

# Constitution of the World Toilet Association

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## PREAMBLE

WHEREAS toilets are an essential element in living a healthy life and maintaining human dignity, millions of people lack access to proper toilet facilities, which in turn results in contaminated water and humans suffering from infectious diseases; there are 2.6 billion people still lacking sanitation throughout the world and most are living in Asia;

WHEREAS toilet problems must be urgently addressed as a means to solving the world's sanitation problems, the improvements of toilets must be recognized as a common global agenda requiring the combined efforts of the international community;

WHEREAS the need for toilets is universal, resolute efforts should be made to develop toilets that conform to the local culture and traditions; these can be low cost but must be hygienic and affordable;

WHEREAS the focus on sanitation or public health is abstract, an explicit focus on toilets is crucial for solving sanitation problems worldwide, and more specifically, sanitation issues unique to different nations; an open dialogue about toilets, a subject commonly avoided due to the perceived negative associations on toilets, must be fostered; this dialogue is needed to reach the community level and emphasize the importance of sanitation for health, economic, and social reasons;

WHEREAS all possible efforts must be made to secure individuals with equal opportunity for access to suitable toilets and protection from infectious diseases, the development and introduction of appropriate toilet technology is crucial; and in line with these efforts, education directed toward the importance of toilets must be developed to change people's perceptions and to encourage social action aimed at expanding appropriate toilet facilities around the world;

WHEREAS the principle function of toilets is a site of excretion of human waste, they must also serve as a cultural space of health, rest, and meditation, and furthermore play a key role in enhancing the quality of life;

WHEREAS an ongoing collaboration among central and local governments, the United Nations, and international entities deemed to have compatible or similar purposes is essential; focuses on supporting countries and organizations in their efforts to provide sanitation facilities aimed at reaching everyone with a hygienic toilet by 2025;

THEREFORE be it resolved that in the fervent hope that this duly established association and its undertakings shall become a standard-bearer for the health and well-being of mankind, the Parties agree to this Constitution and establish an international organization to be known as the World Toilet Association.



## CHAPTER 1

### General Principles

Article 1. Organization Name The organization shall be called the World Toilet Association (hereinafter referred to as the “WTA”).

Article 2. Objectives and Purposes The objectives and purposes of the WTA are to develop and promote good toilet culture in order to eradicate disease and pursue and enhance the health and well-being of mankind through clean water and sanitation.

Article 3. Definitions Definitions of terminologies in the WTA Constitution are as follow:

- a. Toilet Culture – a term related to toilets which incorporates basic facilities for relief, cleanliness, quality of life, public health and sanitation, efficient use of water, the protection of the environment, and human dignity to be accorded to everyone;
- b. Quality Toilets – toilets that have achieved the required standard of reliability, comfort, and aesthetics;
- c. Membership dues – the annual fees required from government, organization members, and individual members; (Revised on Nov. 22<sup>nd</sup>, 2017)
- d. Assessed Contributions – annual payment by association members adjusted based on their nations’ per capita GNP;
- e. Internal Auditor – an auditor who audits the functions, operations, and accounts of the WTA. He/she is responsible for ensuring no breach of the Constitution or by-laws of the WTA has been made, and that accountability, transparency, and ethical standards are maintained at all times;
- f. External Auditor – a certified public accountant and/or a certified tax accountant from an independent and internationally recognized firm who will ensure strict compliance with the laws. (Revised on Nov. 8<sup>th</sup>, 2022)

Article 4. Headquarters The headquarters of the WTA shall be located in the Republic of Korea unless otherwise decided by the General Assembly.

Article 5. Activities The WTA shall perform the following activities in order to achieve the objectives and purposes set forth in Article 2:

- a. To furnish and develop toilet facilities that are culturally acceptable and economically viable;
- b. To develop and supply toilet-related technology and international standards;
- c. To improve public health awareness through education related to toilets;
- d. To conduct research in the field of toilet culture and facilities of each region;
- e. To assist in the formulation of laws and regulations related to toilet facilities;
- f. To provide toilet facilities in the event of natural disasters;
- g. To make efforts to save water and prevent water contamination;
- h. To build quality toilets for culture, environment, and health;
- i. To develop and maintain close collaboration with the UN or other like-minded international institutions and Non-Governmental Organizations (NGOs);
- j. To provide access to toilets to all persons including women, children and the disabled; and
- k. To conduct other functions as deemed necessary for the purpose of fulfilling the intentions and purposes of the WTA.

Article 6. Profit-Oriented Endeavors The WTA shall serve as a non-profit organization.

The WTA shall be authorized to conduct any profit-oriented endeavor as deemed necessary for the purpose of financing expenditures for the activities set forth in Article 5, insofar as such endeavors do not conflict with the founding purposes of the WTA.

Article 7. Organs The work of the WTA shall be carried out by the General Assembly, the Board of Directors, and the Secretariat. The WTA may establish advisory boards, special committees, branches, subsidiary organs, and ad hoc committees as deemed necessary. Provided that matters related to operation are decided by the president separately. (Revised on June 1<sup>st</sup>, 2016)



## CHAPTER 2

### Membership

#### Article 8. Membership

1. Categories and Voting Rights 1. The four membership categories are defined as follows:
  - a. Association members shall be open to national toilet associations representing their respective countries.
  - b. Government members shall be open to national and other levels of local government.
  - c. Organization members shall be open to inter-governmental international organizations, civic organizations, academic institutions, and toilet-related industries.
  - d. Individual members are based on the members that were recommended by category 1, 2, or 3. (Revised on June 1<sup>st</sup>, 2016)
  - e. Student members (undergraduate students, master's students, doctoral students) are based on who is related to the WASH field, and who was recommended by categories 1, 2, 3 or 4. (Revised on Nov. 8<sup>th</sup>, 2022)
2. Each country is entitled to one voting right. Priority in voting rights is given in the following order: Association members, Government members, Organization members, Individual members, and Students Members. (Revised on June 1<sup>st</sup>, 2016 / May 23<sup>rd</sup>, 2023)

#### Article 9. Admission and withdrawal

1. Any party who agrees to the purposes of the WTA may become a member by filing an application for admission provided that the application is approved by the Board of Directors (hereinafter referred to as “The Board”) of the WTA.
2. A Member may withdraw its membership by submitting a formal letter of withdrawal to the World President of the WTA.

Article 10. Membership dues and Assessed contributions All members are required to pay either membership dues or assessed contributions, depending on their membership status as described in Article 8. Related details shall be determined separately by the Board.

#### Article 11. Observers

1. Delegates representing intergovernmental and private organizations, academic institutions, foundations with international status, and diplomatic agents accredited to the country hosting the General Assembly of the WTA, and delegates representing institutions recommended by a national toilet association, may participate in the General Assembly in the capacity of Observers. Countries may send as many delegates as they wish provided they are registered to attend the General Assembly.
2. Observers may present their opinions before the General Assembly with the permission of the Chairperson of the General Assembly.

Article 12. Suspension Any member may be suspended by the WTA for acts detrimental or contrary to the objectives and purposes of the WTA. Such a suspension must be ratified by the Board's majority vote. Suppose a member is inactive for a certain period or loses contact for a certain period in a row. In that case, the member may be suspended through the resolution of the Board of Directors Meeting. The Board of Directors Meeting shall determine the period. (Revised on Nov. 8, 2022)

## CHAPTER 3

### World President and Vice-Presidents

Article 13. Executive Officers The WTA shall have one World President and four (4) Vice-Presidents. (Revised on Feb. 26<sup>th</sup>, 2014)

Article 14. Duties and Obligations

1. The World President shall represent the WTA, coordinate its operations, and preside over Board meetings.
2. The Vice-Presidents shall assist the World President and act in his/her absence.

Article 15. Election

1. The World President, Vice-Presidents shall be elected considering regional and gender balance by the General Assembly of the WTA. (Revised on May 23<sup>rd</sup>, 2023)
2. Among the four (4) Vice-Presidents, one shall be nominated by the World President as the First Vice-President. (Revised on Feb. 26<sup>th</sup>, 2014)

Article 16. Terms of Office

1. The World President, and Vice-Presidents shall be elected for a term of four (4) years. They are eligible for re-election without term limits. (Revised on Feb. 26<sup>th</sup>, 2014)
2. The terms of office for those elected in a by-election shall be the remaining period of the predecessor's term of office.

Article 17. Acting World President In cases where the World President is absent from a meeting or a scheduled event due to illness or any other reason, the functions and duties of the World President shall be carried out by the first Vice-President.



## CHAPTER 4

### The General Assembly

Article 18. Composition The General Assembly is the highest the decision-making body of the WTA and consists of voting members.

Article 19. Regular Sessions

1. The General Assembly shall meet every two (2) years. (Revised on Nov. 8<sup>th</sup>, 2022)
2. Convening of the meeting shall be informed stating agendas, date and time, and venue etc. to the members 30 days prior to the meeting. (Revised on Nov. 22<sup>nd</sup>, 2018)

Article 20. Special Sessions

1. Special sessions shall be convened as deemed necessary.
2. The World President of the WTA shall convene within three months from the date of the official request for a special session pursuant to any of the occasions:
  - a. In cases where a request is made by a majority of the members of the Board stating the specified objective(s) for the requested session;
  - b. In cases where a request is made by at least one-third (1/3) of the voting members stating the specified objective(s) for the requested session; and
  - c. In cases where the World President deems necessary.

Article 21. Chairperson and Vice-Chairpersons

1. The Chairperson of the General Assembly shall be elected by the General Assembly. (Revised on Nov. 8<sup>th</sup>, 2022)
2. Vice-Chairpersons shall assist the Chairperson and act in his/her absence; they are elected by the General Assembly.
3. The World President shall preside over the General Assembly until the Chairperson of the General Assembly has been elected.

Article 22. Quorum

1. A quorum is secured when one-fourth of the total voting members is present.
2. The decisions of the General Assembly shall be made when a majority vote is reached amongst the voting members present. In the case of a tie, the chairperson shall have the casting vote.

Article 23. Functions The General Assembly shall have the authority:

- a. To elect or remove members of the Board and auditors;
- b. To determine the host country and date of the next General Assembly;
- c. To approve reports on the results of the General Assembly meetings;
- d. To amend the Constitution;
- e. To elect the Chairperson of the General Assembly;
- f. To establish advisory boards, subsidiary organs and ad hoc committees;
- g. To delegate such duties to the Board as may be deemed necessary;
- h. To review other issues that the World President present before the General Assembly; and
- i. To dissolve the WTA.

Article 24. Expenses

1. All expenses to be incurred in relation to hosting the General Assembly shall be borne by the host country. Costs such as transportation and accommodations related to participation in the General Assembly shall be borne by the participants, such as registration and accommodation; in certain cases, they may be provided by the host country.
2. Additional events must be approved in advance by the Board.

## **CHAPTER 5**

### **Board of Directors**

Article 25. Composition The Board shall consist of the following posts:

- a. World President;
- b. Four (4) Vice-Presidents;
- c. Ten (10) or fewer elected Directors; and
- d. Two (2) Directors nominated by the World President and Two (2) Directors nominated by the Presidential Group(Revised on Feb. 26<sup>th</sup>, 2014)



Article 26. Election The Directors stipulated under paragraph 1c Article 25 shall be elected by the General Assembly of the WTA, taking into account the need for better geographical representation and gender ration. (Revised on Nov. 8<sup>th</sup>, 2022)

#### Article 27. Terms of Office

1. Members of the Board shall be elected for a term of four (4) years at the General Assembly. They are eligible without term limits. The directors nominated by the World President and Presidents shall serve for such period as the World President shall decide. (Revised on Feb. 26<sup>th</sup>, 2014)
2. The term of office for Board members elected in a by-election shall be the remaining period of the predecessor's term of office.

#### Article 28. Honorary Status and Duties

1. All members of the Board shall serve in an honorary capacity. They shall receive reimbursement for their expenses and shall be paid an allowance for representing the WTA at WTA-related events.
2. Members of the Board shall attend Board meetings, make decisions on issues related to WTA operations, and deal with issues entrusted to them by either the Board or the World President.

#### Article 29. Convocations

1. The Board shall meet in regular and special sessions, both of which shall be declared open when the majority of all members of the Board are present.
2. Regular sessions shall be held at least once a year. The World President shall notify each member of the Board and auditors with specific details such as the session agenda, venue, and date at least thirty (30) days prior to the date of the session.
3. Special sessions shall be convened either at a time deemed necessary by the World President, or at a time when a request with [a] specifically-stated purpose[s] is made by the majority of the Board.

#### Article 30. Quorum

1. Decisions by the Board shall be reached by a majority of the Board members present; the World President shall have a casting vote in the event of a tie.
2. Each member of the Board shall have one vote at Board meetings. The voting rights of Board members cannot be delegated to others.

#### Article 31. Functions

1. The Board shall review and approve the following:



- a. Conduct of key organizational operations of the WTA;
  - b. Business plans and implementation;
  - c. Budget estimates and expenditures;
  - d. Fund and asset management;
  - e. Admission and suspension of members;
  - f. Formulation of agenda brought before the General Assembly;
  - g. Reports on the results of General Assembly meetings;
  - h. Issues delegated by the General Assembly;
  - i. Membership dues and assessed contributions;
  - j. Organization and operation of the Secretariat;
  - k. Establishment and management of the WTA Foundation;
  - l. Agreements about toilet-related issues with other governments and international organizations including the United Nations;
  - m. Reports of the Auditors, advisory boards, subsidiary organs and ad hoc committees; and
  - n. Other issues the World President brings before the Board as he/she deems necessary.
2. Agendas approved by the Board shall be reported to the General Assembly.
  3. An Executive Committee may be established at the discretion of the World President.

#### Article 32. Auditors

1. The WTA shall have two (2) internal auditors and two (2) independent external auditor. Both the internal and external auditor shall be elected by the General Assembly and serve a term of four (4) years. (Revised on Nov. 8<sup>th</sup>, 2022 / May 23<sup>rd</sup>, 2023)
2. Auditors shall perform the following functions:
  - a. Audit the financial status of the WTA annually;
  - b. Audit the financial operation of the General Assembly, the Board, and the Secretariat;
  - c. Give reports during convocations of the General Assembly and Board meetings.
3. Auditors shall serve in an honorary capacity; they shall receive reimbursement for their expenses and shall be paid an allowance for representing the WTA at WTA-related events.
4. The Secretary-General shall prepare and submit a statement of accounts and other information explaining the financial status of the Secretariat to auditors.



## CHAPTER 6

### Secretariat

#### Article 33. Structure and Operations

1. The WTA shall establish a Secretariat responsible for the administrative duties of the WTA.
2. The Secretariat shall consist of a Secretary-General and other staff members required by the WTA.
3. The Secretary-General shall be appointed by the World President. The Secretary-General shall serve a four (4) year term, and he/she may be re-appointed. (Revised on Nov. 8<sup>th</sup>, 2022)
4. Rules and procedures related to the structure and operations of the Secretariat shall be determined separately.
5. Upon approval by the Board, affiliated research institutes and committees that the WTA deems necessary may be established for the objectives and purposes of enhancing the efficient implementation of the WTA's business plans.
6. In cases falling under paragraph 5, the structure and operations of such institutes and committees shall be determined separately.

#### Article 34. Functions The Secretariat shall perform the following functions:

- a. Devise and implement business plans, and commission related research and/or studies;
- b. Manage admission and withdrawal of members;
- c. Prepare meeting materials for both the General Assembly and Board Meetings;
- d. Provide educational programs and publicity campaigns related to toilets;
- e. Collect data related to toilets;
- f. Prepare budget estimates and manage budget operations and settlements;
- g. Coordinate operations of the Secretariat, institutes, and committees;
- h. Raise and operate funds; and
- i. Review issues delegated by the World President and the Board.

Article 35. Salaries Staff members shall be paid regular salaries. For details, establish separate employment rules and comply with the Labor Standards Act of the country where the secretariat is located. (Revised on Nov. 8<sup>th</sup>, 2022)

## CHAPTER 7

### Budget and Expenses

#### Article 36. Financial Basis

1. A fiscal year begins on the first day of January and lasts until the thirty-first day of December of that year.
2. Budget and accounting shall be based on the currency of the country in which the secretariat is located and in US dollars. (Revised on Nov. 8<sup>th</sup>, 2022)

#### Article 37. Revenue The WTA shall finance its expenses with the revenue raised from any of the following sources:

- a. Membership dues and assessed contributions;
- b. Subsidies from national or local governments and revenue from their commissioned activities;
- c. Proceeds from international organizations, foundations, corporations, and individuals entrusted to the WTA, as well as revenue from their commissioned activities; and (Revised on June 1<sup>st</sup>, 2016)
- d. Proceeds from other business operations.

#### Article 38. Monetary Donations and Gifts The WTA may accept bona fide monetary donations and/or gifts for the purpose of meeting its necessary expenses.

1. Donations shall be used for achieving Article 5 activities.
2. After the fiscal year is closed, the yearly donation amounts and usage shall be posted on the association's official website. (Revised on Nov. 22<sup>nd</sup>, 2018)

#### Article 39. Budget The Secretary-General shall prepare the budget estimates for the WTA, get approved by the Board, and provide reports to the General Assembly.

Additional budget estimates shall be approved in the same manner.



## CHAPTER 8

### Supplementary Provisions

Article 40. Amendments to the Constitution The Constitution of the WTA may be amended by the General Assembly when adopted by two-thirds (2/3) of the voting members present.

Article 41. Enactment of By-Laws Upon the approval of the Board, by-laws may be enacted to govern matters other than those specified in the WTA Constitution.

Article 42. Logo and slogan

1. The logo and slogan of the WTA are in the Appendix.
2. The Board may approve the use of the logo and the slogan by a third party, but they remain the intellectual property of the WTA.

Article 43. Official Language The official language of the WTA shall be English. Interpretation services may be provided by the host country.

Article 44. Applicable Procedures Matters not specified in the Constitution and by-laws shall be regulated by applicable general international practices, such as “Robert’s Rules of Order (2007 Edition)”.

Article 45. Dissolution of the WTA

1. The WTA may be dissolved by a decision of the General Assembly when the majority of voting members reaches a quorum, and consensus has been established by two-thirds (2/3) of the voting members are present.
2. In the case of dissolution, any land, physical facilities, miscellaneous assets, and permanently fixed capital improvements situated in the host country and/or other countries that were originally made available to the WTA by a government, shall revert to the government, local autonomous government authorities, or other non-profit corporate entities with similar purposes; upon the approval of both the Board and the General Assembly, other assets of the WTA may be transferred or distributed to countries or other international institutions, which share similar purposes with the WTA.

Article 46. Entry into force This Constitution shall come into effect on the date on which the Inaugural General Assembly of the WTA grants approval.