

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

# **WORLD FEDERATION OF NEUROSURGICAL SOCIETIES**

## **CONSTITUTION AND BYLAWS**

**2011-2013 (A4 Format)**

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

**CONSTITUTION  
OF THE  
WORLD FEDERATION OF  
NEUROSURGICAL SOCIETIES  
SEPTEMBER 2011**

Adopted Originally - 1957 - Brussels  
Amended - 1961 - Washington D.C.  
Amended - 1965 - Copenhagen  
Amended - 1971 - Prague  
Amended - 1973 - Tokyo  
Amended - 1975 - Oxford  
Amended - 1977 - Sao Paulo  
Amended - 1981 - Munich  
Amended - 1983 - Brussels  
1st incorporated at The Hague, The Netherlands  
on February 4, 1985 and subsequently registered under file number V 411 496  
Amended - 1985 - Toronto  
Amended - 1989 - New Delhi  
Amended – 2011 – Recife, Brazil  
(and filed at The Hague, The Netherlands, under file number 40411496)

*English language translation of Dutch language document, as filed:*

**ARTICLE 1 - NAME**

Section 1.

This organization shall be known as the:  
**WORLD FEDERATION OF NEUROSURGICAL SOCIETIES,**  
(Hereinafter designated as "Federation")

Section 2.

The Federation shall have its seat in The Hague, the Netherlands.

**ARTICLE 2 - PURPOSE**

Section 1.

The purpose of this Federation shall be the advancement of neurological surgery in all of its aspects by:

- A. facilitating the personal association of neurological surgeons throughout the world;
- B. aiding in the exchange and dissemination of knowledge and ideas in the field of neurological surgery;
- C. encouraging research in neurological surgery and in allied sciences;
- D. addressing issues of neurosurgical demography; and
- E. promoting, implementing and improving minimum and higher standards of

neurosurgical care and training worldwide.

#### Section 2.

A primary means of achieving these purposes shall be the holding of a World Congress of Neurological Surgery (hereinafter designated as "Congress"), at times determined by the Executive Committee. Arrangements may be made for related scientific groups to participate in these meetings whenever the Federation deems that such participation may contribute to the purposes stated in the Constitution.

#### Section 3.

The Federation may engage in such other activities as are appropriate to its purpose at the discretion of the Executive Committee. The Federation may embark on the establishment of specific Foundations to accomplish its purpose.

#### Section 4.

The Federation is a non-profit making organization.

### **ARTICLE 3 - MEMBERS; APPLICATION FOR MEMBERSHIP OR AFFILIATION**

#### Section 1.

The Federation shall be composed of the following types of member and affiliate member organizations, each of which shall be represented by delegates or observers as provided in the Federation Bylaws:

- A. Continental associations of neurosurgical societies from Africa, Asia and Australasia, Europe, North America, Central and South America.
- B. National, regional, and multinational general neurosurgical societies, or neurosurgical sections of national neurological societies, and
- C. Affiliate organizations that are small neurosurgical societies of a size described in the Federation Bylaws or are societies that are unable to fulfill other requirements of a regular membership.

#### Section 2.

Neurosurgical, neuroscience, and other organizations may become members or affiliate member organizations of the Federation as provided in the Bylaws of the Federation.

#### Section 3.

Each of the members shall be represented by delegates or observers in the Executive Committee.

#### Section 4.

The dues to be charged to each individual member of the member societies of the Federation shall be determined by the meeting of the Executive Committee with the advice of the Administrative Council. Dues shall be paid to the Federation once a year by each member society for each one of its members.

#### **ARTICLE 4 - INDIVIDUAL MEMBERS OF THE CONGRESS**

Individual Membership in the Congress shall be available to neurological surgeons and other interested persons throughout the world as provided in the Federation Bylaws.

#### **ARTICLE 5 - APPLICATION MEMBERSHIP OR AFFLIATION**

##### Section 1.

Applications for membership or affiliated membership shall be sent to the Secretary of the Federation at least six months before the Executive Committee meeting at which the application will be considered.

##### Section 2.

The application, when complete, shall be reviewed by the continental organization to which the applicant belongs geographically or politically and, thereafter, shall be considered by the Administrative Council; their respective recommendations shall be submitted to the Executive Committee for decision at its next meeting.

##### Section 3.

Continental/Regional organizations upon recommendation of the Administrative Council may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the organization is truly international and representative of a broad geographical or political area. The Continental/Regional organizations should be primarily concerned with the general aspects of neurosurgery. A member organization can belong to only one (1) Continental or Regional organization that includes it geographically or politically.

##### Section 4.

Neurosurgical societies may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the society being considered for membership is truly national, regional, or multinational in scope and is composed of twenty (20) or more neurosurgical members.

##### Section 5.

Additional societies from any given country already represented in the Federation may apply for membership providing that the total roster of neurosurgeons in the given country is above one thousand (1,000) and the applicant society is formed by a minimum of one hundred (100) active members. When accepted for membership in the Federation by the Executive Committee, the new society will pay membership dues for all its members independently of whether or not any of its members already belongs to another Federation member society paying membership dues on his/her behalf.

#### **ARTICLE 6 - END MEMBERSHIP**

##### Section 1.

Membership of the Federation ends:

- a. On the dissolution of the legal entity or organization of a member society  
( by way of notice of termination in connection therewith by the Administrative Council);
- b. By notice of termination by the member society;
- c. By notice of termination by the Federation;
- d. By removal.

#### Section 2.

Notice of termination of membership can be given by the Executive Committee when a member society no longer meets the requirements for membership, no longer fulfills the obligations with respect to the Federation and if the Federation cannot reasonably be required to continue the membership.

Notice of termination of membership by the Federation can only be given after such a recommendation has been made by the Administrative Council to the Executive Committee and by approval of the Executive Committee by a two-thirds (2/3) vote of the members, present and voting, at a regular meeting. This recommendation shall not become effective until confirmed by a two-thirds (2/3) vote of the members, at the next regular meeting at least one (1) year later.

#### Section 3.

Notice of termination of membership by a member society can only be given at the end of the financial year of the Federation and in compliance with a notice period of four (4) weeks. However, the membership can be terminated immediately if the Federation or the member cannot reasonably be required to continue the membership.

#### Section 4.

A notice of termination of membership conflicting with the previous paragraph, will end the membership on the earliest allowed date following the date of the notice of termination.

#### Section 5.

A member society can also end the membership with immediate effect if the member has been notified by the Federation of a resolution to convert the Federation to a different legal form or to merge (*fusie*) or de-merge (*splitsing*) within the meaning of Title 7, Book 2 of the Dutch Civil Code.

#### Section 6.

A member society can also end the membership with immediate effect within one month after the member has been notified of a resolution by which the rights and duties of the member with respect to the Federation have been aggravated. The resolution will not apply to this member. This, however, will not be applicable to resolutions by which the financial obligations of the member have been changed.

#### Section 7.

Removal can only be ordered if a member society acts in breach of the Constitution, the Federation Bylaws or resolutions of the Federation or prejudices the association in an unreasonable manner.

#### Section 8.

Removal can be ordered by the Administrative Council. The member society concerned shall be notified of the decision and of the reasons on which it is based in writing as soon as possible. The member society has the right to appeal to the Executive Committee within one month after having received notice of the decision. During the period for appeal and pending the appeal, the member society shall be suspended. However, a suspended member shall be entitled to attend the meeting of the Executive Committee at which the appeal to the resolution to remove him is on the agenda and may address the meeting of the Executive Committee in respect thereof.

Section 9.

Where membership ends in the course of a financial year, the annual contribution shall nevertheless remain due in full.

**ARTICLE 7 - COMMITTEES, COMPOSITION, ELECTIONS, APPOINTMENTS,  
MEETINGS, DUTIES**

Section 1.

There shall be an Administrative Council and an Executive Committee.

Section 2.

Standing, Scientific, Special and other Committees of the Federation and Congress may be established and shall be set out in and governed by the Federation Bylaws.

**ARTICLE 8 - ADMINISTRATIVE COUNCIL**

Section 1.

The Administrative Council shall be responsible for the operational management of the Federation, subject to supervision by the Executive Committee as the governing body of the Federation.

Section 2.

The Administrative Council shall be appointed by the meeting of the Executive Committee in accordance with article 17 section 1 and shall be composed of the following officers of the Federation and the Congress:

- a. President of the Federation;
- b. First Vice-President of the Federation;
- c. Secretary of the Federation;
- d. Assistant-Secretary of the Federation;
- e. Treasurer of the Federation;
- f. Assistant-Treasurer of the Federation;
- g. President of the Congress;
- h. Immediate Past-President of the Federation or the President Elect.

Section 3.

Any member of the Administrative Council may be dismissed by the meeting of the Executive Committee at any time. A resolution of the meeting of the Executive Committee to dismiss a member of the Administrative Council must be adopted with a two-third (2/3) majority of the votes cast in a meeting in which all the members of the Executive Committee are present or represented.

Section 4.

The Administrative Council shall adopt resolutions by an absolute majority with the votes cast in a meeting of the Administrative Council.

Section 5.

In meetings of the Administrative Council each member of the Administrative Council shall be entitled to cast one vote.

Section 6.

A member of the Administrative Council may only be represented in meetings of the Administrative Council by another member of the Administrative Council pursuant to a written power of attorney.

Section 7.

The Administrative Council may also adopt resolutions without the convening of a meeting, provided that all the members of the Administrative Council have been consulted and none of them have raised an objection to adopting resolutions in this manner.

Section 8.

The Administrative Council shall give a report of its actions and recommendations for ratification and/or consideration at the next Executive Committee meeting.

**ARTICLE 9 - UNAVAILABILITY OR INABILITY TO ACT OF A MEMBER OF THE ADMINISTRATIVE COUNCIL**

If a member of the Administrative Council is unavailable or unable to act, the management of the Federation shall be vested in the remaining members of the Administrative Council or sole remaining member of the Administrative Council. If no member of the Administrative Council is available or able to act, the management of the Federation shall be temporarily vested in a person appointed for that purpose by the Executive Committee, either from within its midst or from elsewhere.

**ARTICLE 10 - REPRESENTATION OF THE FEDERATION**

The Administrative Council represents the Federation to the extent that the contrary does not follow from the law. The authority to represent shall vest exclusively in:

- the Administrative Council; and
- five (5) members of the Administrative Council acting jointly.

**ARTICLE 11 - EXECUTIVE COMMITTEE: COMPOSITION, MEETINGS, DUTIES**

Section 1.

The Executive Committee shall represent the members of the Federation.

Section 2.

The Executive Committee shall be composed of:  
a. all of the officers of the Federation;  
b. the President and the Treasurer of the Congress;

- c. all the delegates from each continental, national, regional and multinational member society; and
- d. all the observers from each affiliate member society (subject to art. 12.9).

### Section 3.

Each continental, national, regional, and multinational member organization shall be represented on the Executive Committee by delegates.

### Section 4.

Each delegate (or alternate delegate) must be a neurological surgeon and an active member of the society or organization which the delegate represents.

### Section 5.

No delegate may represent more than one continental member organization or member society. A delegate may not vote both as an officer of the Federation or of the Congress and as a delegate.

### Section 6.

A continental member organization or member society may appoint or elect alternate delegates.

### Section 7.

Each affiliate member organization shall be represented on the Executive Committee by observers.

### Section 8.

The (alternate) delegates and observers shall be designated by their respective organizations and societies and shall serve the terms of office at the pleasure of their respective organizations and societies.

## **ARTICLE 12 - EXECUTIVE COMMITTEE: MEETINGS**

### Section 1.

The Administrative Council shall convene the meeting of the Executive Committee. The Executive Committee shall meet just prior to each Congress, and on at least two (2) occasions during the Congress, and at such other times as the Administrative Council or Executive Committee shall designate. The final meeting of the Executive Committee during the Congress shall be held on the day prior to the last day of the Congress.

Notice of the convening of meetings of the Executive Committee shall be issued by the Administrative Council by means of written notices or by means of readable and reproducible notices which are electronically sent ("**notice**"), which notice is to be dispatched no later than three (3) months before the date of the meeting. The notices convening the meeting shall set out the place, date and time of the meeting and the matters to be considered. The minutes of the previous Executive Committee meeting shall be included with this notice unless previously distributed.

### Section 2.

Only officers and delegates shall have the right to a single vote.

Section 3.

Unless this Constitution articles of association does not provide for a greater majority, all resolutions of the Executive Committee shall be adopted by an absolute majority of the votes validly cast.

Section 4.

A quorum of the Executive Committee shall be determined by the presence of one-third (1/3) or more of its voting members.

Section 5.

In the event that a properly called meeting of the Executive Committee is adjourned because of a lack of a quorum, and only after notice is given at that time, a meeting of the Executive Committee may be reset for the next day at a given time and place, provided that at least twenty (20) members of the Executive Committee, including a quorum of five (5) members of the Administrative Council present at the time of the reset meeting. That reset meeting shall be considered a proper meeting of the Executive Committee.

Section 6.

The casting of a blank written vote or ballot shall not be considered in determining the number of votes cast if a quorum is present.

Section 7.

On the written application of a number of members or delegates entitled to cast not less than one-tenth of the votes in a meeting of the Executive Committee, the Administrative Council shall convene a meeting of the Executive Committee within a period of not less than four weeks after the application was lodged.

Section 8.

An alternate delegate may attend all meetings of the Executive Committee and may vote in meetings of the Executive Committee only if a delegate from the alternate delegate's organization is not voting. An alternate delegate shall serve only for the meetings for which an alternate delegate is elected but may be re-elected or reappointed for other meetings of the Executive Committee.

Section 9.

Observers may attend meetings of the Executive Committee and participate in discussions but shall not vote and shall not hold office.

Section 10.

The Chairpersons of the committees of the Federation and of the Congress shall attend and participate in all meetings of the Executive Committee. Only those Chairpersons who are delegates may vote. They may be invited by the President to attend all or part of the meetings of the Administrative Council.

Section 11.

Individual members from organizations and societies that are members of the Federation may attend meetings of the Executive Committee, of the Administrative Council, and/or of the various other committees of the Federation except the Nominating Committee. They may not vote.

### **ARTICLE 13 - EXECUTIVE COMMITTEE: DUTIES**

The Executive Committee shall:

- a. Appoint all officers of the Federation as provided in this Constitution;
- b. Appoint all members of standing committees of the Federation as provided in this Constitution and in the Federation Bylaws;
- c. Determine the place and date of meetings of the next Congress in advance;
- d. Determine the dues to be charged;
- e. Propose, consider and elect organizations and societies as members or as affiliates of the Federation;
- f. Terminate membership or affiliated membership in accordance with article 6;
- g. Have all other powers not designated by the law or the Constitution to the Administrative Council.

### **ARTICLE 14 - OFFICERS; ELECTIONS, TERMS, DUTIES**

#### Section 1. Officers

A. There shall be the following officers of the Federation:

- a. Honorary Presidents (Honorary Officers);
- b. President;
- c. First Vice-President;
- d. Second Vice-President;
- e. Past President or President-elect;
- f. Second Vice-Presidents to represent each of the five (5) continental organizations and two second Vice-Presidents at-large to represent geographical areas without appropriate representation or societies as provided in the Federation Bylaws;
- g. Secretary;
- h. Assistant Secretary;
- i. Treasurer;
- j. Assistant Treasurer;
- k. Historian.

B. There shall be the following officers of the Congress:

- a. President;
- b. Vice-President;
- c. Second Vice-President;
- d. Secretary;
- e. Assistant Secretary;
- f. Treasurer;
- g. Assistant Treasurer;
- h. Scientific Program Director;
- i. Honorary President.

#### Section 2.

The number of offices and/or officers may be changed as provided in the Federation Bylaws.

Section 3.

The allocation of tasks and responsibilities between the officers of the Federation and of the Congress shall be set out in and shall be governed by the Federation Bylaws.

**ARTICLE 15 - GENERAL QUALIFICATIONS OF OFFICERS**

Section 1.

All officers of the Federation and of the Congress at the time of their election shall be active neurological surgeons of one of the societies with full membership in the Federation and who are not more than sixty-nine (69) years of age at the time of their election or re-election. These requirements do not apply to neurological surgeons being considered for election as Honorary President or as Historian.

Section 2.

No neurological surgeon shall be elected or appointed to more than one office except as otherwise provided. However, officers may also chair a committee. No officer of the Federation shall also vote as a delegate to the Executive Committee.

**ARTICLE 16 - OFFICERS OF THE CONGRESS**

Section 1.

All Congress officers shall be active members of a society of the host country or area in which the Congress is to be held. The host country or area shall select their own slate of suggested Congress officers any time after the selection of the site of the Congress. The host country shall notify the Federation Secretary of the proposed slate, at least twelve (12) months before the next preceding Congress so that it will be included and circulated by the Federation Secretary together with the slate of Federation officers proposed by the Nominating Committee. They shall be elected by the Executive Committee. The President and Treasurer of the Congress shall be voting members of the Executive Committee until replaced by a successor at the close of their Congress.

Section 2.

Congress officers shall serve in office from the date of their election by the Executive Committee until the close of that Congress and thereafter until all the affairs of that Congress have been concluded and all the financial matters settled.

**ARTICLE 17 - ELECTION OF OFFICERS, TERMS AND DUTIES**

Section 1.

All officers of the Federation and of the Congress, except for the Honorary Presidents, shall be elected by an affirmative majority vote of the members of the Executive Committee, present and voting during a Congress or interim meeting in the case of President-Elect.

Section 2.

All new officers shall assume office at the close of the Congress and shall serve until a successor takes office except for the President Elect, who takes office at the end of the interim meeting at which his election is affirmed.

Section 3.

The Officers of the Federation and of the Congress shall serve concurrently with the President of the Federation.

Section 4.

The President, and Vice-Presidents of the Federation may not be re-elected to the same office for an immediately successive term. The other officers of the Federation may be re-elected.

Section 5.

If one or more of the officers of the Federation or of the Congress are unable to continue to fulfill their duties of office, the Federation President, Administrative Council or the Executive Committee may declare that a vacancy exists in that office.

**OFFICERS OF THE FEDERATION  
(SPECIFIC RULES)**

**ARTICLE 18 - HONORARY PRESIDENTS**

Section 1.

With an affirmative vote by two-thirds (2/3) of the members of the Executive Committee, present and voting, a candidate may be elected as an Honorary President of the Federation.

Section 2.

All Honorary Presidents of the Federation shall serve for life.

Section 3.

Honorary Presidents of the Federation may attend and participate in the meetings of the Executive Committee and may vote. They may be elected as Historian or appointed as Parliamentarian but may hold no other office. At the discretion of the President, they may serve on scientific committees.

**ARTICLE 19 - SECOND VICE-PRESIDENTS**

For the selection of second vice-presidents, two names shall be proposed by each one of the five (5) continental organizations to the Nominating Committee, which will nominate one of the named persons from each organization. Two additional names for Second Vice-President shall be proposed by the Nominating Committee as Second Vice-Presidents at-large to represent societies in geographical areas either not, or not adequately, represented by continental, national, regional, or multinational organizations.

**ARTICLE 20 - PRESIDENT ELECT**

Section 1.

The President Elect shall be nominated by the Nominating Committee, from a Country different to that in which the next Congress will take place.

Section 2.

The President Elect shall be elected by the Executive Committee at the Interim Meeting between Congresses and on election shall immediately assume his/her term of office for two (2) years.

Section 3.

The President Elect shall become the President of the Federation at the close of the following Congress.

**ARTICLE 21 - TREASURER OF THE FEDERATION**

Section 1.

The Treasurer shall assume the duties and responsibilities common to this office and shall chair the Finance Committee.

Section 2.

The Treasurer shall accept all dues and other moneys received by the Federation and shall deposit them in a suitable bank. The Treasurer shall expend the funds of the Federation in accordance with the policies and budget approved by the Administrative Council and the Executive Committee. At the discretion of the Executive Committee, more than one signature may be required on bank checks and all other documents.

Section 3.

The Treasurer shall provide to the Administrative Council an operating statement and balance sheet at intervals of no longer than twelve (12) months and, preferably, at intervals of six (6) months, or more frequently, when there is greater financial activity, such as that which precedes and follows a Congress. Such reports shall be provided for each meeting of the Executive Committee.

Section 4.

The Treasurer shall supply to the Audit Committee copies of treasury records prior to the meeting of the Congress. A report of the Audit Committee shall be presented to the Executive Committee during its meetings at the time of the Congress.

**OFFICERS OF THE CONGRESS  
(SPECIFIC RULES)**

**ARTICLE 22 - HONORARY VICE-PRESIDENTS OF THE CONGRESS**

At least two (2) years prior to each Congress, each member society shall select one (1) of its delegates as its Congress Honorary Vice-President. The Secretary of the Federation shall be notified in writing by each society.

**ARTICLE 23 - AMENDMENTS CONSTITUTION, BYLAWS**

Section 1.

Amendments to and changes of this Constitution may be made at any meeting of the Executive Committee on the affirmative vote of three-fourths (3/4) of the members present and voting provided that written notice of the proposed changes is submitted to all members of the Executive Committee at least six (6) months prior to that meeting.

Section 2.

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

An amendment of the Constitution shall be null and void if not made by notarial instrument. Except as otherwise resolved by the Executive Committee, each member of the Administrative Council shall be authorized to arrange for the execution of the notarial instrument.

### Section 3.

The Administrative Council shall deposit an officially certified copy of such amendment as well as the restated text of the Constitution at the trade register.

### Section 4.

There shall be a separate, written set of Bylaws for the Federation to supplement this Constitution and to facilitate the operations, goals, and mission of the World Federation of Neurosurgical Societies and of the World Congresses of Neurological Surgery.

### Section 5.

Amendments to and changes of the Federation Bylaws may be made at any meeting of the Executive Committee on the affirmative vote of two-thirds (2/3) of the members present and voting provided that written notice of the proposed changes is submitted to every member of the Executive Committee at the time stated in the Bylaws prior to the meeting at which they are to be considered.

### Section 6.

The member proposing the amendments shall be responsible for providing copies of the proposed changes in the Constitution or Bylaws, written in English for each member of the Executive Committee.

## **ARTICLE 24 - DISSOLUTION**

### Section 1.

The Federation can be dissolved by a resolution of the meeting of the Executive Committee.

### Section 2.

The Federation shall continue to exist after its dissolution in so far as required for the liquidation of its capital.

### Section 3.

The Administrative Council shall be charged with the liquidation of the Federation. The Executive Committee can designate someone else for the liquidation of the Federation.

### Section 4.

Any positive balance that remains after the winding up and liquidation of the capital of the dissolved foundation is to be contributed to the members of the Federation, who were member of the Federation when the resolution to dissolve the Federation was passed. Each of these members shall receive an equal part. However, the Executive Committee can resolve to a different purpose of the positive balance.

### Section 5.

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

Following liquidation, the books and records of the dissolved foundation shall remain in the custody of the youngest liquidator for a period as prescribed by the law.

**BYLAWS  
OF THE  
WORLD FEDERATION OF  
NEUROSURGICAL SOCIETIES  
SEPTEMBER 2011**

Incorporated in The Hague, The Netherlands  
(1 July 1987; Number V 411 496)

**Adopted Originally - 1957 – Brussels**

Amended 1961 – Washington D.C.

Amended 1965 – Copenhagen

Amended 1971 – Prague

Amended 1973 – Tokyo

Amended 1975 – Oxford

Amended 1977 – Sao Paulo

Amended 1981 – Munich

Amended 1985 – Toronto

Amended 1989 – New Delhi

Amended 1993 – Acapulco

Amended 1995 – Berlin

Amended 1997 – Amsterdam

Amended 2000 – San Francisco

Amended 2001 – Sydney

Amended 2003 – Lisbon

Amended 2005 – Marrakech

Amended 2011 - Recife

**ARTICLE I - NAME**

This organization shall be known as the WORLD FEDERATION OF NEUROSURGICAL SOCIETIES (hereafter designated as the Federation).

**ARTICLE II - PURPOSE**

Section 1 Purpose

The purpose of this Federation shall be the advancement of neurological surgery in all of its aspects by:

- A. facilitating the personal association of neurological surgeons throughout the world,
- B. aiding in the exchange and dissemination of knowledge and ideas in the field of neurological surgery,
- C. encouraging research in neurological surgery and in allied sciences,
- D. addressing issues of neurosurgical demography, and
- E. promoting, implementing and improving minimum and higher standards of neurosurgical care and training worldwide.

Section 2 Means of Achieving Purposes

A primary means of achieving these purposes shall be the holding of an International Congress of Neurological Surgery (hereafter designated as the "World Congress"), at an interval to be determined at the discretion of the Executive Committee.

Arrangements may be made for related scientific groups to participate in these meetings whenever the Federation deems that such participation may contribute to the purposes stated in the Constitution and repeated in these By-laws.

### **Section 3 *Other Activities***

The Federation may engage in such other activities as are appropriate to its purpose at the discretion of the Executive Committee. The Federation may embark on the establishment of specific Foundations to accomplish its purpose.

### **Section 4 *Tax-exempt Status***

The Federation is a non-profit making organization.

## **ARTICLE III - MEMBERS; APPLICATION FOR MEMBERSHIP OR AFFILIATION**

### **Section 1 *Organizational Composition***

The Federation shall be composed of the following types of member and affiliate member organizations each of which shall be represented by delegates or observers as provided in Article VI:

- A. Continental associations of neurosurgical societies from Africa, Asia and Australasia, Europe, North, Central and South America
  - 1) The Neurosurgical Section of the Pan-African Association of Neurological Sciences (P.A.A.N.S.) for Societies of Africa
  - 2) The Asian and Australasian Society of Neurological Surgeons (A.A.S.N.S.) for Societies of Asia and Australasia
  - 3) The European Association of Neurosurgical Societies (E.A.N.S.) for Societies of Europe, the former Union of Soviet Socialist Republics (U.S.S.R.), Israel and Countries of the Middle East.
  - 4) The American Association of Neurological Surgeons (A.A.N.S.) for North America (Canada, Caribbean, and United States of America)
  - 5) The Latin American Federation of Societies of Neurological Surgery (F.L.A.N.C.) for Societies of Central America, Mexico and South America
  
- B. National, regional and multinational general neurosurgical societies, or neurosurgical sections of national neurological societies
  - 1. Albania Society of Neurosurgery
  - 2. Asian-Australasian Society of Neurological Surgeons (Continental Org.)
  - 3. Association of Neurosurgical Societies of Africa (ANSA)
  - 4. African Federation of Neurosurgical Societies (AFNS)
  - 5. Neurosurgical Society of Australasia
  - 6. Algerian Society of Neurosurgery
  - 7. American Association of Neurological Surgeons (Continental)
  - 8. American Academy of Neurological Surgery
  - 9. Neurosurgical Society of America
  - 10. Argentine Association of Neurosurgery
  - 11. Armenian Neurosurgical Association
  - 12. Asian Congress of Neurological Surgeons
  - 13. Austrian Society of Neurosurgery
  - 14. Bangladesh Society of Neurosurgeons
  - 15. Belgian Society of Neurosurgery

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16. Bolivian Society of Neurosurgeons
17. Brazilian Academy of Neurosurgery
18. Brazilian Society of Neurosurgery
19. Society of British Neurological Surgeons
20. Bulgarian Society of Neurosurgery
21. Canadian Neurosurgical Society
22. Caribbean Association of Neurological Surgeons
23. ASOCAN (Assoc. of Central American Soc. of Neurosurgery)
24. Central European Neurosurgical Society
25. Chinese Congress of neurological Surgeons
26. Chinese Neurosurgical Society
27. Chilean Society of Neurosurgery
28. Congress of Neurological Surgeons
29. Colombian Association of Neurosurgery
30. Costa Rican Association of Neurosurgeons
31. Croatian Neurosurgical Society
32. Cuban Society of Neurology and Neurosurgery
33. Cyprus Society of Neurosurgery
34. Czech Neurosurgical Society
35. Neurosurgical Section of the Dominican Society of Neurology and Neurosurgery
36. East African Association of Neurological Surgeons
37. Ecuadorian Neurosurgical Society
38. Egyptian Society of Neurological Surgeons
39. Neurosurgical Association of El Salvador
40. Emirates Neuroscience Society
41. European Assoc. of Neurosurgical Societies (EANS) (Continental Org.)
42. Finnish Neurosurgical Society
43. Academy of Filipino Neurosurgeons
44. Latin American Federation of Societies of Neurological Surgery (FLANC) (Continental Org.)
45. French Society of Neurosurgery
46. French-Speaking Society of Neurosurgery
47. German Academy of Neurosurgery
48. German Society of Neurosurgery
49. Georgian Neurosurgical Society
50. Ghana Academy of Neurosurgeons
51. Gulf Neurosurgical Society
52. Hellenic Neurosurgical Society
53. Neurosurgical Society of Honduras
54. Hong Kong Neurosurgical Society
55. Hungarian Neurosurgical Society
56. Neurosurgical Section of the Neurological Society of India
57. Indonesian Neurosurgical Society
58. Neurosurgical Society of Iran
59. Israel Neurosurgical Society
60. Italian Society of Neurosurgery
61. Japan Neurosurgical Society
62. Japanese Congress of Neurological Surgeons
63. Society of Jordanian Neurological Surgeons
64. Kazakhstan Neurosurgical Association
65. Korean Academy of Neurological Surgeons (KANS)
66. Korean Neurosurgical Association (DPR)
67. Kuwait Society of Neurological Surgeons (KSNS)
68. Kyrgyz Neurosurgical Society
69. Latvian Association of Neurosurgeons
70. Lebanese Society of Neurosurgery
71. World Association of Lebanese Neurosurgeons

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

72. Lithuanian Neurosurgical Society
73. Libyan Assoc. of Psychiatry, Neurology & Neurosurgery
74. Macedonian Society of Neurosurgeons
75. Neurosurgical Association of Malaysia
76. Mexican Society of Neurological Surgery
77. Middle East Neurosurgical Society
78. Association of Neurosurgeons of Moldova
79. Mongolian Neurosurgical Society
80. Moroccan Society of Neurosurgery
81. Nepalese Society of Neurosurgery
82. Netherlands Society for Neurosurgery
83. Neurosurgical Society of Vietnam
84. Nigerian Academy of Neurological Surgeons
85. Norwegian Neurosurgical Society
86. Pakistan Society of Neurosurgeons
87. Panamanian Society of Neurosurgery
88. Paraguayan Society of Neurosurgery
89. Neurosurgical Section of the Pan African Association of Neurological Sciences (PAANS)  
(Continental Org.)
90. Pan Arab Neurosurgical Society
91. Peruvian Society of Neurosurgery
92. Polish Society of Neurosurgeons
93. Portuguese Neurosurgical Society
94. Romanian Society of Neurosurgery
95. Association of Neurosurgeons of Russia
96. Saudi Neurosurgical Society
97. Serbian Neurosurgical Society
98. Clinical Neuroscience Society of Singapore
99. Slovak Neurosurgical Society
100. Slovenian Neurosurgical Society
101. Society of University Neurosurgeons
102. The Society of Neurosurgeons of South Africa
103. South Cone Society of Neurological Surgeons
104. The Society of Neurological Surgeons
105. Spanish Society of Neurosurgery
106. Sudan Association of Neurosurgeons
107. Swedish Society of Neurosurgery
108. Swiss Society of Neurosurgery
109. Syrian Society of Neurological Surgery
110. Taiwan Neurosurgical Society
111. Neurosurgical Association of Thailand
112. Tunisian Society of Neurosurgeons
113. Turkish Neurosurgical Society
114. Ukrainian Association of Neurosurgeons
115. Uruguayan Society of Neurosurgery
116. Uzbekistan Society of Neurosurgery
117. Venezuelan Society of Neurosurgery
118. Yemeni Neurological Surgeons Society
119. Korean Neurosurgical Society

C. Affiliate organizations are small neurosurgical societies having less than twenty (20) and more than five (5) neurological surgeons as members, or are neurosurgical or other societies that are unable to fulfill the other requirements of regular membership:

- 1) Afghan Society of Neurosurgery
- 2) Kosova Neurosurgical Society
- 3) Neurosurgical Section of the Association of Neurological Sciences of Ethiopia
- 4) Neurosurgical Section of the Nigerian Society of Neurological Sciences
- 5) Neurosurgical Society of East and Central Africa

D. Other Organizations Neurosurgical, neuroscience and other organizations may become members or affiliate member organizations of the Federation as provided in Section 2.

## **Section 2 Application for Membership or Affiliate Membership**

A. Applications for membership shall be sent to the Secretary of the Federation at least six months before the executive committee meeting, at which time the application will be considered and will contain

- 1) A copy of the constitution of the society,
- 2) A statement of its qualifications for membership, and
- 3) A list of the officers and members

B. The application, when complete, shall be reviewed by the continental organization to which the applicant belongs geographically or politically, and, thereafter, shall be considered by the Administrative Council. Their respective recommendations shall be submitted to the Executive Committee for decision at its next meeting.

C. Continental/Regional organizations upon recommendation of the Administrative Council may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the organization is truly international and representative of a broad geographical or political area. The Continental/Regional organizations should be primarily concerned with the general aspects of neurosurgery. A member organization can belong to only one (1) Continental or Regional organization that includes it geographically or politically.

D. Neurosurgical societies may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the society being considered for membership is truly national, regional, or multinational in scope and is composed of twenty (20) or more neurosurgical members.

E. Additional societies from any given country already represented in the Federation may apply for membership providing that the total roster of neurosurgeons in the given country is above one thousand (1,000) and the applicant society is formed by a minimum of one hundred (100) active members. When accepted for membership in the Federation by the Executive Committee, the new society will pay membership dues for all its members independently of whether or not any of its members already belongs to other Federation member society paying membership dues on his/her behalf.

F. Newly elected societies may seat voting delegates at the Executive Committee meeting as soon as they are elected.

G. A Society that has not paid its dues for two consecutive calendar years will be sent a warning by the Federation Treasurer that a third year of non-payment will result in change to affiliate status. If the dues are not paid by the end of the third year, the member Society will automatically be changed to affiliate status until all payments are made in full.

## **ARTICLE IV- INDIVIDUAL MEMBERS OF THE WORLD CONGRESS**

### Section 1 **Attendance**

Attendance at the meetings of the Congress shall be limited to neurological surgeons and other interested persons who become individual Members of that Congress.

### Section 2 **Requirements for Membership of Individual Neurological Surgeons**

Individual Membership in the Congress shall be available to neurological surgeons throughout the world who fulfill the following requirements:

- A. Pay registration fees as shall be determined by the Executive Committee, and are individual members of one of the member or affiliate member societies of the Federation, or
- B. Reside in a country represented by one of the member or affiliate societies of the Federation, are not individual members of that society, but are nominated by that society or that continental organization for Membership in the Congress, pay their dues and registration fees, and who are elected to Membership by the Membership committee, or
- C. Reside in a country not represented by a member or affiliate society, but apply to the Secretary of the Federation, pay their dues and registration fees, and who are elected to Membership by the Membership Committee.

### Section 3 **Requirements for Membership of Other Individuals**

Other individuals interested in neurological surgery, upon application to the Secretary of the Federation and upon payment of registration fees, may be elected to Membership in the World Congress with the approval of and at the discretion of the Administrative Council.

## **ARTICLE V - OFFICERS; QUALIFICATIONS, ELECTION, TERMS, DUTIES**

### Section 1 **Officers**

There shall be elected officers of the Federation and of the World Congress

- A. Officers of the Federation
  1. Honorary Presidents (Honorary Officers)
  2. President
  3. First Vice-President
  4. Past President
  5. President-Elect
  6. Second Vice-Presidents to present each of the five (5) continental organizations and two (2) Second Vice-Presidents at large to present geographical areas without appropriate representation or societies
  7. Secretary
  8. Assistant Secretary
  9. Treasurer
  10. Assistant Treasurer
  11. Historian
- B. Officers of the World Congress
  1. President
  2. Vice-President
  3. Second Vice-President
  4. Secretary
  5. Assistant Secretary
  6. Treasurer
  7. Assistant Treasurer

## 8. Scientific Program Director

- C. The number of offices and/or officers of the Federation and of the Congress shall change as may be provided in Articles V and VI of these Bylaws.

### Section 2 **General Qualifications of Officers**

All officers of the Federation and of the Congress at the time of their election shall be active neurological surgeons of one of the societies with full membership in the Federation and who are not more than sixty-nine (69) years of age at the time of their election or re-election. These requirements do not apply to neurological surgeons being considered for election as Honorary President or as Historian.

No neurological surgeon shall be elected or appointed to more than one office except as otherwise provided. Officers may also chair a committee, however. To adhere to the principle that one person only gets one vote, no officer of the Federation shall also vote as a delegate to the Executive Committee.

### Section 3 **Election of Officers, Terms, and Duties**

- A. All officers of the Federation and of the Congress, except for the Honorary Presidents, shall be elected by an affirmative majority vote of the members of the Executive Committee, present and voting during a Congress (or Interim Meeting in the case of the President-Elect).

All new officers shall assume office at the close of the Congress and shall serve until a successor takes office except for the President-Elect, who takes office at the end of the interim meeting at which his or her election is affirmed.

All outgoing officers and committee chairpersons shall prepare and deliver in writing to their successors transition information, documents and committee protocols on or before the close of the Executive Committee Meeting at which their successor is elected or appointed to facilitate the ongoing activities of the Federation and Congress. It is the responsibility of the Co-coordinator of Committee Activities of the Federation to be sure this is done.

The Officers of the Federation and of the Congress shall serve concurrently with the President of the Federation, unless otherwise provided for in these Bylaws.

The President and Vice-Presidents of the Federation may not be re-elected to the same office for an immediately successive term. The other officers of the Federation may be re-elected.

- B. Officers of the Federation

#### 1) Honorary Presidents

For outstanding personal and professional service in the specific activities of the Federation which lead to the successful achievement of the Federation's high purpose the Nominating Committee or members of the Executive Committee may propose neurological surgeons as candidates for election as Honorary President. The Nominating Committee shall establish criteria and guidelines to be utilized in identifying and considering such potential nominees. In addition to the past presidents of the Federation and of the World Congress, a maximum of three other candidates, who are usually elected to Honorary President status, can be elected every four years.

With an affirmative vote by two-thirds (2/3) of the members of the Executive Committee, present and voting, a candidate may be elected as an Honorary President.

All Honorary Presidents shall serve for life. Honorary Presidents may attend and participate in the meetings of the Executive Committee and may vote. They may be elected as Historian or appointed as Parliamentarian but may hold no other office. At the discretion of the President, they may serve on committees other than the Nominating Committee and the Administrative Council.

## 2) President

The President shall serve as Chairperson of the Executive Committee and of the Administrative Council and shall be an ex-officio member of all other Committees of the Federation except the Audit, Constitution and Bylaws, and Nominating Committees. The President, when possible, shall attend meetings of the Federation's Continental Associations. The President shall exercise the usual authority and assume the responsibilities of the president of a scientific society. The President shall designate which members of the Constitution and Bylaws and Audit Committees shall be chairpersons. The President shall appoint a Parliamentarian and Special (Ad Hoc) Committees, their Chairs, and their members. The President of the Federation, with the approval of the Administrative Council, shall be empowered to fill any vacancy that may arise in the offices of the Federation, the Congress and their committees if not otherwise provided in these Bylaws or the Constitution. The President may invite other members of the Federation than voting members of the Administrative Council to Administrative Council meetings.

At the end of his/her term of office, the President shall become automatically an Honorary President of the Federation, unless otherwise decided by the Executive Committee.

## 3) First Vice-President

The First Vice-President shall assist the President in his/her duties and will assume the duties of either the President or President Elect if the President or President Elect is absent, ill, resigns, dies or, for any other reason, is unable to fulfill the duties of the Office. The First Vice-President is expected to attend all Administrative Council meetings and when possible, shall attend all major meetings of the Federation's Continental Associations. The First Vice-President shall be an ex-officio member of all other committees of the Federation, except the Audit, Constitution and Bylaws and Nominating Committees.

## 4) Second Vice-Presidents

The Second Vice-Presidents are expected to represent and vigorously promote the Federation through the constituent Societies and Associations in their jurisdiction. They should organize or encourage the organization of WFNS courses and other teaching activities in their areas. They should be responsible for the selection of individual members of their societies for inclusion in the world directory and for the assignment of instruments or other devices by the WFNS to individual surgeons. They should be a resource for members and activities of their constituent organizations. They should attend all Administrative Council meetings.

They should provide an up to date account of meetings and other activities in their jurisdiction at least every year to the web master, the President, and World Neurosurgery. They should work with the Secretary of the Federation to keep up to date lists of officers of member organizations. They shall report to the President and

Administrative Council at each Administrative Council meeting problems and accomplishments of the individual Continental areas they are representing. When possible, they shall accompany the President of the Federation during visits within their jurisdiction.

The Second Vice-Presidents shall be ex-officio members of the Program Committee of the World Congress, helping the scientific program chair develop a program representative of their region.

For the selection of second vice-presidents, two names shall be proposed by each one of the five (5) continental organizations to the Nominating Committee, which will nominate one of the named persons from each organization. The proposed names will be sent to the Secretary of the Federation who will immediately transmit them to the Chair of the Nominating Committee. Names proposed by individuals or individual societies, which are not continental organizations, will be considered at the discretion of the Nominating Committee.

Two additional names for Second Vice-President shall be proposed by the Nominating Committee as Second Vice-Presidents at-large to represent societies in geographical areas either not, or not adequately, represented by continental, national, regional, or multinational organizations. Member societies may propose names to the nominating committee without commitment.

The Second Vice-President with the longest service on the Executive Committee shall assume the duties of the First Vice-President if the First Vice-President is absent, ill, resigns, dies or, for any other reason, is unable to fulfill the duties of the office.

#### 5) Secretary

The Secretary shall act as the communications officer for the organization, reminding officers and committee chairs of deadlines for their activity and for the bylaws specification for their work. The Secretary shall assume the usual duties and responsibilities of a secretary of a scientific society and shall confine attention to those matters particularly related to the Federation. He or she should be responsible for the ongoing records of the society. The Secretary shall be ex-officio member of all committees of the Federation except the Audit, Constitution and Bylaws, and Nominating Committees.

#### 6) Assistant-Secretary

The Assistant Secretary shall assist the Secretary in the execution of the Secretary's duties, as the Secretary shall direct. This normally includes taking and distributing minutes of the Administrative Council and Executive Committee meetings. The assistant secretary should be proficient in written and spoken English, the official language of the Federation and the World Congress. The Assistant Secretary shall assume the duties of the Secretary if the Secretary is absent or, for any other reason, is unable to fulfill the duties of the office. The Assistant Secretary shall be an ex-officio member of the Finance Committee and the Membership Committee.

#### 7) Treasurer

The Treasurer shall assume the duties and responsibilities common to this office and shall be an ex-officio member of the Finance and Publications and Web Committee. The treasurer shall chair the Finance Committee.

The Treasurer shall accept all dues and other moneys received by the Federation and shall deposit them in a suitable bank. The Treasurer shall expend the funds of the Federation in accordance with the policies and budget approved by the Administrative Council and the Executive Committee. At the discretion of the Executive Committee, more than one signature may be required on bank checks and all other documents.

The Treasurer shall provide to the Administrative Council an operating statement and balance sheet at intervals of no longer than twelve (12) months, and preferably at intervals of six (6) months or more frequently when there is greater financial activity, such as that which precedes and follows a Congress. An interim budget and balance sheet should be presented at each meeting of the Executive committee. A comprehensive budget should be prepared two and one half (2 ½) years before each World Congress.

The Treasurer shall supply to the Audit Committee copies of treasury records prior to the meeting of the Congress. A report of the Audit Committee shall be presented to the Executive Committee during its meetings at the time of the Congress.

#### 8) Assistant-Treasurer

The Assistant Treasurer shall assist the Treasurer in fulfilling the Treasurer's duties, as the Treasurer shall direct. He or she will be responsible for creating an annual operating budget and chart performance relative to it.

The Assistant Treasurer, when appropriately directed, shall be authorized to sign bank checks and all other documents associated with the duties of the Treasurer.

The Assistant Treasurer shall be an ex-officio member of the Finance Committee and the Membership Committee.

The Assistant Treasurer shall assume the duties of the Treasurer if the Treasurer, for any reason, is unable to fulfill the duties of the office.

#### 9) Historian

The Historian shall be elected by the Executive Committee for a term of four (4) years and may be re-elected

The Historian shall keep the archives of the Federation in a safe place and shall provide an historical account of the Federation and Congresses from time to time or, at least, prior to the conclusion of the term of office.

#### 10) The Immediate Past-President

The Immediate Past President shall serve on the Administrative Council for a term of two (2) years until the President Elect assume his/her term of office.

#### 11) President-Elect

The President-Elect shall be nominated by the Nominating Committee, from a Country different to that in which the next Congress will take place. However, he or she remains an officer for four years.

The President-Elect shall be elected by the Executive Committee at the Interim Meeting between Congresses and on election shall immediately assume his/her term of office for two (2) years.

The President-Elect shall become the President of the Federation at the close of the following Congress.

The President-Elect shall serve on the Administrative Council and shall be an ex-officio member of all the Committees of the Federation with the exception of the Audit, Constitution and Bylaws, and Nominating Committees.

### C. Officers of the Congress

All Congress officers shall be active members of a society of the host country or area in which the Congress is to be held. The host country or area shall select its own slate of suggested Congress officers any time after the selection of the site of the Congress. The host country shall notify the Federation Secretary of the proposed slate, at least twelve (12) months before the next preceding Congress so that it will be included and circulated by the Federation Secretary together with the slate of Federation officers proposed by the Nominating Committee. They shall be elected by the Executive Committee. The President and Treasurer of the Congress shall be voting members of the Executive Committee until replaced by a successor at the close of their Congress.

Congress officers shall serve in office from the date of their election by the Executive Committee until the close of that Congress and thereafter until all the affairs of that Congress have been concluded and all the financial matters settled.

#### 1) President of the Congress

The President of the Congress shall be an ex-officio member of all committees of the Congress, the Program Committee and the Finance Committee shall be a member of the Administrative Council of the Federation. The President of the Congress shall exercise the usual duties and responsibilities of a President of a scientific society but shall confine attention to those matters related specifically to the Congress. The President of the Congress shall appoint Special (Ad Hoc) committees of the Congress as necessary to carry out its functions.

At the end of his/her term of office, the President of the Congress shall become automatically an Honorary President of the Federation, unless otherwise decided by the Executive Committee.

#### 2) Vice-President of the Congress

The Vice-President of the Congress shall be an ex-officio member of the Local Arrangements Committee and Program Committee of the Congress. The Vice President will be Chairperson of the Local Arrangements Committee and Vice-Chairperson of the Program Committee.

The Vice-President shall assume the duties of the President of the Congress if the President is absent or, for any other reason, is unable to fulfill the duties of the office.

#### 3) Second Vice-President of the Congress

The Second Vice-President of the Congress will assist the Vice-President in the execution of his duties, as the Vice-President shall direct. The Second Vice-President shall assume the duties of the Vice-President if the Vice-President is absent or, for any other reason is unable to fulfill the duties of the office.

The Second Vice-President of the Congress will be an ex-officio member of the Program Committee and the Local Arrangements Committee.

#### 4) Honorary Vice-Presidents of the Congress

At least two (2) years prior to each Congress, each member society may select one (1) of its delegates as its Congress Honorary Vice-President. Usually this would be its delegate with the longest service on the Executive Committee. The Secretary of the Federation shall be notified in writing by each society.

Honorary Vice-Presidents shall represent their society during the Congress events as their society recommends and on invitation or request from the Presidents of the Federation or of the Congress.

#### 5) Secretary of the Congress

The Secretary of the Congress shall be an ex-officio member of all Congress committees and a member of the Program Committee and the Finance Committee of the Federation. He or she should be responsible for keeping minutes of the program committee and after meeting of the Congress, and submit them to the Secretary of the Federation. The Secretary of the Congress shall exercise the usual duties and assume the responsibilities of a secretary of a scientific society but shall confine attention to those matters specifically related to the Congress. The Secretary shall recommend members for the Local Arrangements Committee for the Congress.

#### 6) Assistant-Secretary of the Congress

The Assistant-Secretary of the Congress shall assist the Secretary in the execution of the Secretary's duties, as the Secretary shall direct. The Assistant-Secretary shall assume the duties of the Secretary if the Secretary is absent or, for any other reason, is unable to fulfill the duties of the office.

The Assistant-Secretary shall be an ex-officio member of the Program Committee.

#### 7) Treasurer of the Congress

The Treasurer of the Congress shall accept all moneys received by the Congress and shall deposit them in an appropriate bank approved by the Administrative Council. The Treasurer of the Congress shall pay out the funds of the Congress in accordance with the budget approved by the Finance Committee of the Federation; all checks issued by the WFNS shall require the approval of the Treasurer of the Federation. The Treasurer of the Congress shall arrange for an early and prompt audit of the books by the Audit Committee of the Federation or, at the request of the Executive Committee, Administrative Council or President of the Federation, provide an outside, independent audit. Unexpended Congress funds as specified in the initial bid shall be returned to the Treasurer of the Federation within four (4) months of the conclusion of that Congress.

With the written agreement, after vote of the Executive Committee or Administrative Council, a specific contingency fund allowance may be provided for use by that Congress organizing committee.

#### 8) Assistant-Treasurer of the Congress

The Assistant-Treasurer shall assist the Treasurer in the execution of the Treasurer's duties, as the Treasurer shall direct. The Assistant-Treasurer shall assume the duties of the Treasurer if the Treasurer is absent or, for any other reason, is unable to fulfill the duties of the office.

9) Scientific Program Director

The Scientific Program Director shall be the Chairperson of the Program Committee.

**Section 4 Vacancies**

A. If one or more of the officers of the Federation or of the Congress are unable to continue to fulfill their duties of office, the Federation President, Administrative Council or the Executive Committee may declare that a vacancy exists in that office.

B.

1) In case of such vacancy in the office(s) of the Federation President, First Vice-President, Secretary and/or Treasurer, the office(s) shall be assumed respectively by the Federation First Vice-President, Second Vice-President, Assistant Secretary and/or Assistant Treasurer only when appointed to fill the un-expired term by action of Executive Committee.

2) In similar fashion in the case of vacancies in the offices of the Congress President, Secretary and/or Treasurer, the office(s) shall be assumed respectively by the Congress Vice-President, Assistant Secretary and/or Assistant Treasurer. A vacancy in the office of Congress Vice-President may be filled by action of the Executive Committee.

C. If a delegate is elected an officer of the Federation or of the Congress, a new delegate shall be chosen by that society.

**ARTICLE VI - COMMITTEES; COMPOSITION, ELECTIONS, APPOINTMENTS, MEETINGS, TERMS, DUTIES; PARLIAMENTARIAN**

There shall be an Executive Committee, an Administrative Council, Standing, Special, and other Committees of the Federation as listed but not limited to the following:

1. Executive Committee
2. Administrative Council
- (Standing Committees)
3. Constitution and Bylaws
4. Program
5. Finance
6. Nominating
7. Membership
8. Local Arrangements for the Congress
9. Publication and Web
10. Audit
- (Others)
11. Special (Ad Hoc) Committees

Members of all Standing Committees of the Federation shall be elected for four (4) years. Members of Special (Ad Hoc) Committees shall be appointed for a period of time at the pleasure of the President.

All outgoing Committee Chairpersons shall prepare and deliver to their successor transition information and documents promptly to facilitate the ongoing activities of the Federation and Congress.

When deemed appropriate and/or important, one or more members of a standing or ad hoc committee may be re-elected or reappointed. In any event, one member of each committee, or its Chairperson, may continue for another four (4) years as an ex-officio member of the new committee to provide understanding and continuity of effort.

Chairpersons of Standing Committees may serve a maximum of two (2) full terms (eight (8) years). No member may chair more than one (1) committee.

For the purpose of serving on the Nominating Committee or other Standing Committees of the Federation, an individual member of a national or multinational society with membership in more than one continental association may only represent that continental association with which his/her national or multinational organization is officially (politically) aligned as expressed in Article III, Section 1, A, of these Bylaws.

There shall be a Coordinator of Committee Activities of the Federation. The Coordinator of Committee Activities will report directly to the President of the Federation and shall be an ex-officio member of all committees with the exception of the Audit, Constitution and Bylaws and the Nominating Committee. The Coordinator of Activities should attend the Administrative Council meetings.

The President, First Vice-President, Secretary, President Elect and the Coordinator of Committee Activities of the Federation are ex-officio members of all committees except the Audit, Constitution and Bylaws, and Nominating Committees.

#### **Section 1 *Executive Committee - Composition, Meetings, Duties***

##### **A. Composition (Officers and Delegates, Alternate Delegates, Observers), Terms, Meetings, Duties**

###### **1) Delegates**

###### **a) The Executive Committee shall be composed of:**

All the officers of the Federation  
The President and Treasurer of the Congress  
All the delegates from each continental, national, regional, and multinational member society, and all the observers from each affiliate member society

###### **b) Each continental, national, regional and multinational member organization shall be represented on the Executive Committee by two (2) delegates**

###### **c) Each delegate (or alternate delegate) must be an active neurological surgeon and an active member of the society or organization, which the delegate represents**

###### **d) No delegate may represent more than one continental organization or member society. A delegate may not vote both as an officer of the Federation or of the Congress and as a delegate**

###### **e) Only officers and delegates shall have the right to a single vote**

###### **f) A quorum of the Executive Committee shall be determined by the presence of one-third (1/3) or more of its voting members**

In the event that a properly called meeting of the Executive Committee is adjourned because of a lack of a quorum, and only after notice is given at that time, a meeting of the Executive Committee may be reset for the next day at a given time and place,

provided that at least twenty (20) members of the Executive Committee, including a quorum (five (5) members) of the Administrative Council are present at the time of the reset meeting. That reset meeting shall be considered a proper meeting of the Executive Committee and those present shall be considered a quorum for conducting business.

## 2) Alternate Delegates

- a) A continental member organization or member society may appoint or elect two (2) alternate delegates.
- b) An alternate delegate may attend all meetings of the Executive Committee, and may vote in meetings of the Executive Committee only if the delegate from the alternate delegate's organization is not voting. An alternate delegate shall serve only for the meetings for which the alternate delegate is elected but may be re-elected or re-appointed for other meetings of the Executive Committee.

## 3) Observers

Each affiliate member organization shall be represented by one (1) or two (2) observers. Such observers may attend meetings of the Executive Committee and participate in discussions but shall not vote and shall not hold office.

## B. Terms

- 1) All delegates, alternate delegates and observers shall be appointed or elected by their respective organizations and societies; their names shall be submitted to the Secretary of the Federation in writing at least two (2) months prior to that meeting of the Executive Committee that is held immediately prior to a Congress.
- 2) Newly elected societies may seat delegates at the Executive Council meeting as soon as they are elected.
- 3) Alternate delegates and observers shall serve terms of office at the pleasure of their parent organizations.

## C. Meetings

- 1) The Executive Committee shall meet just prior to each Congress and on at least two (2) occasions during the Congress, and at such other times as the Administrative Council or Executive Committee shall designate. The final meeting of the Executive Committee during the Congress shall be held on the day prior to the last day of the Congress. The Federation Secretary should inform the Executive Committee members of the dates of these meetings at least three months before the meeting and should include minutes of the previous Executive Committee meeting unless previously distributed.
- 2) During the interim between Congresses, the Executive Committee shall meet at least once at such time and in such place as the Administrative Council shall designate. The members of the Executive Committee shall be notified of the time and place of each meeting by the Secretary of the Federation at least three (3) months in advance of the time of the meeting. A preliminary agenda shall be included with the notice of the meeting. The minutes of the previous Executive Committee meeting shall be included with this notice unless previously distributed.
- 3) The Chairpersons of the committees of the Federation and of the Congress shall attend and participate in all meetings of the Executive Committee. Only those Chairpersons who are

delegates may vote. Specific Chairpersons may be invited by the President to attend all or part of the meetings of the Administrative Council.

- 4) Individual members from organizations and societies that are members of the Federation may attend meetings of the Executive Committee, of the Administrative Council at the invitation of the President, and/or of the various other committees of the Federation except the Nominating Committee. They may not vote.

#### D. Duties

The Executive Committee shall:

- 1) Elect all officers of the Federation and of the Congress and all members of standing committees of the Federation except as otherwise provided in these Bylaws. This election is done through the nominating committee or by nominations from the Administrative Council or from the floor,
- 2) Determine the place and date of meetings of the next Congress six (6) years in advance. This determination shall take place at an interim meeting of the Executive Committee between the Congresses,
- 3) Have the power to terminate the membership of a member society, after proper notice and for just cause, after such a recommendation has been made by the Administrative Council to the Executive Committee and then approved by the Executive Committee by a two-thirds (2/3) vote of the members, present and voting, at a regular meeting. The most usual cause for termination is non-payment of dues, and every attempt should be made to have member societies reminded of their obligation to pay dues before this action is undertaken. This recommendation shall not become effective until confirmed by two-thirds (2/3) vote of the members, present and voting, at the next regular meeting at least one (1) year later,
- 4) Determine the dues to be charged each individual member of the member societies of the Federation with the advice of the Administrative Council. Dues shall be paid to the Federation once a year by each member society for each one of its members. Dues shall be paid in US dollars or its equivalent in currency as determined by the market of Geneva, Switzerland and by decision of the Administrative Council on the advice of the Treasurer of the Federation. (See ART. VI, Sect. 7, B, 3),
- 5) Propose, consider and elect organizations and societies as members or as affiliate members of the Federation,
- 6) Have the power to establish a Secretariat and determine its location and function if the Executive Committee so deems it advisable.

### Section 2 **Administrative Council**

#### A. Composition

The Administrative Council of the Federation shall be composed of the following eight (8) voting members:

- 1) President of the Federation
- 2) First Vice-President of the Federation
- 3) Secretary of the Federation
- 4) Assistant-Secretary of the Federation
- 5) Treasurer of the Federation
- 6) Assistant Treasurer of the Federation

- 7) President of the Congress
- 8) Immediate Past-President of the Federation, or President-Elect

#### B. Duties

- 1) The Administrative Council shall be responsible for the operational management of the Federation, subject to supervision by the Executive Committee as the governing body of the Federation.  
At least five (5) affirmative votes shall be required to take action.
- 2) The Administrative Council shall give a report of its actions and recommendations for ratification and/or consideration at the next Executive Committee meeting.
- 3) Appoint the Editors of World Neurosurgery and WEB.

C. The President of the Federation may invite other persons to attend a meeting of the Administrative Council; they may participate in discussion only by invitation from the President. Such a guest shall not vote.

### Section 3 **Constitution and Bylaws Committee**

#### A. Composition

The Constitution and Bylaws Committee shall be composed of five (5) members suggested by the nominating committee and elected by the Executive Committee. The President shall designate which member shall be the Chairperson of the Committee.

#### B. Duties

This Committee shall consider all matters relative to the constitution, bylaws, statutes, or other rules or regulations relative to the Federation or the Congress. It shall report to the Executive Committee from time to time, as circumstances require.

### Section 4 **Program Committee**

#### A. Composition

The Program Committee for the World Congress shall include at least the following ex-officio members:

- 1) President of the World Congress
- 2) Scientific Program Director
- 3) Secretary of the Congress
- 4) Assistant-Secretary of the Congress
- 5) Chair of the Publication and Web Committee
- 6) Vice-President of the Congress
- 7) Second Vice-President of the Congress
- 8) Chairpersons of the ad hoc Scientific Committees
- 9) Second Vice-Presidents of the Federation

Other members may be added at the discretion of the scientific program director. The Scientific Program Director shall be the Chairperson of the Committee and the Vice President of the Congress shall be the vice chairperson.

#### B. Duties

This Committee shall:

- 1) Choose invited speakers
- 2) Determine the types of presentations—plenary sessions, video seminars, breakfast seminars, etc to be used
- 3) Be responsible for the selection of papers, posters and videos to be presented at the Congress, emphasizing the assignment of adequate time for discussion.
- 4) Establish a social program
- 5) List all papers, which have been submitted but not selected for presentation as "read by title"

### Section 5 **Finance Committee**

#### A. Composition

The Finance Committee shall be composed of the following ten (10) ex-officio members:

- 1) President of the Federation
- 2) Past-President or President-Elect
- 3) First Vice-President of the Federation
- 4) Secretary of the Federation
- 5) Assistant-Secretary of the Federation
- 6) Treasurer of the Federation
- 7) Assistant-Treasurer of the Federation
- 8) President of the Congress
- 9) Secretary of the Congress
- 10) Treasurer of the Congress

The Treasurer of the Federation shall be the Chairperson of the Committee.

#### B. Duties

The Finance Committee shall:

- 1) Meet at least annually to review the financial status of the Federation and the Congress.
- 2) Secure any and all additional funds required beyond those afforded by the dues from individual members of the Congress and from the member societies of the Federation
- 3) Receive a meticulous budget of the Congress from the Treasurer of the Congress for approval by the Executive Committee, at least two and one-half years (2-1/2) years before the Congress.
- 4) Instruct the Secretaries and the Treasurers in the expenditure and/or collection of any funds of the Federation for special or unusual purposes not provided for by the Executive Committee.
- 5) Recommend appropriate action to the Executive Committee on any financial matters or issues.

### Section 6 **Nominating Committee**

#### A. Composition

The Nominating Committee shall be composed of ten (10) members. Nine (9) new members proposed by member societies shall be submitted to the AC, which will thereafter

present the nominees to the EC for their approval and election. They may not be re-elected. The tenth member shall be the former Chairperson of the prior Nominating Committee, who may not be re-elected as Chairperson during the second-term of service on the Nominating Committee. The Nominating Committee will meet during the last day of the World Congress and shall elect its Chairperson and Vice-Chairperson. The President, First Vice-President, Secretary, President Elect and the Coordinator of Committee Activities of the Federation are not ex-officio members of the Nominating Committee.

In so far as is practical and possible, all broad geographical areas, small and large member societies and areas without societal representation shall be somehow considered. If practical, **no** two (2) members of the Nominating Committee shall be the representatives from the same society or citizens of the same country but may be from the same continental area.

There shall be at least two (2) members from each of these broad continental areas:

- 1) Africa,
- 2) Asia and Australasia,
- 3) Europe,
- 4) North America, and
- 5) South and Central America and Mexico

The Nominating Committee shall meet —in conclave□ (with a quorum of five members physically present in confidential deliberations) with enough time to make nominations in accordance with these Bylaws. This includes:

One year before the interim meeting: President-Elect

One year before the World Congress:

- 1) First Vice-President
- 2) Second Vice-Presidents
- 3) Secretary and Assistant-Secretary
- 4) Treasurer and Assistant-Treasurer
- 5) Historian
- 6) Members of the Audit Committee
- 7) Members of the Constitution and Bylaws Committee
- 8) Two members of the Publication and Web Committee

Each member of the Nominating Committee shall have the right to one (1) full vote. Absent members may not vote.

The Nominating Committee shall serve for four (4) years, i.e., through the final meeting of the Executive Committee during the next Congress.

#### B. Duties

- 1) The Nominating Committee shall nominate all the officers of the Federation and, except where otherwise provided, members of the Standing Committees for the period beginning after the World Congress.
- 2) The Secretary of the Federation shall inform the members of the Nominating Committee as to the offices to be filled. The Nominating Committee shall review the slate of Officers of the Congress proposed by the host Country or area, previously ratified by the Administrative Council, and give its final recommendation to the Executive Committee.

- 3) The Chairperson of the Nominating Committee shall attend all meetings of the Executive Committee. In the event the Chairperson of the Nominating Committee is unable to attend, the Vice-Chairperson of the Nominating Committee shall attend.
- 4) The various member societies of the Federation, through their delegates to the Executive Committee, may nominate and submit to the Nominating Committee for its consideration the names of the individuals they would like to have considered for one or another of the offices of the Federation. These suggestions must be submitted by any current, official delegate from any member society, then in good standing, to the Secretary of the Federation in writing, at least eighteen (18) months before the next Congress if they are to be considered. Suggestions from individual neurosurgeons not representing their society will not be considered. Officers may also submit suggestions.

For the Office of President Elect, suggestions must be received in writing by the Secretary of the Federation no later than twelve (12) months after the end of the previous Congress if they are to be considered by the Nominating Committee at the next Executive Committee meeting.

- 5) The Committee shall nominate only one (1) candidate for each office. No member of the Nominating Committee may be nominated for any office. Before announcing their selection of officers to be placed in nomination, they shall contact each prospective nominee and determine the nominee's willingness to serve.

For all positions but president-elect, the committee shall make their selection of nominees and submit their list of candidates to the Secretary of the Federation one (1) year before the Congress at which they are to be elected.

The Secretary shall submit this list of nominees to the members of the Executive Committee at least ten (10) months before the Congress.

For the office of President Elect, the Nominating Committee shall make their selection of nominee and submit their candidate to the Secretary of the Federation eight (8) months before the Executive Committee meeting at which he/she will be elected. The Secretary of the Federation will submit the name of the nominee to the members of the Executive Committee six (6) months before the Executive Committee meeting at which the President-Elect will be voted into office.

For all positions proposed by the Nominating committee, nominations from the floor shall be considered only when the nominee(s) is supported by at least five (5) continental organizations or member societies from at least two (2) continents. For all positions except President-Elect, the nomination shall be submitted to the Secretary of the Federation in writing at least one month before the first meeting of the Executive Committee during the Congress. The Executive Committee shall elect, by secret ballot, the officers of the Federation and of the Congress at the final meeting of the Executive Committee that is held during the Congress prior to the last day of the Congress. Only those candidates proposed by the Nominating Committee or nominated from the floor by at least five (5) societies (from at least two (2) Continents) and/or five (5) continental organizations during the Congress shall be considered for election.

Nominations other than those made by the Nominating Committee for President-Elect shall be considered when the nominee is supported by at least five (5) Continental Associations or five (5) Member Societies from at least two (2) continents. The nomination shall be submitted to the Secretary of the Federation in writing, duly signed, one month before the opening of the Executive Committee meeting at which the Office of President-Elect will be voted. Only the candidates proposed by the Nominating Committee or those nominated as specified above shall be considered for election.

## **Section 7 *Membership Committee for the Federation and for the Congress***

### **A. Composition**

The Administrative Council shall serve as the Membership Committee.

### **B. Duties**

- 2) The Membership Committee shall receive and review all applications from continental, national, regional and multinational organizations for full membership or affiliate membership in the Federation in accordance with Article III Section 2. The Committee shall make its recommendations to the Executive Committee, which shall act thereafter as provided in Article III, Section 2. The Membership Committee shall receive from individual neurological surgeons, or other individuals interested in neurological surgery, applications for individual membership in the World Congress and shall be empowered to elect them to membership and attendance in the Congress upon payment of registration fees as determined by the Executive Committee and as provided in Article IV, Sections 2 and 3.
- 3) Any neurosurgeon in good standing with a member society of the WFNS can receive a certificate for which they will pay a fee to the WFNS to be determined by the AC. They should have a letter from the secretary of their society that confirms their status.
- 4) In the event that a member society is delinquent in paying dues for more than one (1) year, the Treasurer shall notify that society and the Federation Secretary of the delinquency. After a second year of non-payment of dues, that society will be changed to affiliate status unless there are extenuating circumstances as decided by the Administrative Council. Affiliate members shall have the rights described in ART. VI, Sect. 1, A, 3). The society may reapply for full membership at any time.

## **Section 8 *Local Arrangements Committee for the Congress***

The members of the Local Arrangements Committee for the Congress shall be recommended by the Secretary of the Congress for election by the Executive Committee. The Committee shall be of such size and composition, both as to membership and organization as the Secretary of the Congress shall determine.

The Vice-President of the Congress shall be the Chairperson and the second Vice-President of the Congress the Vice Chairman.

## **Section 9 *Publication and Web Committee***

### **A. Composition**

The Publication and Web Committee shall be composed of the following members:

- 1) Chair of the Committee (appointed by the President of the Federation)
- 2) President Elect of the Federation (or Past-President until election of a President-Elect)
- 3) 1st Vice-President of the Federation (Deputy Chair)
- 4) President of the Federation (ex officio)
- 5) Secretary of the Federation (ex officio)
- 6) Treasurer of the Federation (ex officio)
- 7) Editor of World Neurosurgery (appointed by the President of the Federation)

- 8) Two members elected by the Executive Committee
- 9) WEB Master (designated by the President of the Federation)

#### B. Function

The Publication and Web Committee shall be the outreach arm of the WFNS for electronic and print media. It shall decide what publications should be created and sponsored by the WFNS, the nature and content of the website, and other issues relevant to print and electronic publication.

### Section 10 ***Audit Committee***

#### A. Composition

The Audit Committee shall be composed of three (3) members elected by the Executive Committee.

The President shall designate which member shall be Chairperson of the Committee.

The President, First Vice-President, Secretary, President-Elect and the Coordinator of Committee Activities of the Federation are not ex-officio members of the Audit Committee.

#### B. Duties

The duty of the Audit Committee shall be to audit the Federation Treasurer's and the Congress Treasurer's accounts at the close of each fiscal period and after the close of the Congress. The Committee shall report at meetings of the Executive Committee at least bi-annually. It is required as well to arrange an external audit of the Federation and Foundation accounts annually.

### Section 11 ***Special (Ad Hoc) Committees.***

The President of the Federation is empowered to appoint such special committees and their chairpersons as the President deems warranted. The term of such committees shall be coincident with the term of the President or shorter; a succeeding President may choose to re-appoint them. The ad hoc Committees shall not have ex-officio members.

Ad Hoc committees include Scientific Committees to represent particular subspecialties such as pediatric, cerebrovascular, tumor, functional neurosurgery, and trauma; skull base and spine neurosurgery; committees to address specific issues such as fund-raising and ethics; committees to select neurosurgeons for the young neurosurgeons award, the Medal of Honor and other committees at the discretion of the president. These committees are expected to help with the continuing education function of the website, to consider organizing courses in their areas of expertise, and to prepare position statements when needed on specific issues. The Chairperson of each ad hoc Committee shall deliver a written report at each meeting of the Executive Committee, shall help with committee activities such as programs for world congresses. Present committees are listed in the appendices.

Each Chairperson of a Scientific Committee shall be a member of the Program Committee for the World Congress.

### Section 12 ***Parliamentarian***

A Parliamentarian shall be appointed by the President of the Federation.

A professional parliamentarian, a delegate, officer, Honorary President, or any member of any one of the member societies of the Federation may serve as Parliamentarian at the pleasure of, and, concurrently with, the President and may be re-appointed

The Parliamentarian shall be knowledgeable in parliamentary matters and shall assist the President in the affairs of the Federation, Congress and their committees.

The Parliamentarian is not, ex officio, a member of the Executive Committee or Administrative Council and may not vote unless already a member of the Executive Committee.

## **ARTICLE VII - RULES OF ORDER**

### Section 1 Rules of Order

The meetings of the Executive Committee of the Federation shall be conducted in accordance with the rules of order and the procedures, which commonly govern deliberative bodies. The President (with the advice of a parliamentarian) shall make all rulings on all questions. All cases of question or argument concerning rules of order or procedure that are not specifically stated or covered and written in this Constitution, or in these Bylaws, shall be resolved in accordance with the most recent edition of Robert's Rules of Order Newly Revised.

### Section 2 Official Language

The language of the Federation and the Congress shall be English.

## **ARTICLE VIII - AMENDMENTS AND ADDITIONS**

Amendments to and changes of the Constitution of the Federation may be made at any meeting of the Executive Committee on the affirmative vote of three-fourths (3/4) of the members present and voting, provided that written notice of the proposed changes is submitted to all members of the Executive Committee at least six (6) months prior to that meeting. An amendment of the Constitution shall be null and void if not made by notarial instrument.

Amendments to and changes of the Federation Bylaws may be made at any meeting of the Executive Committee on the affirmative vote of two-thirds (2/3) of the members, present and voting, provided that written notice of the proposed changes is submitted to all members of the Executive Committee at least six (6) months prior to that meeting. The member proposing the amendments shall be responsible for providing copies written in English of the proposed changes in the Constitution or Bylaws to each member of the Executive Committee.

## **ARTICLE IX - APPENDIX**

There may be an APPENDIX to these Bylaws, which may contain additional details and rules for other activities, functions of committees and subcommittees, additional operational procedures, explanations, glossary, definitions of terms, and information. All such rules and procedures shall be in general conformity with the Constitution and Bylaws of the Federation. All the contents of the Appendix shall be approved by the Executive Committee and any changes of the Appendix may be made by a simple majority vote of members of the Executive Committee, present and voting, at any meeting of the Executive Committee without prior notice.

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## APPENDIX

### 1. Medal of Honor Award

For outstanding achievement in neurological surgery, scientifically and professionally, the Federation may award a Medal of Honor to neurological surgeons. Up to four medals of honor may be conferred at a World Congress and two at an interim meeting. A special committee chaired by the previous Past President and composed of five (5) Honorary Presidents or other respected neurological surgeons shall be appointed by the Federation President to confer and advise the Executive Committee. A Medal of Honor recipient is entitled to payment of one coach airfare to the meeting, lodging at the headquarters hotel for the days of the meeting, free registration and social events, the medal and a written laudation.

### 2. Scoville Award

- a) Overall Aim: To recognize a neurosurgeon whose work has been instrumental in advancing the art and science of neurosurgery.
- b) Methods: Each second Vice-President of the World Federation of Neurosurgical Societies may nominate up to eight candidates for the Scoville Award. Each Vice-President will be requested by the Chair of the Scoville Award Committee to provide documentation of the candidate's achievements, one-page curriculum vitae, and a ranking of candidates. All nominations for the award must be provided to the Committee at least one calendar year prior to the next World Congress. The final selection of the winner will be made by polling between the Committee members. The selection process will be confidential.
- c) Award: The officers of the WFNS will be notified of the recipient. The recipient will be invited to the Congress and receive a Steuben glass bowl, suitably inscribed, together with a monetary award of US\$ 5,000. The award will be presented during the Opening Ceremony of the Congress.

Note: The William Beecher Scoville Award created in his memory by his family and awarded for the first time in 1993. Dr. Scoville was an inventive neurosurgeon who was well known for having developed the aneurysm clip that bears his name, as well as for his innovations in such areas as the surgery of seizure disorders and cervical disc diseases.

Dr Scoville was a world traveler and enthusiastic supporter of the WFNS. Not surprisingly, the criteria for the selection of awardees are that the individual has notably advanced the art and science of neurosurgery and has contributed to global communications among neurosurgeons, preferably through the WFNS.

The first award was presented to Dr. Henk Verbiest in Acapulco in 1993, to Dr. Patrick Kelly in Amsterdam in 1997, to Dr. Michael L.J. Apuzzo in Sydney in 2001, and to Dr. Robert Spetzler in 2009 in Boston.

### 3. Young Neurosurgeons Award

The World Federation of Neurosurgical Societies shall bestow five awards to Young Neurosurgeons for the best papers submitted for presentation at the World Congress of Neurological Surgery. *The Young Neurosurgeons Award will be open to all neurosurgeons who apply within ten (10) years of having obtained their neurosurgical qualifications. It is not intended for residents or students.* Each award shall consist of an honorarium of U.S. \$1500, a certificate, and complete waiver of registration fees along with accommodation for the Congress. The papers will be judged by an Ad Hoc Committee nominated by the President of the Federation at the beginning of his/her term of Office. The papers should contain original, unpublished work on basic research or clinical studies related to Neurosurgery. Young

Neurosurgeons should submit 8 (eight) copies of the manuscript (not more than 10 double spaced typewritten pages exclusive of figures and tables) six months ahead of the Congress date, addressed to the Secretary of the WFNS. This submission should be accompanied by a supporting letter from the Head of the candidate's neurosurgical department. Notice of the awards will be advertised in World Neurosurgery, the Federation's WEB and shall contain specific instructions so as to preserve the identity of the candidates known by the Committee. The awards (checks and certificates) shall be presented at the Opening Ceremony of the World Congress.

#### 4. Protocol for Selection and Voting of the Venue of the World Congress

(Adopted at the Interim Meeting, Berlin 1995)

##### a) **Procedure:**

Potential host Countries bidding for the venue of the World Congress of Neurological Surgery (WCNS) should be given a reasonably equal time to formally present their bid-invitation to the Executive Committee (EC), once the item comes up on the agenda. The order of presentation is at the pleasure of the Chair or preferably alphabetically by Country. A short period of questioning and clarification should be permitted after each individual presentation.

After all the presentations/invitations have been made, the Chair shall declare a 10-20 minute recess so that informal conversation and contacts can be made between voting members.

Following the recess, voting shall commence by written, secret ballot. The President shall appoint three election tellers from the members present at the EC. The Secretary shall provide a sufficient number of color-coded ballots with different colors for each voting procedure.

A majority (1/2+1) of the ballots cast by Members present and voting (Quorum: 1/3 of the Executive Committee full membership) is required to elect the host Country.

All Countries bidding for the venue shall be included in writing on the first and second ballots, should a majority have not been attained on the first ballot. Here onwards, should a majority have not been attained at the second ballot, there shall be a series of additional ballots until a majority is achieved. From the third ballot onwards, the Country with the smallest number of votes shall be dropped from consideration and the voters shall be instructed to delete the name of any such dropped host Country candidates.

After each ballot's result is announced there should be a five-minute recess to allow voting members to communicate and negotiate with each other to allow maximum fairness.

##### b) **Criteria for Site Selection of the World Congress**

I. Geopolitical Representation (the President-Elect of the WFNS may not be from the same country where the next Congress shall take place).

##### II. Facilities and Accommodation:

- a) Ease of access, including visa requirements.
- b) Meeting room requirements
- c) Low-cost accommodation for trainees
- d) Currency issues
- e) Transportation to and within city
- f) time of meeting - lack of conflicts with other meetings or important religious holidays

##### III. Financial Considerations:

- a) Guaranteed return to WFNS

- b) Anticipated budget
- c) Registration fee

#### IV. Deadline for bidding

The deadline for bidding to host the WFNS World Congress is one year before the beginning of the WFNS Interim Meeting at which the decision will take place.

### 5. Procedure for putting forth bids to host an Interim Meeting of the Executive Committee of WFNS

Bids for hosting an Interim Meeting of the Executive Committee of the WFNS will be decided upon four (4) years in advance at the previous WFNS Interim Meeting.

A complete proposal must be received at the Office of the Secretary of the Federation with copies to the Office of the President and to the WFNS Central Office in Nyon (Switzerland) no later than one (1) year in advance of the beginning of the WFNS Interim Meeting at which it will be voted. Bids received will be reviewed by the Administrative Council, and when found to be in order the Society presenting the bid will be asked to circulate one or more copies to each of the Members of the Executive Committee not later than six (6) months prior to the date of the Executive Committee held during the Interim Meeting, at which the bids will be voted.

The proposal for the bid should contain the following:

#### 1. OFFICIAL INVITATION:

- Letter of invitation from the President of the Society proposing to host the meeting

#### 2. OUTLINE OF PROPOSAL:

- Neurological Surgery activities in the Society bidding for the Event
- Scientific and organizational essentials
- Entrance into the country visa requirements, etc) accessibility and local transport
- Description of Congress facilities
- Hotel and lodging facilities
- Recreation and cultural activities
- Reasons why the Society bidding for the Event is a logical choice

#### 3. FINANCIAL CONSIDERATIONS:

- Solid financial basis and preliminary budget
- Guaranteed contribution to the WFNS
- Efficient use of Meeting facilities
- Stay-over costs

(It is also necessary and mandatory that the bidding Society provides the WFNS with all the information possible regarding the local currency and tax regulations, as well as those regulations controlling the transfer of funds to and from the country). An Official Certificate signed by an authorized Governmental Agency stating that non-expended funds would be allowed to be transferred to the current bank of the WFNS in Geneva within three (3) to six (6) months from the end of the Event is a non-waived condition to accept the bid.

#### 4. FACILITIES AND BACKGROUND INFORMATION (brochures, photos, plans, etc.) on:

- Information on the Exhibition and/or Congress Centre to be used
- Congress infrastructure
- Tourist Office information

### 6. European Association of Neurosurgical Societies

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

The Association is composed of the national neurosurgical societies of the geographical and cultural areas of Europe.

#### 7. Membership Status

Between printed editions of the Bylaws, changes in full or affiliate membership status shall be included in the Appendix as an Addendum.

The Secretary shall notify the Constitution and Bylaws Committee Chairperson of any changes in membership status of new or old member societies.

#### 8. Foundation and Foundation-USA of the World Federation of Neurosurgical Societies

There is a Foundation of the Federation (Art. II, Sect. 3).

This Foundation will be incorporated in the USA under the name of World Federation of Neurosurgical Societies Foundation-USA (called from here on —Foundation-USA□) being a support organization of the WFNS Foundation. According to US legislation, the Officers of the Foundation-USA must be US Citizens. The Officers of the Foundation-USA will be President, Secretary and Treasurer. They will be elected from the Foundation-USA Board of Directors and serve for four years in staggered terms.

All the recommendations made by the WFNS Foundation should be ratified by the Administrative Council before being implemented.

#### 8a) Constitution and Bylaws of the WFNS Foundation

The World Federation of Neurosurgical Societies (WFNS) is the governing body representing neurological surgeons the world over. Since its establishment, the Federation is involved in a multitude of activities in keeping the neuroscientist community abreast with the most advanced developments in the field.

In accordance to Art II, Sect 3 of the WFNS Bylaws: As a part of the WFNS and as an extension of its activities, the Administrative Council of WFNS created a FOUNDATION, namely, the WFNS Foundation.

#### **A: NAME:**

As the Foundation is part of the WFNS and since it is related to the WFNS affairs, it shall be known as the WFNS Foundation.

#### **B: PURPOSE, AIMS AND OBJECTIVES:**

- A non-profit organization under the governance of the WFNS
- Promoting continuous education
- Training and implementation of NEUROSURGERY where the population has inadequate access to Neurosurgical Services.
- Supporting neurosurgeons in developing areas of the world
- Receiving and accepting donations, gifts, grants or contributions in kind and cash from any person(s), associations, societies, companies, authorities or governments, for the furtherance of the aims and objectives of the Foundation

- Providing funds for purchasing the necessary equipment, the donation of equipment or the selling of equipment at a very low price to those in need of it
- Teaching Neurosurgery and research in Neurological Sciences worldwide with emphasis on the needs of developing countries
- Maintaining the highest standards in ethics and practice in all fields of Neurological Sciences

#### C: COMPOSITION:

The executive management (administration) of the WFNS Foundation and its affairs shall be managed by the Board of Trustees, which shall be composed of a President, Vice-President, Secretary, Assistant-Secretary, Treasurer, Assistant-Treasurer and members of the Board. The President and the Secretary lead the Board.

#### 1. President, Vice-President, Secretary, Assistant-Secretary, Treasurer, Assistant-Treasurer and members of the Board of Trustees

- The President is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another single term. He/she reports to the Administrative Council of the WFNS and is the highest executive officer of the Foundation.
- The Vice-President is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another single term.
- The Secretary is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another term. He/she reports to the Administrative Council of the WFNS.
- The Assistant Secretary is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another term. He/she reports to the Administrative Council of the WFNS.
- The Treasurer is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another term. He/she reports to the Administrative Council of the WFNS.
- The Assistant-Treasurer is nominated and elected by the WFNS Administrative Council with a simple majority. He/she serves a four-year term and can be re-elected for another term. He/she reports to the Administrative Council of the WFNS.
- The members of the Board are limited, decided by the Administrative Council of the WFNS and the President of the Foundation, not to exceed 20 in total. The following WFNS officers are ex-officio members of the Board: President, Secretary and Treasurer of the WFNS. The Administrative Council of the WFNS and the President of the Foundation nominate the remaining members.
- The Administrative Council of the WFNS and the President of the Foundation can nominate and elect persons having made a significant contribution to the purpose of the Foundation as members of the Board.
- The elected Board members serve a four-year mandate and can be re-elected.

## 2. Meetings.

The Board meets at least twice a year and authorizes all financial decisions. Minor operative procedures of a specific type can be delegated for action by the President and be reported post-factum at the next meeting. What is recorded in the Minutes of the Meetings allows the President to issue instructions to the Financial Manager for execution. All decisions are taken by a majority vote. The Minutes should be recorded and kept on file by the Assistant Secretary of the Foundation and be available to the members of the Executive Committee of the WFNS, upon request.

## 3. Financial Manager.

At its first meeting, the Board, after election, appoints a Financial Manager. His/Her duties are the management of the daily financial activities of the Foundation. He/She enters and balances the books, reports to the Treasurer as well as to the President and the Secretary of the Foundation on a regular basis and to the members of the Board when meetings are held.

## D: FINANCIAL ACTIVITIES:

1. Funding: The Foundation is responsible for the promotion of the purpose of the Foundation. The collected donations – in funds and material, are acknowledged on their receipt and reported to Treasurer and to the offices of the President and Secretary and officially acknowledged again at the meetings of the Board and AC. The acknowledgement of the donation, simultaneously with the accountability, should result in the issuing of an official recognition to the donor. An appropriate system of recognition should be developed for the donors, e.g. - recording their names in the appropriate place on the WFNS website and/or in the history of WFNS. The different forms of recognition should be prepared, voted on by the Board and presented to the Administrative Council before the first occasion of awarding this new type of WFNS honor. An association of —Friends of the WFNS Foundation□ should be considered.

2. Expenditure: All authorized expenses by the Board should be exclusively for the purposes of the Foundation and no exceptions should be made. In principle, the Board should not authorize any non-primary expenses related to a donation except for a 10% overhead charge paid to the WFNS Central office for its administrative help.

3. Accounting: The accounting of the budget of the FOUNDATION, prepared in the fashion of a non-profit organization, should be on a yearly basis and closed at 31 December of each year.

4. Auditing: A suitable accountant, upon appointment by the Administrative Council of the WFNS, should conduct an audit annually and independently.

5. Special Donations: Upon request, the Board should consider and formally support donations from a specific source to a specific recipient, if found to be appropriate, if considered to serve the interest of both parties and fulfill the purpose of the FOUNDATION

6. Special WFNS Certificate: Another initiative to raise funds for the FOUNDATION is the creation of a WFNS Certificate available to all neurosurgeons who are members of a member society, with full membership status and in good standing with WFNS. This Certificate, signed by the President and Secretary of the Federation, serves as a document of recognition as a Fellow of WFNS. The funds received for these Certificates are submitted to the FOUNDATION to further its good cause.

## E. AMENDMENTS AND SPECIAL PROVISIONS:

Specification and clarification of terms and amendments to the Foundation Bylaws shall be made by a two-thirds qualified majority vote of the Administrative Council of the WFNS. All amendments to the Bylaws shall be submitted to the Secretary of the WFNS, at least 3 months before the Administrative Council meeting and the Secretary shall forward a copy of the same to every AC member at least 2 months before the meeting. The Secretary shall then present the opinions on the proposals, communicated in writing by members in absentia.

### 9. Criteria for Selection of Appointed Committee Chairs

1. Internationally recognized neurosurgical expertise based on peer reviewed activities.
2. Genuine and demonstrated interest in International Neurosurgery
3. The ability and wherewithal to travel and participate in WFNS activities
4. The submission of a yearly report to the annual meeting of the Administrative Council

Note: Being a Committee Chairman should not be only an honor but also a duty, a matter of responsibility and dedication to the WFNS.

### 10. Standing Committee Chairpersons

A. The Chairpersons of each of the following Committees are designated by the President amongst the elected committee members:

Constitution and Bylaws  
Audit

B. The Chairpersons of each of the following Committees are chosen by virtue of their office (ex- officio):

Program  
Finance  
Membership  
Local Arrangements for the Congress  
Editorial and Federation News

C. The Chairpersons of the Special (Ad Hoc) Committees are appointed by the President.

### 11. How Committees are created

The following Committees are:

A. Fully Ex-officio:

Program  
Finance  
Membership

B. Fully Elected:

Constitution and Bylaws  
Nominating  
Audit

C. In part Ex-officio and in part Elected:

Local Arrangements for the Congress  
Publication and Web

D. By Presidential Appointment:

Special (Ad Hoc)

12. List of Ad Hoc Committees

- b. Pediatric Neurosurgery
- c. Stereotactic and Functional Neurosurgery
- d. Neurotraumatology
- e. Neuro-oncology
- f. Skull-base surgery
- g. Spine
- h. Peripheral Nerve Surgery
- i. Neurovascular/Cerebrovascular
- j. Neuro-rehabilitation
- k. Awards to Young Neurosurgeons
- l. Medals of Honor
- m. Honorary Presidents
- n. Education & Training
- o. Materials, Drugs and Devices
- p. William Scoville Award.
- q. Radiosurgery
- r. Liaison Committee of WFNS/WHO
- s. Young Neurosurgeons Forum
- t. Women in Neurosurgery
- u. Fund-raising
- v. Hydrocephalus and CSF Disorders
- w. Military Neurosurgeons
- x. Ethics & Medico-Legal
- y. International Initiative

13. Attendance at the Administrative Council Meeting:

Customary attendance at the administrative council meeting includes:

- The eight (8) officers of the Administrative Council
- The Historian
- The seven (7) second Vice Presidents of the WFNS
- The Chairmen of the Standing Committees, Chair of the Publications and Web Committee, and Chair of the Constitution and Bylaws.

Only the eight (8) native members of the Administrative Council are entitled to vote.

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14. GUIDELINES FOR WFNS COMMITTEES

- The Chairperson and 1 or 2 Vice-Chairpersons of the Special (Ad-Hoc) Committees are nominated by the WFNS President.

WFNS Constitution, last amended in Porto de Galinhas (Recife), 2011.  
WFNS Bylaws, last amended in Porto de Galinhas (Recife), 2011.

- Each Chairperson of a Committee could propose being assisted by an « expert advisory panel of 3 to 6 members, nominated by the WFNS President.
- Members of each Special (Ad-Hoc) Committee are appointed by the WFNS President who takes into consideration any suggestions from the Chairperson of the Committee concerned.
- A geographical and scientific balance is taken into account when nominating members for each Committee.
- There is no necessity for the post of Secretary, Treasurer and/or Honorary Chairman in a WFNS Committee.
- Each Committee should run its activities at its own expense and take care of its own administration.
- Any donations from individuals and/or corporations should be incorporated into the Main Account of the WFNS.
- Each Committee should organize a Course or Workshop in its area of expertise, at least once in the four-year term of office of the Presidency, with the use of the WFNS logo (Not in competition with the courses proposed by the Education and Training Committee). More frequent courses would also be welcome.
- All unexpended funds resulting from the holding of a WFNS Course should be returned to the Main Account of the WFNS. Half of the assets shall be incorporated to the WFNS main account and the another half shall be kept as a special fund of the committee to be used when organizing future courses.
- Each Committee should participate in the creation of a Website learning module corresponding to its specialty.
- Each Committee should select at least one condition commonly treated in their field and develop a guideline for its management to be published in —World Neurosurgery□.
- Each year, at the end of December, the Chairperson of the Committee should send an annual report by email to the Coordinator of Committee Activities and to the WFNS Secretary, with a copy to the Central Office. This report should describe the activities of the Committee during the year and new developments in the field, etc.
- A Meeting of Committee Chairs is organized at least once a year at a meeting of one of the continental organizations of WFNS.
- All outgoing Committee Chairpersons shall prepare and deliver to their successor, transition information and documents, promptly, to facilitate the ongoing activities of the Federation and Congress.
- Being a Committee Chairman should not be only an honor but also a duty, a matter of responsibility and a dedication to the WFNS.

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15. WFNS GUIDELINES FOR NEUROSURGICAL RESIDENT EDUCATION AND GRADUATE TRAINING PROGRAMS FROM THE WFNS EDUCATION COMMITTEE

### **I). Guidelines for Resident Education**

1. A minimum of five (5) years of total neurosurgical experience, at least three (3) of which would be spent in clinical neurosurgery
  - A. In a training site approved by a national neurosurgical organization or an approving organization, which must be a representative, body of the national neurosurgical organization
  - B. Surgical experience should enable the graduate student neurosurgeon to assume progressive independence in judgment and surgical experience.
2. A useful knowledge of neurology, neuropathology and neuroradiology and other associated clinical neurosciences should be obtained (approximately one (1) year).
  - A. Suggested 3 months of neurology and 3 months of neuropathology independently
  - B. Education may run concurrently with neurosurgical experience; however, total length of training including other basic and clinical neurosciences should be sixty (60) month
  - C. Neurology, neuropathology, neuroradiology and other clinical neuroscience education should be approved by the national organization or its representative body.
3. An understanding of the basic neurological sciences, including neuroanatomy, neurophysiology, neuropharmacology and neurobiochemistry (six (6) months minimum)
  - A. Independent studies in these basic sciences, preferably at a medical school or at an approved training site by the national organization or its representative body.
4. Standard national evaluation - oral and/or written - of the neurosurgical graduate student's knowledge should be conducted at least once before completion of the training program, preferably yearly.
  - A. The national neurosurgical organization or its representative body will develop examination standards.
  - B. A passing grade is required for the graduate neurosurgical student to be certified by the national neurosurgical organization or its representative body as a neurosurgeon qualified to practice neurosurgery.
5. Continued postgraduate education is necessary and required for all neurosurgeons.
  - A. Guidelines for this should be developed by the national neurosurgical organization or its representative body.

### **II). Guidelines for Training Program**

1. Training program should be located in an institution with other appropriate supporting specialties such as medicine, surgery, pediatrics, obstetrics-gynecology, neurology, ophthalmology, radiology, otolaryngology, anesthesiology, and pathology.
  - A. National neurosurgical organization or representative body should approve training sites according to established and democratically approved guidelines.
2. Neurosurgical teachers

- A. Should be approved by the national organization or its representative body
- 3. Regular approval of a graduate training program in neurosurgery should be performed by the national organization or its representative body.

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#### 16. WFNS GUIDELINES FOR THE DEVELOPMENT OF DEPARTMENTS OF NEUROSURGERY

1. Departments should be hospital based with designated neurosurgical beds.
2. Departments should be in an institution with other related disciplines so that appropriate consultative services are available:
  - a). Medicine, Surgery, Pediatrics, Pathology, Radiology, Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Urology, Orthopedics, Anesthesia, Neurology
3. Radiology should have facilities for:
  - a). Angiography
  - b). CT or MRI
4. Department should have access to a Critical Care Unit.
5. Operating Room should be equipped with:
  - a). Operating table
  - b). Unipolar and bipolar coagulating units
  - c). General neurosurgical instruments
  - d). Microsurgical instruments
  - e). Magnification (operating microscope)
  - f). Head holder
6. Nurses trained in neurosurgical nursing on inpatient unit and in operating room.
7. Access to library with current texts and journals for access to literature to provide the best in patient care
8. Neurophysiologic diagnostic equipment:
  - a) EEG, EMG, evoked potentials, intracranial pressure monitoring.

#### 17. WFNS GUIDELINES FOR DEVELOPMENT OF NATIONAL NEUROSURGICAL SOCIETIES

1. The purpose of the national neurosurgical organization shall be to ensure the highest quality of neurosurgical teaching, research and clinical practice for the citizens of the country.
  - a).The organization shall develop the appropriate rules and procedures to carry out this mission.
  - b). The organization shall also have the power to rescind the membership and/or certification of any member for just cause, and with due process, after appropriate measures are taken subject to the regulations in each country.
2. The national neurosurgical organization should:

- a). Have a majority of neurosurgeons in the country as members
- b). Have a democratic governance and election process
- c). Develop standards for neurosurgical training, education and certification in the country
- d). Be actively involved in the political, social, and public health concepts related to the citizens
- e). Develop and sponsor appropriate educational programs for neurosurgeons, other health personnel and for the public

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## 18. THE BASIC RULES TO ORGANIZE A WFNS COURSE

The local National Society of Neurosurgery must be a regular member of the WFNS and be involved in the local organization of the Course. In countries where there is no National Society of Neurosurgery, the neurosurgeons organizing the course should be members of a Regional Society, e.g. ANSA.

The National Society of Neurosurgery proposing to hold a course must request approval, in writing, from the Chairman of the Education Committee.

The Chairman of the Committee is responsible for preparing the scientific content of the programme and inviting the faculty. Six to ten neurosurgeons from outside the country & two to four neurosurgeons from the same country must be invited to the course every year.

Local organizers are supposed to bear all the expenses of the invited faculty member, which includes local travel, accommodation and other miscellaneous expenditures of the course in the city. The —to and from— travel expenditure to the visiting country shall be borne by the invited faculty member himself.

The official language of the WFNS is English, so the lectures should be given in this language. In non-English speaking countries, a good translator is mandatory. Local organizers should provide an appropriate venue, including an auditorium. In order to obtain an ideal environment for the presentation, necessary infrastructure like screen, projector, audio-visuals, timer, room lighting, window screens and professional IT assistance should be provided.

Local organizers are responsible for the publicity of the Course in the country or region where the Course is being held. Registration fees must be as low as possible. Having sponsors from medical companies, local governments and so forth should help in covering the additional expenditures.

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- 10) Assistant -Treasurer
- 11) Historian

B. Officers of the Congress

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- 4) Secretary
- 5) Assistant -Secretary
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