

**BYLAWS
OF THE
WORLD FEDERATION OF
NEUROSURGICAL SOCIETIES
AUGUST 2017**

Incorporated in The Hague, The Netherlands
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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
Amended 2013 – Seoul
Amended 2015 – Rome
Amended 2017 – Istanbul

ARTICLE I - NAME

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

ARTICLE II - MISSION AND PURPOSE

Section 1 ***Mission and Purpose***

The mission statement of this Federation shall be: "The Federation and its member societies shall promote global improvement in neurosurgical care, training and research to benefit our patients."

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 Continental Association of African Neurosurgical Societies (C.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.Asian-Australasian Society of Neurological Surgeons (Continental Org.)
 - 2.Association of Neurosurgical Societies of Africa (ANSA)
 - 3.African Federation of Neurosurgical Societies (AFNS)
 - 4.Neurosurgical Society of Australasia
 - 5.Algerian Society of Neurosurgery
 - 6.American Association of Neurological Surgeons (Continental)
 - 7.American Academy of Neurological Surgery
 - 8.Neurosurgical Society of America
 - 9.Argentine Association of Neurosurgery
 - 10.Armenian Neurosurgical Association
 - 11.Asian Congress of Neurological Surgeons
 - 12.Austrian Society of Neurosurgery

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

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

- 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) Albanian Society of Neurosurgery
- 3) Kosova Neurosurgical Society
- 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
- 7) Neurosurgical Society of Madagascar

- 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
 - 9. President of the Hosting Association

10. Vice-President or Secretary of the Hosting Association

- 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 have not reached their sixty-ninth (69th) birthday 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.

All new officers shall assume office at the close of the Congress and shall serve for two (2) years, 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. It is the responsibility of the outgoing 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 two 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 which 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 verify the suitability of the nominees. 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 considered 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 two (2) 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.

11) President-Elect

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

The President-Elect shall be elected by the Executive Committee 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 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 to be voted in. 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.

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.

10) President of Hosting Association

This is the President of the Hosting Association who is in office at the time of the Congress.

11) Vice President or Secretary of Hosting Association

This is the Vice President or the Secretary of the Hosting Association who are in office at the time of the Congress.

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 two (2) 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 two (2) 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 (four (4) 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 Coordinator shall be appointed by the President Elect and serve contemporaneously with his term as President.

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 to take place within the next twenty-four (24) hours 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) 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.
- 3) 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 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. In deviation of the previous sentence, the place and date of the meeting of the Congress to be held in the year 2023 shall be determined four (4) years in advance at an interim meeting to be held between two Congresses in the year 2019,
- 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 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.

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:

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

The Nominating Committee shall meet either in conclave or through appropriate long distance electronic/audio/video conferencing methodology, should the members so desire (with a quorum of five members) with enough time to determine the eligibility of candidates in accordance with these Bylaws. This includes:

Six months before the World Congress:

- 1) President-Elect
- 2) First Vice-President
- 3) Second Vice-Presidents
- 4) Secretary and Assistant-Secretary
- 5) Treasurer and Assistant-Treasurer
- 6) Historian
- 7) Members of the Audit Committee
- 8) Members of the Constitution and Bylaws Committee
- 9) 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 two (2) years, i.e., through the final meeting of the Executive Committee during the next Congress.

B. Duties

- 1) The Nominating Committee shall ensure that all nominees for all officer positions of the Federation and, except where otherwise provided, members of the Standing Committees for the period beginning after the Congress, meet the established criteria of eligibility as per the Constitution and the Bylaws before they are voted on by the Executive Committee. The Nominating Committee will not select official nominees. Nominating Committee members may present themselves as candidates for elective office of the Federation.
- 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. The Secretary will pass on all submitted names to the Nominating Committee.

- 5) The Nominating Committee shall examine the eligibility of each nominee, and once they are deemed eligible, shall contact each prospective nominee and determine the nominee's willingness to serve.

The Nominating Committee shall determine the suitability of all nominees to be voted on and inform the Secretary no later than six (6) months prior to the Congress, for all Offices except President-Elect.

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 determination of eligibility eight (8) months before the Executive Committee meeting at which he/she will be elected. The Secretary of the Federation will submit the names of all eligible nominees 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 considered 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 deemed eligible 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 screened and approved 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 deemed eligible 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 Atos Alves de Sousa 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. 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. Honorary Presidents are not entitled to be awarded the Medal of Honor.

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. Such nominations will be based on the recommendations of the continental societies they represent. 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. A maximum of one neurosurgeon will receive the Scoville Award each Congress.
- 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. Madjid Samii Medal of Honor Award

The WFNS in collaboration with Aesculap has established the MADJID SAMII MEDAL OF HONOR in the name of Professor Madjid Samii, Past-President of the WFNS, to recognize a distinguished internationally renowned neurosurgeon of exceptional technical talent for a lifetime of achievement. The awardee should be recognized as a "master surgeon" defined as a surgeon, practitioner, healer and teacher of the highest level of neurosurgical skill, empathy and surgical record.

Nominations for the award should be submitted by each Second Vice-President of the WFNS on behalf of their continental organizations who may offer up to eight (8) names each. Nominations should consist of a written narrative (max- 2,000 words) justifying the nomination and a one (1)

page (no smaller than eleven (11) font, single spaced) CV of the proposed candidate. Nominations may be submitted ranked or random. Nominations should be tendered to the Administrative Council no later than twelve (12) months before the next Congress of the WFNS. Nominations may also be tendered by the Administrative Council. Honorary Presidents are not entitled to be awarded the Medal of Honor. The selection of the awardee will be determined a simple majority in a confidential ballot of the AC within three (3) months of receipt of the nominations. The committee will notify the officers of the WFNS of their selection.

The awardee will be invited to the Congress of the WFNS to receive the award which will be presented on the first day of the Congress.

The awardee will receive:

- 1) A specially created memento.
- 2) Travel allowance in the amount of up to \$5,000.00 toward the purchase of a RT coach air fare from his country to the city of the WFNS Congress.
- 3) Complimentary registration, standard room lodging (for the duration of the Congress) at the HQ hotel and invitations to the social events.
- 4) A written laudation in the program book of Congress and read by the President.

The awardee will deliver a lecture (up to 30 mins in duration) at the plenary session of the Congress on a topic of his/her choosing. A luncheon following the lecture for a limited number of guests at the discretion of the President of the WFNS.

4. The Atos Alves de Sousa 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 Atos Alves de Sousa 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.

5. Code of Conduct Governing the Bidding for Venues of WFNS Meetings

The conduct of the candidate-countries or cities (each, a "**City**") during their bid preparations and the bidding process shall comply with the highest standards of ethical behavior (including integrity, responsibility, reliability and fairness). The City shall refrain from attempting to influence any WFNS member society or affiliated organization, any member(s) of the Administrative Council, any member(s) of a WFNS committee or any individual (voting) delegate to the Executive Committee, in particular by offering any personal financial reward, presents with an aggregate value in excess of USD 100 (or the equivalent thereof) or other benefits for specific behavior or specific vote(s).

In furtherance of the above, the City shall refrain, and shall ensure that each entity or individual associated or affiliated with it shall refrain, from providing to any WFNS member society or affiliated organization, any member(s) of the Administrative Council, any member(s) of a WFNS committee or any individual (voting) delegate to the Executive Committee:

- 1) any monetary gifts;
- 2) any kind of personal advantage that could give the impression of exerting influence, or

- conflict of interest, either directly or indirectly, in connection with the bidding process (including, in any case, any presents with an aggregate value in excess of USD 100); or
- 3) any other benefit, opportunity, promise, remuneration or services to any of such individuals, in connection with the bidding process.

The City shall provide the WFNS with, and shall present to the Executive Committee, all requested information in a truthful manner at all times.

Sponsors, suppliers and marketing partners of the WFNS, any of its committees and/or any of its (individual) members shall refrain from supporting or promoting the City. A City may not accept any such promotion.

There shall be no visits by any representatives of member societies or Executive Committee (voting) delegates to a City, or by a City representative to any WFNS member society or Executive Committee (voting) member(s). Should a visit by a representative of a member society or Executive Committee (voting) delegate to a City be required, such representative of a member society or Executive Committee (voting) delegate shall inform the WFNS beforehand by electronic mail to each of the President and the Secretary of the Administrative Council. The City may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular travel and accommodation.

The host City election by the Executive Committee and the procedure leading up thereto, including compliance with this Code of Conduct and with the Protocol for Selection and Voting of the Venue of the World Congress, is supervised by the Administrative Council.

Each City shall respect the other Cities, the WFNS, its committees and its (individual) members. The image of rival Cities will not be tarnished. No agreement between Cities to influence the result is permitted.

Questions concerning the interpretation of this Code of Conduct or the Protocol for Selection and Voting of the Venue of the World Congress shall be addressed to the Secretary of the WFNS. Appropriate measures, including potential disqualification, may be taken in the event of any breach of this Code of Conduct or of the Protocol for Selection and Voting of the Venue of the World Congress.

6. Protocol for Selection and Voting of the Venue of the World Congress

(Adopted at the Interim Meeting, Berlin 1995)

a) **Procedure for putting forth bids to host the World Congress**

Bids for hosting the World Congress of Neurological Surgery (WCNS) will be decided upon six (6) years in advance at a Congress.

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 Congress 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 Congress, at which the bids will be voted.

The proposal for the bid should contain the following:

I. OFFICIAL INVITATION:

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

II. OUTLINE OF PROPOSAL:

- a) Neurological Surgery activities in the Society bidding for the Event.

- b) Scientific and organizational essentials.
- c) Entrance into the country visa requirements, etc) accessibility and local transport.
- d) Description of Congress facilities.
- e) Hotel and lodging facilities.
- f) Recreation and cultural activities.
- g) Reasons why the Society bidding for the Event is a logical choice.

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.

III. OFFICIAL GUARANTEE:

- a) 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.
- b) Guaranteed Money: Suggested Minimum Guarantee Money:
World Congress: \$ 250,000.

b) **Procedure:**

Potential host Countries bidding for the venue of the 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.

c) **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 Congress at which the decision will take place.

d) **In the event of cancellation:**

In exceptional circumstances, if a World Congress is cancelled, the organizers of the proposal, which in bidding received the second highest number of votes, shall be offered the right of first refusal to host that Congress.

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 (4) years in staggered terms.

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

9. 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 administration of the Foundation shall be managed by a Board, which shall be comprised of a Chairman of the Board; the President of WFNS, the Secretary of WFNS and the Treasurer of WFNS and Additional 3 members.

1. Chairman of the Board and Additional Members

- The Chairman and the 3 Additional Members will be Elected by the AC of the WFNS by simple Majority. They will serve for a four (4) year term and can be reelected once only.
- Additional members can then be added to the Board by the AC of the Federation to a Total number not to Exceed 25.

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.
7. Excess funds management: Whenever the WFNS account exceeds USD 1 million, that excess will be transferred to the WFNS Foundation account for charitable purposes. This transfer will be annualized.

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.

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 shall elect its 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

C. 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)

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. Atos Alves de Sousa Award
- k. Medals of Honor
- l. Honorary Presidents
- m. Education & Training
- 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. Hydrocephalus and CSF Disorders
- v. Military Neurosurgeons
- w. Ethics & Medico-Legal
- x. International Initiative

14. 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.

15. GUIDELINES FOR WFNS COMMITTEES

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

16. 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.

17. 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.

18. 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

19. 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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