



World Society of Victimology

PROCEDURES MANUAL

(Amended 19th August 2006)

WORLD SOCIETY OF VICTIMOLOGY PROCEDURES MANUAL

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World Society of Victimology

PROCEDURES MANUAL

I. Purpose: The purpose of this manual is to provide guidance, in addition to that which exists in the Basic Statute of Incorporation (BSI), to all members of the World Society of Victimology so that the actions taken are standardized, sanctioned by the Executive Committee and clearly understood. The aim is also to involve a broader range of members in the planning and management of the Society. The various positions fall within the following groups: The General Membership, the Executive Committee and the Committees established by the Executive Committee. Each of these groups have specific functions which give our Society its organizational life and growth. The procedures in this Manual are based on the Basic Statute, the Society's structure and the Executive Committee's guidance; and, in the absence of existing policy, may be added to by the Executive Committee.

II. The General Membership: The BSI's § 6 identifies the General Membership as "The highest body" of our Society. These procedures encourage the General Membership to participate actively in the achievement of the Society's Purposes as listed in § 2. Being active includes: keeping one's membership status in good standing by paying dues in a timely manner; participating in each triennial symposium; periodically contributing to The Victimologist and The International Review of Victimology; promoting WSV membership among non-member colleagues within the field of victimology and victim assistance; participating in the nomination and election of Executive Committee (EC) members every three years prior to each symposium; participating in the work of the committees where possible; nominating prospective awardees every three years prior to each symposium; and communicating with the various members of the EC to provide feedback on the operations of the Society.

III. The Executive Committee: The 15 members of this committee have responsibilities listed in the BSI in §9 & §10. The specific roles are:

The President: "The President is the principal representative of the Society and chairs each meeting of the Executive Committee and of the General Assembly." The President also "nominates the editors of The Victimologist" (§14.1) and is a member, ex-officio of all committees established by the Executive Committee.

The President has two other principal responsibilities:

1. To provide **leadership**: by formally presenting a strategy for the growth and health of the Society at the beginning of each 3 year term of office and having this plan (in collaboration with the

Budget and Policy and Programme Committees) approved by the full EC; by being accessible through periodic group email messages and responding to inquiries in a timely manner and by monitoring the activities of the Secretary General, the Treasurer and the chairs of the other committees, periodically commenting on their activities;

2. To serve as the principal **spokesperson** for the Society in relation to other organizations and members of governments; to dynamically promote the Purposes of the Society through public relations with the media, all academic institutions and the general public, and, as time permits, to publish information about and on behalf of the Society in the publications of other organizations.

The Vice President: “The Vice-President acts on behalf of the President in the event of absence and also takes responsibility for managing work in progress delegated by the President.” In the event of a long term absence of the President, the Vice President will assume the role of the President until the end of the three year term has expired or until the original President is again able to resume his/her duties. In addition, the Vice President will normally be expected to chair one of the main committees established by the Executive Committee.

If the workload of the Society requires an additional senior officer, the Executive Committee may appoint a Second Vice President.

The Treasurer: The BSI §10.4 states that “the Treasurer is in charge of the Society’s financial activities and reports annually to the Executive Committee and to the members on the financial status of the Society. The Treasurer also chairs the Budget Committee and makes recommendations to the Executive Committee on all financial matters.

The funds which accumulate from membership fees, or other income, should be invested in conservative instruments (like a savings account, and/or Certificates of Deposit) to enhance the earning power of monies not being used. The Treasurer should be consulted prior to making any expenditure using the WSV’s funds to determine whether the intended use is in accordance with WSV financial guidelines and prudent financial practices.

Additionally, the Treasurer receives and processes applications for membership and renewal of membership and maintains the membership list, keeping the officers, the Membership Committee and the Executive Committee informed of changes in the membership on a periodic basis.

The Secretary General: The BSI §10.5 states that “the Secretary General is the second representative of the organisation in relation to external affairs. S/he also prepares minutes of all meetings of the Executive Committee and of the General Assembly. S/he supervises all ballots carried out under the provisions of §8. In the absence of the Secretary General, another member of the Executive Committee (with the exception of the President) may be appointed to carry out these duties”.

At least once every three months the SG will communicate with the President and Treasurer to provide information on the various activities he/she has been charged to complete.

In the Spring of the third year of each term, the SG will solicit nominations from the General Membership for the EC positions that will be vacated. Members will be contacted by e-mail for those with registered e-mail addresses (in the WSV membership list) or through the regular post for those without e-mail addresses. Each nominee will be required to sign an agreement to abide by the conditions of membership of the EC and also to send a 200 word statement to accompany the subsequent mail ballot. Nominees who do not respond within the proscribed period will not be included in the election ballot. The SG will conduct the elections in good time for the results to be tallied and the nominees notified in time for their participation in the next EC meeting at the upcoming Symposium.

The SG will also be responsible for maintaining the accreditation process of WSV representatives to other organizations. Each accredited representative will: be a WSV member in good standing; have a written endorsement of a current EC member, and have their curriculum vitae on file with the Office of the Secretary General, before being accredited. In the event of a conflict in the selection process, the SG will resolve the problem in consultation with the President.

As the principal administrator of the Society, the SG maintains correspondence with all those having questions about the Society and with queries from other organizations, governments and individuals. The SG is an ex officio member of all committees established by the Executive Committee .

Other EC members:

As the WSV has no paid staff, the work of the Society has to be carried out by the Executive Committee. In order to share the work load, a series of committees has been established to undertake the various aspects of work.

§9.8 of the BSI provides for the Executive Committee to co-opt up to three additional members in good standing to be full voting members of the EC. In order to ensure a close relationship with the hosts of the next symposium, one of these co-opted places must be reserved for a representative of the local organizing committee, if they are not already represented among the elected members.

Most members of the Executive Committee will be expected to convene and to chair one of the working committees and to report on its progress at each meeting of the Executive Committee. In addition, each member of the Executive Committee will be expected to become a member of at least one other committee to provide support or, where necessary, to deputise for the chair.

All EC members, regardless of position, should serve as “membership ambassadors” for their respective countries by distributing the WSV brochures and actively promoting the Society at local and national victimology, victim assistance and criminology meetings, conferences and events. Furthermore, they should report to the Secretary General and Treasurer if they know of special events in their respective country where a membership recruiting opportunity exists so that the brochure can be sent to them for distribution.

IV. Expulsion from the Executive Committee: §9.11 of the BSI states that persons who are members of the Executive Committee (either elected or co-opted) who miss two meetings “within their six year term”, without an acceptable explanation, may be expelled from the EC and that the position vacated will be filled by co-option at the earliest opportunity. Co-options will last until the next symposium.

The EC meeting on 19th August 2006 agreed that this clause should be amended to read “within any six year period” and that persons expelled for this reason should not be eligible for re-election to the Executive Committee.

§11 of the BSI requires that “Chairs of committees appointed by the Executive Committee who do not carry out the work delegated to that committee, or who do not report effectively to the Executive Committee, will be replaced and will not be eligible for re-election to the Executive Committee”.

The EC meeting on 19th August 2006 agreed that this clause should be amended to provide also for the expulsion from the Executive Committee of committee chairs who do not carry out their duties.

In each of the clauses above, either or both of the penalties (expulsion or ineligibility to stand for re-election) may be waived by the EC if the person responsible resigns from their duties prior to being removed.

V. The Committees:

The Executive Committee has identified a number of committees to carry forward the work of the Society between symposia. The number, objectives and tasks of these committees can be amended by the Executive Committee as required. The basic terms of reference which will be applied to all committees are appended to this manual together with a template which will be used to set out the specific terms of reference for each committee.

The full terms of reference for each committee are also appended.

There are two additional committees:

The Organizing Committee: This committee is identified in BSI § 6.4 which states that the chairperson is the host of the upcoming symposium. Also the host/chair will select the members of this committee. The procedures agreed by the Executive Committee require that the host selects the members of the committee during the first year of the three year term in order to ensure the effective development of plans for the symposium in liaison with the Executive Committee.

The Honorable Advisors: this group consists of the current President, the former Presidents and “selected other distinguished victimologists”. It convenes at each symposium, usually on the final day, and offers advice to the EC, through the President on any aspect of the work of the Society. The group is chaired by the current President.

The Officers’ Committee

Objectives: To develop strategic plans and work plans for the WSV and to oversee the work of the committees of the WSV between meetings of the Executive Committee.
To prepare and to recommend new policies and structures to facilitate the activities of the Society.

Tasks: To review the organisation’s Mission Statement.
To prepare a draft Strategic Plan for each three year period.
To develop draft workplans for each year, after considering proposals from the committees of the organisation.
To identify expenditure which needs to be included in the budget.
To review the achievement of targets in the current workplan through liaison with the chairs of the committees of the organisation.
To identify possible amendments to the Basic Statute of Incorporation and to the Procedures Manual, including the Terms of Reference of the committees.

The Membership Committee:

Objectives: To attract and retain the membership of the key academics, service providers and policy makers who are currently involved in Victimology.

Tasks: To develop strategies and mechanisms both to recruit new members and to retain existing members;
To work closely with the Public Relations Committee on all strategies which involve the publication of promotional materials;
To recruit a panel of regional and cultural membership ambassadors who will advise on and promote recruitment within their own sectors;

To maintain, publish and distribute the promotional brochure of the WSV and to consider and, where possible, implement any agreed priorities for translation.

The International Advisory Board:

Objectives: To support the work of the host Organising Committee;
To assist in the planning of the Symposium programme;
To promote attendance at the Symposium;
To provide advice to the Organising Committee on the promotion, general arrangements, and social events of the Symposium between meetings of the Executive Committee;
To provide continuity from one Symposium to the next.

Tasks: To receive draft proposals from the Organising Committee on the general arrangements for the Symposium and to provide consultation and agreement on behalf of the Executive Committee between meetings of the Executive Committee;
To propose to the Executive committee the main topics to be included, the plenary speakers and which papers should be rejected;
To agree the publication of promotional materials, notices and advertisements for the Symposium on behalf of the Executive Committee;
To ensure that lessons learned in previous Symposia are recorded and made available to future hosts;
To take action to promote attendance at the Symposium particularly within members' own geographical regions and amongst colleagues in their own area of expertise;
To recommend to the Executive Committee the name/s of suitable people to edit the final publication of the Symposium proceedings.

The Budget Committee:

Objectives: To establish a three-year budget plan that identifies a proposed budget for the work of the Society.

Tasks: To develop a comprehensive budget for presentation and agreement to the Executive Committee in the year following each symposium;
To monitor all income and expenditure and to recommend to the Executive Committee any necessary changes;
To arrange and to oversee the triennial audit report and to present this to the Committee;
To work with the hosts of the next symposium and to assist them in the development and monitoring of the symposium budget.

The Research Committee:

Objectives: To advance victimological research throughout the World;
To encourage interdisciplinary and comparative work in this field.

Tasks: To identify a definition of victimology;
To develop a research agenda for all issues related to victims;
To develop or to evaluate new methods of victimological research;
To encourage new research in this area;

To identify and to promote funding for victimological research.
To provide the means of exchanging relevant research findings;
To disseminate the findings of relevant research.

The United National Liaison Committee:

- Objectives:**
- To spearhead the involvement of the WSV in UN activities, by:
- a. representing the WSV at the UN Commission on Crime Prevention and Criminal Justice and related inter-regional meetings by emphasizing the importance of victim related issues;
 - b. planning involvement of the WSV at UN Congresses on Crime Prevention and Treatment of Offenders to make sure that the victims issues are adequately dealt with;
 - c. monitoring and participating in activities of other UN bodies wherever possible,, such as the UN Human Rights Commission, UNICEF, UN Habitat;
 - d. Cooperating and working with other NGOs that focus on victim issues for both adults and children.

- Tasks:**
1. To share information on UN activities with the WSV membership through:
 - a. articles for the Victimologist, the WSV website and similar communication tools
 - b. liaising with the International Victimology Website to foster access to the UN publications relating to Victimology
 - c. fostering presentations and workshops at WSV Symposia and courses on UN activities
 - d. providing or promoting academic papers and publications.
 2. To develop a priority list of issues to keep in the forefront of discussions and actions including, but not limited to:
 - the implementation of the UN victims´ fund,
 - promoting the availability of the UN Handbook and Guide in all official UN languages,
 - the use of the Handbook and Guide in courses,
 - harnessing Victimological knowledge in UN policy making, and issues relating to the victimization of children and youth, (particularly in view of the UNICEF summit on a World Fit for Children).

The Victim Services Committee:

- Objectives:**
- To provide a network of victim services around the globe and to develop a knowledge base for training and technical assistance based on the International Declaration on the Basic Principles of Justice for Victims of Crime and Abuse of Power endorsed by the United Nations in 1985.

- Tasks:**
- The committee will focus on four tasks:
1. Developing a data base of victim service programs that can be used to refer victims for service in countries where victim service programs or providers do exist;

2. Establishing a training and technical assistance program that will help countries develop victim service programs where they are not currently available;
3. Reviewing new publications relating to victim services to be included in the international bibliography on victimology that is hosted by the World Society of Victimology;
4. Assisting with the promotion of workshops relating to the practical implementation of victim services throughout the world at the International Symposium on Victimology.

The Publications Committee:

Objectives: To make recommendations for the priorities and policy of the WSV concerning all relevant publications.

Tasks: To evaluate WSV newsletter, *The Victimologist*, and to make recommendations on how to proceed with this publication in the future.

The Membership Directory has not been published since 2001. The Committee will evaluate the need to re-introduce this publication and make recommendations for the future.

Presently, the WSV does not have a journal. The Committee will make recommendations regarding the need for a scientific journal.

The Committee will explore the possibility of providing the *International Review of Victimology* to WSV members at a reduced cost.

The Public Relations Committee:

Objectives: To develop and implement a strategy for the promotion of the WSV;
 To ensure that all public statements about the WSV reflect the stated objectives of the Society;
 To promote the WSV through international, regional and national media;
 To respond to all external requests for information about the WSV.

Tasks: To conduct a thorough review of all WSV publications, to ensure that they convey a consistent corporate image;
 To develop criteria and guidelines for other members of the WSV who plan to issue press releases or to be interviewed by the press or media;
 To prepare periodic press releases;
 To ensure timely and accurate responses to initiatives from government and non-governmental organizations;
 To distribute the WSV brochure to the widest number of persons in the world to increase the awareness of the Society;
 To establish and to maintain a sub-committee to manage the WSV website.

The Awards Committee:

Objectives: To promote awareness of the awards conferred by the Society;
 To encourage nominations from the membership of the Society;

To recommend to the Executive Committee candidates to be honored by the Society.

Tasks:

To ensure that the membership understands and values the various awards which are available from the WSV;
To give good notice of the dates by which nominations should be received and to promote the active involvement of the membership;
On behalf of the President, to assess the nominations and to obtain any additional information which may be required;
To provide a report to the Executive Committee about all the candidates who have been nominated and to make recommendations as follows:
 One candidate for the Hans von Hentig award, normally for each symposium;
 Candidates for the Certificate of Appreciation as often as deemed appropriate;
 Candidates for Approved Honorary Membership as often as deemed appropriate;
To establish a sub-committee to manage and to adjudicate the triennial student paper competition.

The International Courses on Victimology and Victim Assistance Committee:

Objectives:

To develop and to maintain guidelines and standards which must be adhered to by any body providing a course which uses the name and logo of the WSV;

To act as a resource, providing advice and information to other providers of courses on victimology or victim assistance.

Tasks:

To collect data about existing courses and to prioritise the various types of courses which will require guidelines and standards;
To develop a three-year workplan based on the information above;
To establish a working definition for victimology and for victim assistance for use in establishing guidelines and standards for courses on victimology and victim assistance;
To review and evaluate current curricula that are being used for training or educating victimologists and victim assistance professionals and to make them accessible to others, possibly through the WSV website;
To work, in conjunction with the Victim Services Committee, to identify trainers and educators who are qualified to deliver courses on victimology and victim assistance.

VI. Student Paper Competitions: The aim of this competition is to encourage individual university level full time enrolled students of all levels to write original scholarly papers with relevance to victimology. Every year when a symposium is to be held, a student paper competition will be hosted by the Society.

Each candidate must submit papers that have not been published and, if selected as a winner, must permit the WSV to publish their paper in *The Victimologist* giving the copyright to the WSV. These papers must be in English, referenced, typewritten not to exceed 20 pages double-spaced (font size 10, Times New Roman, in Microsoft Word). Each paper must be accompanied with official proof of full time enrollment. Every three years the chairperson and two judges of these competitions will be announced in *The Victimologist* and in the symposium announcements. Each judge will come from a different region of the world. The papers must be submitted six months prior to each symposium (date of postal stamp or by email attachment) so as to give adequate time for the judges to read and evaluate them. Each participant will be notified of the receipt of his or her paper. The winners will be announced at the symposium WSV Awards Presentation program later that same year. The first place winner will win \$1,000 and a three year

WSV student membership; the second place winner will win \$500 and a three year WSV student membership.

1. All papers must be relevant to the discipline of victimology.
2. All papers must be either sent by email attachment or in hard copy to the Secretary General.
3. All papers will be graded according to the following criteria:
 - a. total possible points per paper = 20;
 - b. scholarship quality = 8 possible points;
 - c. adequacy of references = 2 possible points;
 - d. adequacy of review of the literature = 4 possible points;
 - e. amount of work reflected (original research will be valued highest) = 6 possible points.
4. All papers will be judged anonymously and independently by the three judges.
5. All papers must conform to the text of the Procedures Manual (above) and to these 6 additional rules.
6. Submission of a paper implies acceptance to give the publication copyright to the WSV as stated in the Procedures Manual.

VII. Accreditation of WSV Representatives: From time to time, various world organizations, primarily the Council of Europe and the United Nations host meetings on topics of significance to the WSV. The UN meetings are usually in Vienna, Geneva and New York. It is of value to the WSV to be represented at these meetings. Thus, WSV members in good standing may apply to be accredited to represent our Society with the following conditions: each person who is currently or has been an EC member need only to notify the Secretary General of their intent to attend a specific meeting, naming the date and location of the meeting, at least one month prior to the meeting. The SG will then provide the appropriate international body with an official letter of accreditation which will be copied to the applicant. If the applicant has never been a member of the EC they need to obtain an endorsement from a current or past member of the EC and notify the Secretary General of their intent to attend a specific meeting, naming the date and location of the meeting, attaching a copy of their curriculum vitae, at least one month prior to the meeting. In consultation with the President the SG will decide whether or not to provide the applicant with the accreditation. Either way, the applicant will be notified. If they are to be accredited, the SG will provide the appropriate international body with an official letter of accreditation which will be copied to the applicant. The number of representatives will be limited to three persons. Accreditations will expire at the end of each calendar year. If a member of the WSV uses his/her identify as a WSV member for purposes of earning a profit, it must be as a private person representing themselves and not as an official representative of the WSV. Any violation of these policies will result in expulsion from the WSV for a minimum period of six years. The term will be decided by the EC depending on the violation.

VIII. Use of the WSV logo and name: The logo and the name of the World Society of Victimology are to be used only for officially sanctioned activities. Thus, anyone who wishes to use the logo and/or the name for a purpose not yet sanctioned must make an application in writing to the SG, giving details of how they want to use these symbols of our Society. These requests will be posted to all the EC members via email attachments and an email vote will be taken to determine the views of the full EC. The applicant will be given an answer as expeditiously as possible. If the request is made during the month prior to the next EC meeting, it will be placed on the EC agenda for a vote at the meeting. Financial transparency will exist in all

activities using the WSV name and logo and there will be an agreement made between the WSV and the person or agency proposing to use the WSV name or logo.

IX. Symposia: The triennial symposia are events of the World Society of Victimology and as such, both the words “World Society of Victimology” and the WSV logo must be prominently displayed in all symposium publications, at the registration area and at all plenary events. Also, the President and the Secretary General must have key roles in the Opening and Closing ceremonies. Following the official announcement of the next symposium venue, normally at the closing ceremonies of each symposium, the new host and the newly elected President will enter into a discussion about the “Symposium Agreement”

(see Model Agreement Appendix 14) in preparation for signing at the second EC meeting of the new term (usually held in May of the next year). This agreement will be signed by the President and Secretary General (on behalf of the EC) and the symposium host. This agreement will include the following points: the display of the words “World Society of Victimology” and the WSV logo; the role of the President and Secretary General in symposium ceremonies; the establishment of the Symposium International Advisory Board; responsibilities of the WSV and the local host; proportion of profit sharing; budget transparency and participation of the Treasurer in a final symposium budget meeting after the symposium with the hosting organization; extent of WSV participation in the publication of the symposium proceedings; and the content, and size of the symposium’s “after action report” to be submitted at the EC’s annual meeting following the symposium. All keynote speakers will be selected by the EC for each symposium. All symposia hosts will consider the purchase of insurance in the event of catastrophe or loss of revenue. Persons wishing to host a symposium must come to the previous symposium with a formal proposal and make a formal presentation at the first new EC meeting at the symposium.

The EC needs to select the award winners prior (minimum of 6 months) to the Symposium to give EC time to notify the winners and to prepare their laudazios. The EC will not give any awards to persons sitting on the EC at the time of the selection so as to avoid the appearance that the EC is awarding itself.

The Committees of the World Society of Victimology

General Terms of Reference

The Executive Committee of the World Society of Victimology has adopted a strategy aimed at increasing the opportunities for members to contribute to the work of the Society between the three-yearly Symposia.

A series of committees have been agreed, for which members of the Society are invited to apply.

Membership of committees

Each committee will be chaired by a member of the Executive Committee. The Chair will be responsible for ensuring that the committee fulfils the objectives for which it has been established and for providing liaison between the committee and the Executive Committee.

The President and the General Secretary will be ex-officio members of all committees and will receive all correspondence, details of consultations and reports simultaneously with other members of the committees.

In addition to the Chair and the officers of the Society, all committees will consist of members appointed by the Executive Committee, with the provision for additional members to be co-opted by the committee according to the requirements of the work to be undertaken. (Appointed members will always be twice the number of co-options).

Length of membership

The terms of office for all members of the committees will begin and end at the second meeting of the Executive Committee following each Symposium, which is normally during May following the year of the Symposium. The appointment of new committees will take place at this meeting.

All committee members will be eligible for reappointment at the end of their term of office.

Applications to join a committee

All members who wish to be considered for a place on a committee should apply to the Chair of the relevant Committee with a short statement explaining why they wish to be considered and a CV outlining their experience and qualifications. Applications should normally be received by 31st December following each Symposium.

All members who wish to be considered should have paid their membership fees for the three-year membership period or should state their willingness to remain as members until after the next Symposium.

The working language for all committees will be English unless otherwise agreed by the Executive Committee.

Procedures for appointment

The Chair of each committee will present a list of proposed committee members to the Executive Committee for ratification. Any committee chair who is not able to attend the relevant committee at which appointments are to be made should notify the Secretary General in advance of the meeting with a full list of recommendations.

In the event of there not being sufficient suitable applications to complete a committee, additional nominations will be made by the Executive Committee.

Quorum for meetings or consultations

In order to minimize the costs of the committee structure, “meetings” and consultations will normally take place via e-mail consultations, telephone or web-based conferences.

If it is considered essential for a face-to-face meeting to take place, members will normally be responsible for their own expenses. Applications to vary this position, or for the costs of any member to be met by the Society, should be made by the Chair of the committee to officers of the Society (the President, General Secretary and Treasurer of the Society) in advance of the meeting.

The quorum for each meeting or consultation will be one half of the total membership of the committee, after adequate notice has been served on all members of the committee. Adequate notice will be three months before face-to-face meetings and one month before telephone or web-based conferences. The final date for responses to e-mail consultations will be one month from the date of the request for comments.

Members who fail to respond to two consecutive meetings or consultations without adequate explanation may be removed from the committee and their places may be filled by co-options.

Delegation and Accountability

All work undertaken by the committee shall be regarded as delegated by the Executive Committee.

The precise areas and levels of decision-making for each committee will be defined by the Terms of Reference for each committee..

Reports will be provided through the Chair to each Annual Meeting of the Executive Committee.

Any decisions outside the areas of delegation between the Annual Meetings will be referred to the Executive Committee by e-mail. A period of one month will be provided for members of the Executive Committee to respond, after which a decision will be taken by the Chair of the committee, taking account of any views expressed by the Executive Committee.

Publication of decisions and reports

All publications of decisions or reports by committees must be agreed in advance by the Executive Committee. Any exceptions to this rule will be included explicitly in the Terms of Reference of the relevant committee.

Reports will normally be published first in the official journals, newsletters or website of the WSV unless otherwise determined by the Executive Committee.

Template for Committee Terms of Reference

- Objectives:*** The purpose(s) for which the committee has been established.
- Tasks:*** The specific areas of work to be undertaken by the committee.
- Frequency:*** The number of meetings, web or telephone conferences or e-mail consultations to be expected, and specific dates or events requiring committee action.
- Membership:*** Optimum size of the committee – appointed members to be double the number of maximum co-options;
- Any specific qualifications required for each particular committee;
- Range and mix of members, either by geographical distribution or by range of disciplines, qualifications or experience.
- Levels of Delegation:*** Clear definition of decisions which can be taken by the committee and those which need to be referred to the Executive Committee – e.g. policy statements, publications, and any actions likely to affect the identity and status of the Society.
- Accountability:*** Frequency and format of reports to be made to the President, General Secretary, Treasurer or full Executive Committee – to include any specific decisions, events or activities, in addition to the Annual Report to the Executive Committee.
- Chair:*** The Chair of each committee will be described as to specific qualifications, tenure, and relationship to the Executive Committee.
- Address:*** The Address of the Committee should be provided so that other persons or committees can communicate with it through its appointed correspondent.

Officers' Committee Terms of Reference

Objectives: To develop strategic plans and work plans for the WSV and to oversee the work of the committees of the WSV between meetings of the Executive Committee.
To prepare and to recommend new policies and structures to facilitate the activities of the Society.

Tasks: To review the organisation's Mission Statement.
To prepare a draft Strategic Plan for each three year period.
To develop draft workplans for each year, after considering proposals from the committees of the organisation.
To identify expenditure which needs to be included in the budget.
To review the achievement of targets in the current workplan through liaison with the chairs of the committees of the organisation.
To identify possible amendments to the Basic Statute of Incorporation and to the Procedures Manual, including the Terms of Reference of the committees.

Frequency: The committee will hold meetings at least twice a year, in person if funding permits. Additional contact will be by telephone and e-mail.

Membership: The President will chair the committee. Other members will be the Vice-President(s), The Secretary General and the Treasurer.
Other members of the Executive Committee may be invited to attend specific meetings according to the business to be discussed.

Levels of Delegation: The level of delegation will be consistent with the level already available to the President, who may share decisions with the Officers Committee as s/he considers appropriate.

Accountability: The committee will report to the Executive Committee at each annual meeting and, in the case of significant decisions which are to be made between meetings, will report these decisions by e-mail.
The committee will present a draft Mission Statement and a three-year Strategic Plan for agreement by the Executive Committee at the Executive Committee meeting one year after each symposium.
Proposals for work targets will also be presented at this meeting, to be incorporated, if agreed, into the plans of the other committees of the WSV.
All final decisions regarding the Procedures Manual and all committee Terms of Reference will be made by the Executive Committee and in the case of constitutional amendments, by the General Membership.

Membership Committee Terms of Reference

- Objectives:** To attract and retain the membership of the key academics, service providers and policy makers who are currently involved in Victimology.
- Tasks:**
- To develop strategies and mechanisms both to recruit new members and to retain existing members;
 - To work closely with the Public Relations Committee on all strategies which involve the publication of promotional materials;
 - To recruit a panel of regional and cultural membership ambassadors who will advise on and promote recruitment within their own sectors;
 - To maintain, publish and distribute the promotional brochure of the WSV and to consider and, where possible, implement any agreed priorities for translation.
- Frequency:**
- The Committee will meet at least once every three years at the triennial Symposium.
 - Web or telephone conferences will be held at least once in each intervening year.
 - E-mail consultations will take place in relation to specific dates or events requiring committee action.
- Membership:**
- The Chair will be one of the four Vice Presidents. S/he will have at least six years' experience as a full member of the Society.
 - Between 2-5 additional members will be appointed, of whom at least one will be a member of the Executive Committee, in addition to the President and the General Secretary who sit as ex-officio members of the Committee.
 - The panel of membership ambassadors will be selected to represent the Regions not already represented on the Committee. Panel members will be unlimited in number and will not be full members of the Committee.
- Levels of Delegation:**
- The strategies which are proposed for the recruitment and retention of members of the Society will be presented to the next available meeting of the Executive Committee for consultation.

All activities which may involve expenditure must be approved in advance by the Executive Committee or, in emergencies, by the officers of the Society.

Where no additional costs will accrue to the Society, the Committee will have the authority, following consultation with the Public Relations Committee, to place recruitment advertisements in approved publications, web-sites and circulars.

Accountability:

The chair will prepare a report on progress for each annual meeting of the Executive Committee.

Where any activities of the Committee involve approved expenditure, full accounts must be provided to the treasurer, together with related receipts, at the earliest opportunity.

Chair:

Address:

Symposium International Advisory Board Terms of Reference

- Objectives:**
- To support the work of the host Organising Committee;
 - To assist in the planning of the Symposium programme;
 - To promote attendance at the Symposium;
 - To provide advice to the Organising Committee on the promotion, general arrangements, and social events of the Symposium between meetings of the Executive Committee;
 - To provide continuity from one Symposium to the next.
- Tasks:**
- To receive draft proposals from the Organising Committee on the general arrangements for the Symposium and to provide consultation and agreement on behalf of the Executive Committee between meetings of the Executive Committee;
 - To work with the Organising Committee to consider the recruitment of local and international patrons to assist with the promotion of the symposium;
 - To propose to the Executive Committee the main topics to be included, the structure of the programme and the plenary speakers;
 - To confirm the members of the Scientific Committee who are proposed by the Organising Committee and to provide at least three members of the Advisory Board from countries other than the host;
 - To develop criteria for the acceptance and rejection of papers to be applied by the Scientific Committee and to agree in advance the papers which will be rejected;
 - To agree the publication of promotional materials, notices and advertisements for the Symposium on behalf of the Executive Committee;
 - To ensure that lessons learned in previous Symposia are recorded and made available to future hosts;
 - To take action to promote attendance at the Symposium particularly within members' own geographical regions and amongst colleagues in their own area of expertise;
 - To recommend to the Executive Committee the name/s of suitable people to edit the final publication of the Symposium proceedings.
- Frequency:**
- The Committee will normally be consulted by e-mail, post or telephone on any advice or decisions which are needed.

The Chair of the Committee and other members who are available will meet with the Organising Committee at least once each year, normally in the context of a meeting of the Executive Committee which will be held at least once during the three-year cycle in the host country.

Membership:

In addition to the President and the Secretary General (who sit as ex officio members), the committee will consist of six members of whom at least three, including the Chair and the representative of the Organising Committee will be members of the Executive Committee. In addition there will be provision for up to three co-options.

Members will be appointed to represent the main geographical regions, professional groupings and areas of interest within the WSV.

In accordance with the Constitution of the WSV members will be “persons who have distinguished themselves by contributions in the field of Victimology”.

All members should have access to effective communication systems within their own geographical region or area of expertise –e.g. websites or newsletters.

Delegation and Accountability:

All decisions and advice particularly in relation to the publication of promotional materials will be made in accordance with the policies established by the Executive Committee.

The Executive Committee will make all final decisions on the programme for the Symposium, including the plenary speakers.

The Advisory Board in cooperation with the Organising Committee will decide the workshop speakers, panel presentations and displays.

Members will report to the Chair on all actions they have taken to promote attendance at the Symposium.

Any issues which arise which are not covered by existing policies will be referred to the Executive Committee for e-mail consultation prior to any decision being made.

The Chair will report annually to the Executive Committee on all activities carried out by the committee, progress made and any future plans.

The Executive Committee will be circulated regularly with the information and materials they will need to contribute to the promotion of the Symposium.

Chair:

Address:

Budget Committee Terms of Reference

- Objectives:** To establish a three-year budget plan that identifies a proposed budget for the work of the Society;
- Tasks:**
- To develop a comprehensive budget for presentation and agreement to the Executive Committee in the year following each symposium;
 - To monitor all income and expenditure and to recommend to the Executive Committee any necessary changes;
 - To arrange and to oversee the triennial audit report and to present this to the Committee;
 - To work with the hosts of the next symposium and to assist them in the development and monitoring of the symposium budget.
- Frequency:** The Committee will meet after its appointment at the Symposium by the new EC and again between the last meeting of the old Executive Committee and before the first meeting of the new Executive Committee at the next Symposium. The Committee will also meet by e-mail or by electronic conference each year to be given copies of the yearly Treasurer's Report prior to each EC meeting between symposia, for the purpose of reviewing and, if necessary, revising the budget.
- Membership:** This Committee will be chaired by the Treasurer, and will include four other members, of whom at least one will be a member of the Executive Committee. The Chair and General secretary are ex-officio members of the Committee.
- Levels of Delegation:** The Treasurer will provide the Committee a copy of income and expenditures for the previous three years at each symposium to assist the committee in developing the budget. The Committee will, at its meeting at the Symposium, review the budget and Treasurer's Report and prepare the initial budget for the new Executive Committee.
- Accountability:** The Treasurer will report to the EC at each EC meeting.
- Chair:** Paul Friday

Research Committee Terms of Reference

- Objectives:** To advance victimological research throughout the world;
To encourage interdisciplinary and comparative work in this field.
- Tasks:** To identify a definition of victimology;
To develop a research agenda for all issues related to victims;
To develop or to evaluate new methods of victimological research;
To encourage new research in this area;
To identify and to promote funding for victimological research.
To provide the means of exchanging relevant research findings;
To disseminate the findings of relevant research.
- Frequency:** The Committee will aim to meet once each year.
When this is not possible, meetings will be organised by telephone or electronic conference.
- Membership:** The Chair will be a member of the Executive Committee;
A minimum of five additional members will be appointed who are full members in good standing of the WSV;
The Committee may co-opt up to three additional members;
The President and the General Secretary will sit ex-officio.
- Levels of delegation:** All findings and reports of the committee will be submitted to the Executive Committee for approval prior to publication.
- Accountability:** The Chair will report annually to the Executive Committee on all activities carried out, progress made and any future plans.
- Chair:**
- Address**

United Nations Liaison Committee Terms of Reference

- Objectives:** To spearhead the involvement of the WSV in UN activities, by:
- a. representing the WSV at the UN Commission on Crime Prevention and Criminal Justice and related inter-regional meetings by emphasizing the importance of victim related issues;
 - b. planning involvement of the WSV at UN Congresses on Crime Prevention and Treatment of Offenders to make sure that the victims issues are adequately dealt with;
 - c. monitoring and participating in activities of other UN bodies wherever possible,, such as the UN Human Rights Commission, UNICEF, UN Habitat;
 - d. Cooperating and working with other NGOs that focus on victim issues for both adults and children.

- Tasks:**
1. To share information on UN activities with the WSV membership through:
 - a. articles for the Victimologist, the WSV website and similar communication tools
 - b. liaising with the International Victimology Website to foster access to the UN publications relating to Victimology
 - c. fostering presentations and workshops at WSV Symposia and courses on UN activities
 - d. providing or promoting academic papers and publications
 2. To develop a priority list of issues to keep in the forefront of discussions and actions including but not limited to:
 - the implementation of the UN victims' fund,
 - promoting the availability of the UN Handbook and Guide in all official UN languages,
 - the use of the Handbook and Guide in courses,
 - harnessing Victimological knowledge in UN policy making, and
 - issues relating to the victimization of children and youth, (particularly in view of the UNICEF summit on a World Fit for Children).

Frequency: The Committee will communicate through e-mail or electronic meetings whenever materials and information are forthcoming from the UN and other NGOs on issues of direct interest to the World Society of Victimology and in the interests of Victims and/or Victim Services.

Membership: The Chair of the Committee will be a member of the Executive Committee who is a person of international reputation and with United Nations experience and contact.

The President and SG will be ex-officio members of the Committee.

Up to four other members in good standing of the WSV will be appointed as members of the Committee.

Appointed members must be able to travel to Vienna or other venues without compensation from WSV.

***Levels of
Delegation:***

The Chair will conduct an e-mail consultation with all members of the Executive Committee whenever new policy issues are under consideration by the UN and these issues will be included in the agenda of the next available agenda of the EC.

Following consultation, the committee is delegated to represent the views of the WSV to the UN.

The Chair is responsible for disseminating information to the committee in a timely manner regarding future meetings and agenda.

Since communication is often directed to the Secretary General, it is the responsibility of the SG to immediately communicate with the Chair of the International Liaison Committee all notices, requests for participation etc. The International Liaison Chair will delegate responsibilities as necessary.

Accountability:

The Chair of the UN International Liaison Committee will report to the Executive Committee at each meeting of the Committee

Chair:

Address:

Victim Services Committee Terms of Reference

Objectives: To develop a knowledge base for training and technical assistance based on the International Declaration on the Basic Principles of Justice for Victims of Crime and Abuse of Power endorsed by the United Nations in 1985.

Tasks:

- To develop a database of victim services that can be used to refer victims for service in countries where victim service programs or providers do exist;
- To establish training and technical assistance that will help countries develop victim service programs where they are not currently available;
- To promote the use of the relevant UN handbooks on services to victims;
- To promote and encourage relevant institutions and agencies – e.g. Human Rights Commissions – to monitor the availability and standards of services for victims;
- To review new publications relating to victim services to be included in the international bibliography on victimology that is hosted by the World Society of Victimology;
- To assist with the promotion of workshops relating to the practical implementation of victim services throughout the world at the International Symposium on Victimology;
- To establish a list-serve for existing services.

Frequency: The Committee will meet primarily through e-mail or electronic conference at least twice each year. A full meeting will be convened at each symposium.

Membership: The Committee will have up to nine members, including the Chair who will be a Vice-President of the WSV, and at least one other Executive Committee member. Six will be appointed by the Executive Committee and up to three will be co-opted. The selection of members will be based on geo-cultural considerations.

It is expected that all committee members will have a comprehensive understanding of victimology and victim assistance.

***Levels of
Delegation:***

The committee will be given full delegation for developing the data base for international victim services. In developing training and technical assistance curricula, intervention or consultation for countries requesting assistance, the committee will be expected to bring any proposed plans and materials to the Executive Committee for approval.

Accountability:

The committee will be expected to report annually to the Executive Committee on all its activities, particularly those which have involved intervention, consultation or support for other countries. If funding is requested for a specific project, the Executive Committee will expect quarterly reports on the expenditure of such funding.

Chair:

Address:

WSV Publications Committee Terms of Reference

Objectives: To make recommendations for the priorities and policy of the WSV concerning all relevant publications.

Tasks: To evaluate WSV newsletter, *The Victimologist*, and to make recommendations on how to proceed with this publication in the future.

The Membership Directory has not been published since 2001. The Committee will evaluate the need to re-introduce this publication and make recommendations for the future.

Presently, the WSV does not have a journal. The Committee will make recommendations regarding the need for a scientific journal.

The Committee will explore the possibility of providing the *International Review of Victimology* to WSV members at a reduced cost.

Frequency: Communication between members will take place by e-mail.

Membership: The Committee will be chaired by a member of the Executive Committee and will have up to 6 members. Members should have experience and/or affinity with publications and be able to communicate in English.

Level of Delegation:

The Committee will make recommendations, which will be submitted to the Executive Committee for decisions to be made. Communication with the Executive Committee will be by e-mail whenever required between Executive Committee meetings.

Accountability:

The Committee will submit an annual report to the Executive Committee prior to its Annual meeting.

Chair:

Address:

Objectives:

- To develop and implement a strategy for the promotion of the WSV;
- To ensure that all public statements about the WSV reflect the stated objectives of the Society;
- To promote the WSV through international, regional and national media;
- To respond to all external requests for information about the WSV.

Tasks:

- To conduct a thorough review of all WSV publications, to ensure that they convey a consistent corporate image;
- To develop criteria and guidelines for other members of the WSV who plan to issue press releases or to be interviewed by the press or media;
- To prepare periodic press releases;
- To ensure timely and accurate responses to initiatives from government and non-governmental organizations;
- To distribute the WSV brochure to the widest number of persons in the world to increase the awareness of the Society;
- To establish and to maintain a sub-committee to manage the WSV website.

Frequency:

This Committee will meet at least once every three years at the Society's Symposium and conduct a conference call at least once each year during non-symposium years. E-mail and/or mail correspondence will be conducted on an as needed basis.

Membership:

The Chair and at least one other member will be members of the Executive Committee. Two other members will be appointed by the Executive Committee and two further members may be co-opted. The selection of the co-opted members will be based on either a special skill or knowledge or because they reside in an region of the world where a special need exists to disseminate the WSV message. Every effort will be made to select members who have experience or skills in public relations work. The President and Secretary General will be ex-officio members of the Committee.

***Levels of
Delegation:***

The Committee may take action regarding public statements which are clearly within the policies of the Society. Any decisions in respect of new issues will, if time permits, be presented to the Executive Committee by e-mail and approved before being acted upon. If time does not permit, approval for statements on new issues must be obtained from the President and the Secretary General.

The Committee must be sensitive to the activities of the other committees of the WSV and consult the relevant chairs of committees as appropriate

Accountability:

The Chair will report on activities and new issues arising to the Executive Committee at each annual meeting of the Committee.

Chair:

Address:

The Website Sub-Committee Terms of Reference

Objective: To manage the website of the WSV.

Tasks:

- To determine and the content, technical and visual design of the website;
- To ensure that all decisions relating to the website are implemented;
- To manage all web-based activities and publications and to ensure that the content and quality are consistent with the policies and standards of the WSV;
- To ensure that the web editor functions within the mandate set by the Public Relations and Communications Committee;
- To ensure that the website is used effectively to disseminate information about the work of the Executive Committee.

Accountability: The Committee is a sub-committee of the Public Relations and Communications Committee, and is accountable to that Committee for all work undertaken.

Awards Committee Terms of Reference

- Objectives:**
- To promote awareness of the awards conferred by the Society;
 - To encourage nominations from the membership of the Society;
 - To recommend to the Executive Committee candidates to be honored by the Society.
- Tasks:**
- To ensure that the membership understands and values the various awards which are available from the WSV;
 - To give good notice of the dates by which nominations should be received and to promote the active involvement of the membership;
 - On behalf of the President to assess the nominations and to obtain any additional information which may be required;
 - To provide a report to the Executive Committee about all the candidates who have been nominated and to make recommendations as follows:
 - One candidate for the Hans von Hentig award, normally for each symposium;
 - Candidates for the Certificate of Appreciation as often as deemed appropriate;
 - Candidates for Approved Honorary Membership as often as deemed appropriate;
 - To establish a sub-committee to manage and to adjudicate the triennial student paper competition.
- Frequency:**
- The Committee will meet each year at the meeting of the Executive Committee and will otherwise conduct its business by e-mail.
Recommendations for the Executive Committee's final decision will be made at the meeting of the Executive Committee which precedes the triennial Symposium.
- Membership:**
- The Committee will consist of four members of the Executive Committee, the Chair, The President, the Secretary General and one other member.
- Delegation:**
- All work undertaken by the Committee shall be regarded as delegated by the Executive Committee or, where specific powers are conferred by the constitution, by the President.
- Accountability:**
- The full Executive Committee will make all final decisions on awards.
- Chair:**

**International Courses on Victimology and Victim Assistance Committee
Terms of Reference**

- Objectives:** To develop and to maintain guidelines and standards which must be adhered to by any body providing a course which uses the name and logo of the WSV;
- To act as a resource, providing advice and information to other providers of courses on victimology or victim assistance.
- Tasks:** To collect data about existing courses and to prioritise the various types of courses which will require guidelines and standards;
- To develop a three-year workplan based on the information above;
- To establish a working definition for victimology and for victim assistance for use in establishing guidelines and standards for courses on victimology and victim assistance;
- To review and evaluate current curricula that are being used for training or educating victimologists and victim assistance professionals and to make them accessible to others, possibly through the WSV website;
- To work, in conjunction with the Victim Services Committee, to identify trainers and educators who are qualified to deliver courses on victimology and victim assistance.
- Frequency:** It is expected that this Committee will meet a minimum of twice each year, either through face-to-face, by e-mail or telephone consultations. At least one meeting each year should take place in conjunction with the WVS's annual meeting of the Executive Committee, and at least once every three years a face-to-face meeting should take place in conjunction with the triennial symposium.
- Membership:** This Committee will have up to 12 members, of whom the Chair and at least one other will be members of the Executive Committee. It is the intention that the membership will provide representation from all parts of the world. All members should have substantial experience of designing and presenting educational and training programmes in victimology or victim assistance.
- Levels of delegation:** The Committee's duties should be restricted to recommending guidelines and standards for sources or curricula to the Executive Committee for final endorsement. Once these guidelines and standards are endorsed, they will be disseminated to all appropriate organisations.

Accountability:

This Committee will provide a formal report to the Executive Committee at each of its annual meetings.

Chair:

Address

AGREEMENT

between

The World Society of Victimology and _____

Concerning: The __th International Symposium on Victimology

The World Society of Victimology, represented by _____, President and, the host _____, represented by _____, both representatives of their respective organizations, agree to enter into this agreement willingly and without duress to conduct the __th International Symposium on Victimology in _____ in the month of _____, 200X, and will comply with the following conditions:

1. The __th International Symposium on Victimology is an event of the World Society of Victimology to be organized jointly by the World Society of Victimology and the host, _____;

2. The official involvement of the World Society of Victimology in the Symposium:

Both the words “World Society of Victimology” and the WSV logo must be prominently and visually displayed in all symposium publications, posters and advertisements, at the registration area and at all plenary events wherever the logo and words of the host appears in equal size and frequency with the logo of the host.

The President and the Secretary General must have key roles in the Opening and Closing ceremonies described in the final program to be presented by the host to the WSV EC.

At the closing ceremony of the symposium, the host will provide an opportunity for the newly elected WSV President to announce the next symposium’s venue, and host.

3. Official WSV meetings: in coordination with the current Secretary General, the host will schedule four WSV meetings to be part of the official symposium program:
 - a. a date for the last meeting of the “old EC” just prior to the start of the symposium;
 - b. a date for the first meeting of the “new EC” early in the week of the symposium;
 - c. a date for the Membership Assembly meeting during the middle of the symposium; and,
 - d. a date for the second meeting of the “new EC” just after the symposium is over.

4.
 - a. The local organizing committee will establish a Scientific Committee to oversee the quality of papers to be presented at the symposium.
 - b. The full membership of the Scientific Committee will be confirmed by the Symposium International Advisory Board and at least three members of the Board from non-host countries will be included in the membership.
 - c. The Scientific Committee will have the authority to accept papers according to criteria agreed by the Symposium International Advisory Board. The final rejection of papers will be agreed in advance with the Board.

5. Financial matters:
 - a. The WSV and the host will share equally the profits; and, share losses (up to \$6,000);
 - b. If requested, the WSV will provide a financial loan to assist the host in its preparatory costs. This amount will be coordinated between the Secretary General, the Treasurer and the host. This loan will be paid back prior to the calculation of the equally shared profits.
 - c. The symposium's budget and final calculations will have 100% transparency and will be concluded in a joint meeting between the Secretary General, the Treasurer and representatives of the host immediately after the symposium is over.

6. Symposium Publication:
 - a. The symposium host will publish the Proceedings of the symposium in cooperation with the WSV through its EC to ensure that: international standards of scientific excellence are upheld in the materials accepted for the Proceedings; and, that the interests of the WSV are properly taken into account.
 - b. The WSV will contribute to the selection and editing of the Proceedings through the participation of selected members of the EC.
 - c. Any other publications derived from the symposium will be coordinated with the WSV EC.

7. Symposium Evaluation:
 - a. The host will provide each symposium participant with an evaluation form to critique each major component of the symposium. The findings of this participant critique will be summarized and become part of the Symposium After-Action Report.
 - b. The host will prepare The After-Action Report which will be an analysis of the symposium and include: the Pre-Symposium Preparations, the Execution of the Symposium, the Final Budget, Cooperation with the WSV, and the Participant Critique. This After-Action Report will be formally presented at the next on _____ Executive Committee meeting by a representative of the host.
 - c. The current host will make the complete contact list available for the next symposium. .

8. All details of this agreement shall be interpreted in the spirit of good cooperation and mutual respect to the best interests of both parties involved.

City, country, month, year.

WSV Signatory: _____ Host Signatory: _____

_____, President _____,

World Society of Victimology _____

Date: _____ Date: _____

WSV Signatory: _____ Host Signatory: _____

_____, Secretary General _____,

World Society of Victimology _____

Date: _____ Date: _____

