Operating Policy
for
Presidium Meetings

In order to achieve the highest levels of accountability, transparency, integrity, honesty and consistency, the following guidelines are produced as a WDSF Presidium Operating Policy according to Article 14(3) of the WDSF Statutes. We expect that these guidelines will assist delegates and WDSF Member bodies to understand the basis of WDSF Presidium Operating Policies.

Any costs incurred will only be paid by WDSF if they are first approved by the WDSF Treasurer. However, such costs will only be met if they are in strict accordance with budgets and these operating policies.

PRESIDIUM MEETINGS NOT CONDUCTED WITH AGMS – REQUESTED BY MEMBERS

The following requirements exist for members wishing for WDSF to conduct a Presidium meeting in their country. The members may supply no more than the following:

- Provide Administration and Travel subsidy of CHF25,000.
- Provide meeting rooms for 2 days of Presidium meetings including tea, coffee, water, biscuits and a light lunch at no cost to WDSF.
- The meeting rooms will have videotape, PowerPoint, DVD and sound equipment available for use at no cost to WDSF.

However, the WDSF Presidium can agree to accept less than these maximum conditions in special circumstances.
PRESIDIUM MEMBERS – COSTS PAID BY WDSF

The following guidelines are to be strictly adhered to:

- WDSF will pay the costs of the cheapest economy airfare available from the Ordinary Presidium member’s place of abode to the closest airport to the respective Presidium meeting.
- For travel exceeding 8 flight hours, Presidium Members may use frequent flyer points earned on WDSF business to seek an upgrade.
- Given the degree of travel that some Presidium & Managing Committee members are required to undertake, the President and Treasurer can mutually agree to pay or subsidize business class air tickets within budget constraints.
- For flights less than 8 flight hours, members are requested to first use frequent flyer points earned on WDSF travel for an economy class seat at no cost to WDSF.
- Any reimbursement for travel costs must be the lower of motor vehicle, train, bus or air ticket costs for any meeting.
- No travelling costs will be paid for spouses, partners or guests of Presidium members.
- A daily reimbursement of CHF50 is paid by WDSF to each Presidium Member.

ACCOMMODATION – ALL PRESIDIUM MEETINGS

- WDSF will supply accommodation for no more than three nights for Presidium Members travelling less than 8 flight hours or no more than four nights’ accommodation for members travelling more than 8 flight hours.
- WDSF will not seek a reimbursement from Presidium Members if they share accommodation with their partners.

FOOD & DRINKS

- WDSF will not pay for any separate expenses incurred by Presidium members’ for lunches, dinners or drinks. However, such expenses incurred during WDSF Presidium meetings may be met by WDSF.
- WDSF will only pay for the farewell dinner for a partner or spouse of a Presidium member.
- WDSF will not pay for the costs of beverages other than those approved in advance by the WDSF Treasurer.
GIFTS

- No Presidium member is permitted to accept any gifts or inducement from any source to the value of CHF 200 without full disclosure and approval of the WDSF Presidium.

The above Operating Policies are not meant to be exhaustive. The policies merely provide a framework on which WDSF Member bodies, Presidium Members, Commissions and Delegates can use as a guide.

If any concern or doubt exists, it is recommended that full disclosure and approval or direction be sought from the WDSF Presidium.

PROCEDURE IN THE PRESIDIUM’S WORK

For greater certainty, the following Policies are supplementary to the mandatory provisions of the WDSF Statutes.

1. Every Presidium Member may propose business and Motions to the Presidium, but Presidium Members shall make reasonable efforts to coordinate and cooperate with the WDSF General Secretary, the President and the 1st Vice President when making such proposals, so that business and Motions are conducted in an orderly manner.
2. When the Presidium is not meeting personally, the WDSF General Secretary will usually conduct discussions and Motions, provided always that the President and the 1st Vice President may also do so.

Effective Date

This version of the Operating Policy was passed by the WDSF Presidium January 20, 2013 and came into force and effect on January 20, 2013.