

# **WORLD FEDERATION OF NEUROSURGICAL SOCIETIES**

## **CONSTITUTION AND BYLAWS**

**2005 – 2007 (A4 Format)**

**CONSTITUTION  
OF  
WORLD FEDERATION OF  
NEUROSURGICAL SOCIETIES**

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

**ARTICLE I - NAME**

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

**ARTICLE II - 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 and
- C. Encouraging research in neurological surgery and in allied sciences.

Section 2.

A primary means of achieving these purposes shall be the holding of an International 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.

### **ARTICLE III - 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, and from 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 By-laws 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.

### **ARTICLE IV - 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 V - OFFICERS; ELECTIONS, TERMS, DUTIES**

#### Section 1. Officers

- A. There shall be the following officers of the Federation:
  - 1) Honorary Presidents.
  - 2) President
  - 3) First Vice-President.
  - 4) Second Vice-Presidents to represent each of the continental organizations and second Vice-Presidents at-large to represent geographical areas without appropriate representation or societies as provided in the Federation Bylaws.
  - 5) Secretary.
  - 6) Assistant Secretary.
  - 7) Treasurer.
  - 8) Assistant Treasurer.
  - 9) Editor of Federation and Congress Publications.
  - 10) Historian.
- B. There shall be the following officers of the Congress:
  - 1) President.
  - 2) Vice-President.
  - 3) Secretary.
  - 4) Assistant Secretary.
  - 5) Treasurer.
  - 6) Assistant Treasurer.
  - 7) Scientific Program Director.
- C. The number of offices and/or officers may be changed as provided in the Federation Bylaws.

Section 2. Qualifications, Elections, Duties of Officers.

All officers of the Federation and of the Congress shall be active neurological surgeons or as may be otherwise provided in the Federation Bylaws.

The election or appointment of all and any other officers and their terms of office, duties, functions, authorities, and responsibilities as officers shall be as provided in the Federation Bylaws.

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

There shall be an Executive Committee and an Administrative Council. Standing, Scientific, Special and other Committees of the Federation and Congress may be established. The type, number, composition, method of election or appointment of committee members, terms of service, authority, responsibility, and duties of all Committees, of the Administrative Council and of the Executive Committee shall be as provided in, or as may be changed by, the Federation Bylaws.

Section 1. Executive Committee - Composition, Meetings, Duties.

A. Composition

- 1) The Executive Committee shall be composed of all of the officers of the Federation and of the Congress and of all the delegates.
- 2) Each continental, national, regional, and multinational member organization shall be represented on the Executive Committee by delegates.
- 3) Each delegate must be a neurological surgeon and an active member of the society or organization which the delegate represents.
- 4) No delegate may represent more than one continental member organization or member society. A delegate may not also be an officer of the Federation or the Congress.
- 5) Only officers and delegates may vote.

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

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

D. The delegates and observers shall be designated by their respective organizations and societies.

E. The Executive Committee shall meet just prior to and during each Congress, and at such other times as the Federation Bylaws shall designate.

F. The Executive Committee shall:

- 1) Serve as the governing body of the Federation and the Congress,
- 2) Elect all officers of the Federation and the Congress and the members of standing committees and scientific committees of the Federation as provided in the Federation Bylaws,
- 3) Determine the place and date of meetings of the next Congress in advance,
- 4) Determine the dues to be charged
- 5) Propose consider and elect organizations and societies as members or as affiliates of the Federation, and
- 6) Have other powers as may be defined in the Federation By-laws.

Section 2. Administrative Council.

- A. The Administrative Council of the Federation shall be composed of the following officers of the Federation and the Congress but may be changed as provided in the Federation Bylaws:
- 1) President of the Federation.
  - 2) Past-President of the Federation
  - 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.
- B. The Administrative Council shall be empowered to act for the Federation and its Executive Committee in all matters in the interim between meetings of the Executive Committee.

**ARTICLE VII - RULES OF ORDER**

Section 1.

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. All issues concerning rules of order or procedure that are not specifically stated or covered and written in this Constitution, or in the Federation Bylaws, shall be resolved in accordance with rules of order as provided in the Federation Bylaws.

Section 2.

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

**ARTICLE VIII - AMENDMENTS, 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 twelve (12) months prior to that meeting.

Section 2.

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 International Neurosurgical Congresses.

Section 3.

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 least twelve (12) months prior to the meeting at which they are to be considered. 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.

**BYLAWS  
OF  
WORLD FEDERATION OF  
NEUROSURGICAL SOCIETIES**

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

**Adopted Originally - 1957 – Brussels**

Amended 1961 – Washington D.C.  
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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

**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.     ***Purposes.***

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 "Congress"), usually at intervals of four years, except that the time of the Congress may 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.**

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 America, 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 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) Algerian Society of Neurosurgery.
  - 2) Argentine Association of Neurosurgery.
  - 3) Asian Conference of Neurological Surgeons (ACNS)
  - 4) ASOCAN (Association of Central American Societies of Neurosurgery)
  - 5) Neurosurgical Society of Australasia.
  - 6) Austrian Society of Neurosurgery.
  - 7) Bangladesh Society of Neurosurgeons
  - 8) Belgian Society of Neurosurgery.
  - 9) Bolivian Society of Neurosurgeons.
  - 10) Brazilian Academy of Neurosurgery.
  - 11) Brazilian Society of Neurosurgery.
  - 12) Bulgarian Society of Neurosurgery
  - 13) Society of British Neurological Surgeons.
  - 14) Canadian Neurosurgical Society.

- 15) Caribbean Association of Neurological Surgeons.
- 16) Central European Neurosurgical Society.
- 17) Neurosurgical Society of Chile
- 18) Neurosurgical Society of the People's Republic of China.
- 19) Neurosurgical Section of the Neurological Society of Colombia.
- 20) Costa Rican Association of Neurosurgeons
- 21) Croatian Neurosurgical Society.
- 22) Czech Neurosurgical Society.
- 23) Danish Neurosurgical Society
- 24) Egyptian Society of Neurological Surgeons.
- 25) Neurosurgical Society of El Salvador.
- 26) Academy of Filipino Neurosurgeons.
- 27) French Society of Neurosurgery.
- 28) French Speaking Society of Neurosurgery.
- 29) Georgian Neurosurgical Society.
- 30) German Society of Neurosurgery.
- 31) Hellenic Neurosurgical Society.
- 32) Neurosurgical Society of Honduras.
- 33) Hong Kong Neurosurgical Society.
- 34) Hungarian Neurosurgical Society.
- 35) Neurosurgical Section of the Neurological Society of India.
- 36) Neurosurgical Society of Indonesia.
- 37) Neurosurgical Society of Iran.
- 38) Israel Neurosurgical Society.
- 39) Italian Neurosurgical Society.
- 40) Japanese Congress of Neurological Surgeons.
- 41) Japan Neurosurgical Society.
- 42) Jordan Neurosciences Society.
- 43) Kirghiztan Neurosurgical Society.
- 44) Korean Neurosurgical Society.
- 45) Latvian Association of Neurosurgeons.
- 46) Lebanese Neurosurgical Society.
- 47) World Association of Lebanese Neurosurgeons (WALN)
- 48) Lithuanian Neurosurgical Society.
- 49) Macedonian Society of Neurosurgeons.
- 50) Neurosurgical Association, Malaysia.
- 51) Mexican Society of Neurological Surgery.
- 52) Middle East Neurosurgical Society.
- 53) Neurosurgical Association of Moldova.
- 54) Neurosurgical Society of Morocco.
- 55) Netherlands Society of Neurosurgeons.
- 56) Pakistan Society of Neurosurgeons.
- 57) Neurosurgical Section of the Pan African Association of Neurological Sciences.
- 58) Neurosurgical Section of the Panama Society of Neurosurgery and Neurology.
- 59) Pan Arab Neurosurgical Society.
- 60) Paraguay Society of Neurological Surgery.
- 61) Neurosurgical Section of the Neurological, Neurosurgical and Psychiatric Society of Peru.
- 62) Polish Society of Neurological Surgeons.
- 63) Portuguese Neurosurgical Society (previously Spanish-Portuguese Society).
- 64) Romanian Society of Neurosurgery.
- 65) Neurosurgical Society of Russia.
- 66) Saudi Neurosurgical Society.
- 67) Neurosurgical Association of Serbia and Montenegro (previous Yugoslav Association of Neurosurgeons).
- 68) Clinical Neuroscience Society of Singapore.
- 69) Slovak Neurosurgical Society.
- 70) Slovenian Neurosurgical Society.
- 71) Society of Neurological Surgeons of South Africa.
- 72) South Cone Society of Neurological Surgeons.
- 73) Spanish Society of Neurosurgery (previously Spanish-Portuguese Society).

- 74) Swiss Society of Neurosurgeons.
- 75) Syrian Neurosurgical Society.
- 76) Neurosurgical Section of the Neurological Society of Thailand.
- 77) Taiwan Neurosurgical Society.
- 78) Tunisian Society of Neurosurgery.
- 79) Turkish Neurosurgical Society.

*(United States of America)*

- 80) American Academy of Neurological Surgery.
  - 81) American Association of Neurological Surgeons.
  - 82) Congress of Neurological Surgeons.
  - 83) Neurosurgical Society of America.
  - 84) Society of Neurological Surgeons.
  
  - 85) Ukrainian Association of Neurosurgeons.
  - 86) Neurosurgical Section of the Neurological and Neurosurgical Society of Uruguay.
  - 87) Uzbekistan Society of Neurosurgeons
  - 88) Venezuelan Society of Neurosurgery.
  - 89) Neurosurgical Society of Vietnam.
- C. Affiliate organizations that 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 a regular membership:
- 1) Afghanistan Neurosurgical Society.
  - 2) Armenian Neurosurgical Association.
  - 3) Albanian Society of Neurosurgery.
  - 4) Neurosurgical Section of the Association of Neurological Sciences of Ethiopia.
  - 5) Neurosurgical Section of the Nigerian Society of Neurological Sciences.
  - 6) Neurosurgical Society of East and Central Africa.
- D. 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 and shall 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 another Federation member society paying membership dues on his/her behalf.

#### **ARTICLE IV- INDIVIDUAL MEMBERS OF THE 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 dues and 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, 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, who 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 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 Congress:

- A. Officers of the Federation:
  - 1) Honorary Presidents.
  - 2) President.
  - 3) First Vice President.
  - 4) Second Vice-Presidents to represent each of the five (5) continental organizations and two (2) Second Vice-Presidents at-large to represent geographical areas without appropriate representation or societies (as may be deemed necessary by the Administrative Council, Nominating Committee or the Executive Committee).
  - 5) Secretary.
  - 6) Assistant Secretary.
  - 7) Treasurer.
  - 8) Assistant Treasurer.
  - 9) Historian.
  - 10) Immediate Past President.
  - 11) President Elect

B. Officers of the Congress:

- 1) President.
- 2) Vice-President.
- 3) Second Vice-President.
- 4) Honorary Vice-Presidents, one (1) from each member society.
- 5) Secretary.
- 6) Assistant Secretary.
- 7) Treasurer.
- 8) Assistant Treasurer.
- 9) 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 shall be active neurological surgeons who are active, individual members of one of the societies with full membership in the Federation and who are not more than sixty-six (66) 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. No officer shall, also, be 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 President Elect.

All new officers shall assume office at the close of the Congress and shall serve until a successor takes office.

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.

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

The President, First Vice-President and the several Second Vice-Presidents of the Federation may not be re-elected to the same office for an immediately succeeding 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 Presidents. The Nominating Committee shall establish criteria and guidelines to be utilized in identifying and considering such potential nominees.

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 and the Nominating Committee. The President, when possible, shall attend all major 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. The President may appoint Special (Ad Hoc) Committees. The President of the Federation, with the approval of the Administrative Council, shall be empowered to fill any vacancy, which may arise in the offices of the Federation, the Congress and their committees if not otherwise provided in these Bylaws.

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 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, 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 and the Nominating Committee.

4) 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 for Second Vice-President.

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.

The Second Vice-Presidents are expected and required to represent and vigorously promote the Federation through its constituent Societies and Associations in their respective areas of geographical or political jurisdiction.

They shall report to the President and First Vice-President every six (6) months on the activities, problems and accomplishments of the individual Continental areas they are representing. They shall accompany the President of the Federation during visits within the jurisdiction of the Second Vice-Presidents.

They should organize or encourage the organization of courses and other teaching activities in their areas.

The Second Vice-Presidents shall be ex-officio members of the Program Committee.

They shall collect information from their represented neurosurgical area and provide it, in writing, at least once a year to the Editor of Federation News.

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 be ex-officio member of all committees of the Federation except the Audit and the Nominating Committee. 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.

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. It should be noted that the official language of the Federation and Congress is English.

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.

7) Treasurer.

The Treasurer shall assume the duties and responsibilities common to this office and 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. Such reports shall be provided for each meeting of the Executive Committee.

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.

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.

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 succeeding Congress will take place.

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 and the Nominating Committee.

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 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.

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 and 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.

2) Vice-President of the Congress.

The Vice-President of the Congress shall 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 shall 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.

4) 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. 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 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 to be elected by the Executive Committee.

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.

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; checks 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 shall be returned to the Treasurer of the Federation before four (4) months after the conclusion of that Congress. With the written agreement, after vote of the Executive Committee or Administrative Council, a specific contingency fund allowance, determined at that time, may be provided for use by that Congress.

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 the Administrative Council or the Executive Committee whichever meets first.

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 Administrative Council or the Executive Committee whichever meets first.

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. Editorial and Federation News
10. Audit.

(Others)

11. Special (Ad Hoc) Committees
12. Parliamentarian

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 and/or Executive Committee.

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 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. Except for its former Chairperson, members of the Nominating Committee shall not serve beyond a four-year term.

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, other than the Executive Committee and Administrative Council. The Coordinator of Committee Activities will report directly to the President of the Federation and shall be an ex-officio member of the Administrative Council and of all committees with the exception of the Audit and the Nominating Committee.

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 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,
      - All the officers 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 a 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 be also an officer of the Federation or of the Congress.
    - 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 one (1) or 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 present. 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) All delegates shall assume office at the first meeting of the Executive Committee held just prior to a Congress. They shall continue in office for at least four (4) years until that meeting of the Executive Committee held immediately prior to the next succeeding Congress.
- 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.
- 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) to six (6) months in advance of the time of the meeting except for those meetings being held during the Congress. 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. They 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, 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) Serve as the governing body of the Federation and of the Congress,
- 2) Elect all officers of the Federation and of the Congress, elect all members of standing committees and of scientific committees of the Federation except as otherwise provided in these Bylaws,
- 3) Elect the Chairpersons of all Scientific Committees.
- 4) 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.
- 5) 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. This recommendation shall not become effective until confirmed by a two-thirds (2/3) vote of the members, present and voting, at the next regular meeting at least one (1) year later,
- 6) Determine the dues to be charged each individual member of the member societies of the Federation with the advice of the Administrative Council. The 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 local currencies as determined by the market of Geneva, Switzerland. (See ART. VI, Sect. 8, B, 3)
- 7) Propose consider and elect organizations and societies as members or as affiliate members of the Federation.
- 8) 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 nine (9) 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.
- 9) President Elect

B. Duties

- 1) The Administrative Council shall be empowered to act for the Federation and its Executive Committee in all matters in the interim between meetings of the Executive Committee. 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.
- 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, and shall be 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 shall be composed of the following fifteen (15) or more ex-officio members:

- 1) President of the Congress.
- 2) Secretary of the Congress.
- 3) Assistant Secretary of the Congress.
- 4) Editor of Federation News.
- 5) Vice-President of the Congress.
- 6) Chairpersons of the Scientific Committees.
- 7) Scientific Program Director.
- 8) Second Vice-Presidents of the Federation.

The Scientific Program Director shall be the Chairperson of the Committee.  
The Vice-President of the Congress shall be the Vice-Chairperson of the Committee.

B. Duties

This Committee shall:

- 1) Be responsible for the selection of papers, posters and films to be presented at the Congress.
- 2) Solicit and select appropriate papers to provide the most valuable program.
- 3) Limit the number of papers to be presented in order to provide the authors with ample time for presentation of their subjects and to allow ample time for discussion.
- 4) 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) 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) 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
- 2) 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.
- 3) 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.
- 4) 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 shall be nominated by the Executive Committee at its second meeting and, then, elected by the Executive Committee at its final meeting during a Congress. They may not be re-elected. The other member shall be the former Chairperson of the prior Nominating Committee who may not be re-elected as 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.

Insofar 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 of:

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

The Nominating Committee shall elect its own Chairperson and a Vice-Chairperson at its first meeting before the end of the Congress and their names shall be submitted in writing to the Secretary.

A quorum of the Nominating Committee shall be determined at a meeting held in conclave with, at least, five (5) members physically present and voting.

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. Only the Chairperson of the Nominating Committee shall continue as a member during the next four (4) years after the Congress.

#### B. Duties

- 1) The Nominating Committee shall nominate all the officers of the Federation and, except where otherwise provided members of Standing Committees for the period beginning after the Congress.

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.

- 2) 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.
- 3) 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, twenty-four (24) months before the next Congress if they are to be considered.

For the Office of President Elect, suggestions must be received in writing by the Secretary of the Federation not 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.

- 4) 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.

They 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.

- 5) Nominations from the floor shall be considered when the nominee(s) is supported by at least five (5) continental organizations or member societies from at least two (2) continents. The nomination shall be submitted to the Secretary of the Federation in writing before the second 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 and/or 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 of 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 (1) 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

- 1) 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. The Committee shall make its recommendations to the Executive Committee, which shall act thereafter as provided in Article III, Section 2.
- 2) The Membership Committee shall receive, from individual neurological surgeons or other individuals interested in neurological surgery, applications for individual membership in the International 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) 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 written reply, the Membership Committee (Administrative Council), for good cause (determined in the sole discretion of the Membership Committee), may defer action in regard to that society. If good cause is not presented, the Membership Committee shall notify the Treasurer, Secretary, and that society that it has not fulfilled all the requirements for full membership in the Federation. That society may apply for affiliate membership in the Federation. Affiliate members shall have the rights described in ART. VI, Sect. 1, A, 3). An affiliate member 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.

Section 9.     ***Editorial and Federation News Committee.***

A. Composition.

The Editorial and Federation News Committee shall be composed of the following ex-officio nine (9) and elected two (2) members:

- 1) Secretary of the Federation.
- 2) Secretary of the Congress.
- 3) The seven (7) Second Vice-Presidents of the Federation.
- 4) An elected member who shall be the Editor of Federation News and Chairperson of the Committee.
- 5) An elected member who shall be the Editor of Federation Internet WEB.

B. Duties

The Editorial and Federation News Committee shall assist the officers of the Federation and/or Congress in providing for any publications. The Committee shall collect and publish news and announcements of the Federation and of the Congress. The Committee shall send the Federation Newsletter to all members of the Executive Committee, secretaries of the constituent member societies, and any other appropriate persons, organizations or publications.

The Editorial and Federation News Committee shall also supply the Newsletter to the Editor of the Federation Internet WEB to expedite its circulation to all member societies and neurosurgeons over the world, taking advantage of present global communications facilities.

The Editor of the Federation Internet WEB shall consider any information to be included in the Federation WEB only on the request of the Executive Committee, the President and Secretary of the Federation, the Administrative Council and the Editorial and Federation News Committee. Any other information to be incorporated in the Federation WEB must be peer reviewed by the Editorial and Federation News Committee, before being accepted.

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 biennially.

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.

Ad Hoc committees include, Scientific Committees, which should represent particular subspecialties such as pediatric, cerebrovascular, tumor, functional neurosurgery, trauma. The Chairperson of each ad hoc Committee shall deliver a written report at each meeting of the Executive Committee.

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

**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. Rulings may be appealed for a decision by a majority vote of the Executive Committee. 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 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.

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.

#####  
**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. A special committee 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

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

Note: The William Beecher Scoville Award was created in his memory by his family and was 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 an awardee is that the individual has notably advanced the art and science of neurosurgery and has also 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 and the last one in 2001 to Dr. Michael L.J. Apuzzo in Sydney.

### 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 International 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 will 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 the Federation's Newsletter, the Federation's WEB and in Critical Reviews 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 International Congress.

4. Counting of abstaining votes.

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.

5. Protocol for Selection and Voting of the Venue of the International Congress

(Adopted at the Interim Meeting, Berlin 1995).

**Procedure:**

Potential host Countries bidding for the venue of the International Congress of Neurological Surgery (ICNS) 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.

6. Criteria for Site Selection of the International Congress.

I. Geopolitical Representation (President of WFNS may not be from the same country where the 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) anticipated budget
- b) registration fee
- c) net return to WFNS

7. European Association of Neurosurgical Societies.

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

8. 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.

9. 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 will 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.

10. 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.

11. 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 Nominating Committee elects its own Chairperson and Vice-Chairperson.

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

12. 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.  
Editorial and Federation News.

D. By Presidential Appointment:

Special (Ad Hoc).

13. List of Ad Hoc Committees.

- a. Pediatric Neurosurgery
- b. Stereotactic and Functional Neurosurgery.
- c. Neurotraumatology
- d. Neuro-oncology.
- e. Skull-base surgery.
- f. Spine.
- g. Peripheral Nerve Surgery.
- h. Neurovascular/Cerebrovascular.
- i. Neuro-rehabilitation.
- j. Awards to Young Neurosurgeons.
- k. Medals of Honor.
- l. Honorary Presidents.
- m. Neurosurgical Education.
- n. Materials, Drugs and Devices.
- o. William Scoville Award.
- p. Radiosurgery.
- q. Liaison Committee of WFNS/WHO.
- r. Young Neurosurgeons Forum.
- s. Women in Neurosurgery.
- t. Fund-raising.
- u. Disaster Response.

14. Attendance at the Administrative Council Meeting:

Customary attendance at the administrative council meeting includes:

The nine (9) officers of the Administrative Council  
The Historian  
The seven (7) second Vice Presidents of the WFNS.  
The Chairmen of the standing committees and the Editors of the Federation News and the WEB.

Only the nine (9) native members of the Administrative Council are entitled to vote.

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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) months.
  - 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 or pneumoencephalography;
  - c). Myelography
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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**In Memoriam**

“This edition of the Constitution and Bylaws of the World Federation of Neurosurgical Societies is dedicated to Dr. George Ablin, MD.

Involved in Federation’s affairs as far back as 1965, Dr. Ablin has been officially involved with the Committee of Constitution and Bylaws since 1981. His attention to the Federation’s procedural activities goes back to 1973, when his wise counsel was frequently demanded during the International Congress of Neurological Surgery held in Tokyo under the Presidency of Dr. Keiji Sano. From 1985 to 1993, Dr. Ablin served as Chair of the Committee, and without any doubts, was the mentor of the Constitution and Bylaws of the World Federation of Neurosurgical Societies. His depth knowledge of parliamentary procedures, rules of order for conducting meetings and drawing agendas, gave him an unquestionable role as Parliamentarian of the Federation since the presidency of the late Dr. Willem Luyendijk until today, with the maintained confidence and support from the succeeding Presidents, Dr. Lindsey Symon and Dr. Armando Basso.

The WFNS is deeply indebted to the late Dr. George Ablin for his continued efforts on behalf of the Federation. The WFNS now has a secure, established, fundamental supporting foundation in its Constitution and Bylaws thanks largely to the commitment of Dr. Ablin.”

Until such a time when a printed edition of the WFNS Constitution and Bylaws takes place, the above text of dedication shall be included in the Appendix.

The Executive Committee of the World Federation of Neurosurgical Societies.  
XI International Congress, Amsterdam, 1997.”

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**In Memoriam.**