a. The Committee Chairperson, in consultation with Committee Officers, shall appoint a Nominating Committee no later than February 1 in the year in which the election of Officers takes place. The Nominating Committee shall be composed of a Chair and at least two other members. Persons seeking nomination may not serve on this Committee.
- b. Nominations for the five Officers and five Members-at-Large shall be presented by the Nominating Committee in a written report that shall be circulated to all Members of the NGO Committee one month prior to the meeting at which the election will take place.
- c. The election of the five Officers and the five Executive Committee Members-at-Large shall take place in odd-numbered years at a plenary meeting in June. Election of the Executive Committee shall be decided by a vote of the majority of members representing NGOs in consultative status with ECOSOC present at the meeting. In the event that more than one representative of the same NGO is a Committee member, only one vote will be cast for the organization. New Officers shall assume office the following September.

9. Committee Recommendations, Resolutions and Position Statements

- a. The NGO Committee on Ageing shall produce recommendations, resolutions, and position statements as appropriate and related to United Nations issues and objectives and reflecting the purpose of the NGO Committee on Ageing.
- b. The submission of such materials to ECOSOC, the specialized agencies or any other bodies within the United Nations, however, may not be made in the name of the Committee but shall be submitted in the name of a Member Organization joined by the names of other Member Organizations that have expressed willingness to endorse the statement and are in consultative status with ECOSOC.
- c. The content of recommendations, resolutions and position statement shall be substantive and consistent with the purpose and By-Laws of the NGO Committee on Ageing.
- d. The Committee may also issue recommendations, resolutions and position statement for other purposes.
- e. Members may submit recommendations, resolutions and position statements in writing to the Executive Committee for review and, with recommendations from the Executive Committee, to the membership for action.
- f. Members may at any time submit issues of concern in writing to the Executive Committee for consideration. The Executive Committee may then act directly on an issue or refer an issue to the membership for action.

10. Representation

When the Committee is to be represented at a meeting of the CONGO Boards or any other meetings, the representative shall be the Chairperson or an alternate appointed by the Chairperson.

11. Amendments to By-Laws

- a. An amendment to the By-Laws may be proposed by any member in good standing. A proposed amendment shall be submitted in writing to the Executive Committee for consideration for adoption at least 60 days prior to the plenary meeting at which it would be presented for adoption.
- b. Upon approval of the proposed amendment under consideration, the Committee Chairperson, in consultation with the Executive Committee, shall appoint an *ad hoc* By-Laws review Sub-Committee. The By-Laws Sub-Committee shall circulate the proposed amendment and its recommendation regarding it to the general membership at least 30 days prior to the adoption meeting.
- c. Members may recommend changes or additions to the proposed amendment prior to or during the adoption meeting.
- d. Two-thirds of the voting Members present and in good standing shall be required for the adoption of the proposed amendment.
- e. Upon adoption, an amendment becomes part of the By-Laws and is effective immediately.