

Bylaws

I Name and headquarters

- 1 The «Swiss Federation of Clinical Neuro-Societies» (SFCNS) is a federation of specialist and interest associations in the field of clinical neurosciences in accordance with Art. 60 ff of the Swiss Civil Code.
- 2 The headquarters of the federation is the same as the headquarters of the administrative office.

II Purpose

- 1 Promotion of clinical neurosciences
- 2 Promotion of interdisciplinary co-operation with neuroscientific organisations, professional organisations, political forums and sponsors
- 3 Support of further education and training
- 4 Organisation of further education and training events

III Membership

The federation is composed of ordinary, associated, and extraordinary member associations (henceforth members).

1 **Ordinary members**

Ordinary members are specialist and interest associations in the field of neuroscience, which are represented in the FMH by a specialist doctor, a core-area of interest or a certificate of competence.

2 **Associated members**

Associated members are academic associations and communities of interest whose activity must be compatible with the SFCNS objectives.

3 **Extraordinary members (*previously associated members*)**

Extraordinary members are non-academic associations and communities of interest whose activity must be compatible with the SFCNS objectives.

4 **Acceptance conditions**

Acceptance as an ordinary, associated or extraordinary members requires a written request to be submitted to the President at least two months before the regular delegates' meeting. The delegates' meeting decides whether to accept the applicant.

5 Termination of membership

Membership ceases:

- a. By leaving. The written application to leave at the end of the current year must be sent to the President 3 months before the end of the year.
- b. By expulsion. The Board or 1/5 of the delegates are entitled to apply for this. Expulsion requires the approval of 2/3 of the delegates present. The member to be expelled will be granted the right to a hearing before the Board.

IV SFCNS committees

1 Assembly of Delegates

The Assembly of Delegates is the supreme organ of the SFCNS. It is composed of delegates from the ordinary, associated, and extraordinary members. Each ordinary member is entitled to two delegates, one of whom is *ex officio* the president of the respective association or his deputy. Associated and extraordinary members may be represented by one delegate in the Assembly of Delegates.

The Assembly of Delegates takes place by invitation normally once a year and is chaired by the president or his deputy. Extraordinary Assemblies of Delegates can be convened by the Board if the interests of the SFCNS require it or at least 10% of the delegates ask for them to be convened in writing. A written invitation to the Assembly of Delegates is sent at least 4 weeks before the assembly with the agenda. Each delegate has the right to submit suggestions for the list of agenda items. These must be submitted to the President in writing 5 weeks before the Assembly of Delegates.

The extraordinary members' delegates may participate and submit requests, but are not allowed to vote. The Assembly of Delegates has a quorum when at least one-third of the voting members are present. The Assembly of Delegates takes decision by a simple majority of the voting delegates attending, unless otherwise provided by the bylaws. In the event of a tie, the final decision rests with the president. Decisions may be taken by correspondence provided that a simple majority of all voting delegates are in agreement. If attendance is prevented, a vote by correspondence is permitted.

Duties or obligations and powers of the delegates' meeting

- a. Approval of the annual report and the annual accounts, the latter at the request of the auditors.
- b. Electing the president and the other members of the Board
- c. Appointing auditors
- d. Electing new members at the Board's suggestion
- e. Revising bylaws
- f. Making decisions on the business it is entitled to deal with by law or which has been referred by the Board and deciding on applications submitted by the delegates.

Each delegate has a vote and another vote should the 2nd delegate be absent. If it has been agreed to circulate resolutions by post then proxy votes are not permissible.

2 Executive Board

The executive board consists of the president, the vice-president, the past-president, the secretary/treasurer, and three or four assessors. They are elected for two years at the Assembly of Delegates by simple majority. A single reelection with the same responsibilities is possible. The maximum duration of the mandate is limited to 8 years. The composition must include the different specialist and interest associations. An association with a specialist doctor is entitled to be represented by at least one member in the executive board. The four fundamental branches of neuroscience, namely neurology, neurosurgery, neuroradiology, and neuropsychiatry, are represented in the executive board. The members of the executive board are non-voting members of the Assembly of Delegates.

Powers and duties of the Board

- a. The preparation (agenda), convening and running of the delegates' meeting and carrying out its resolutions. Extraordinary delegates' meetings must be convened by the Board if urgent agenda items are pending or if 1/5 of the delegates request it. Minutes of the delegates' meeting must be sent to all members of the SFCNS by the secretary.
- b. Organising scientific conferences. All members must be invited to the scientific conferences.
- c. Dealing with any business that has not been transferred to other bodies of the association.
- d. Promoting the association to the outside world if this is not done by the delegates.
- e. The secretary will act as treasurer for the SFCNS.
- f. The president together with the vice-president or the secretary will provide the legally binding signature (collective signature).

3 Administrative office

The Board may delegate organisational tasks, minutes, cash management and accounting to an administrative office. The manager of the administrative office will take part in the SFCNS meetings in an advisory capacity. The fees and duties of the administrative office are governed by contract.

4 Auditors

The auditors check the annual accounts and compile a report for the attention of the delegates' meeting. The financial year coincides with the calendar year. The auditors are appointed for a period of six years. They may be re-appointed.

5 Committee, delegation and workgroups

Committees: they are permanent bodies within the SFCNS with a permanent mission, which is defined in the committee's rules. The members of the associations belonging to the SFCNS as ordinary, associated or extraordinary members may become committee members. The members and presidents of the committees, who must belong to ordinary member associations of the SFCNS, are elected by the executive board. The executive board may set out and modify the rules of the committees. Each year, the presidents provide a written report on the activity of their committees to the executive board.

Delegations: they are the official representations of the SFCNS in other organizations or bodies. The delegates and their deputies belong to the ordinary or associated member associations of the SFCNS and are elected by the executive board.

Each year, the delegation officials provide a written report on their activity to the executive board.

Workgroups (WG): they are bodies in charge of a mission limited in both time and content. The mission can be internal or external to the SFCNS. The executive board appoints the members and sets out the scope and the boundaries of the mission. Workgroups report to the executive board and other involved organisations. On request of the executive board, the workgroups may report at the general assembly.

V Members' contributions, financing and auditing accounts

- 1 No members' contributions will be levied.
- 2 The SFCNS administration is mainly funded through the revenues collected during the SFCNS convention.
- 3 The projects and their administration must be fully financed by project revenues, e.g., payments for planned certifications.
- 4 The two auditors will check the accounts every year and will submit both a written report and an application for approval to the delegates' meeting.

VI. Revision of bylaws

- 1 A revision of the bylaws may be requested by the executive board or by 1/3 of the ordinary and associated members. The decision regarding the request is taken by a 2/3 majority of the attending voting delegates.
- 2 In the event of the bylaws being changed any links with other institutions, such as the FMH, the FMCH or the SFMS must be considered.

VII. Disbanding the association

- 1 The dissolution of the federation may be requested by the executive board or by 1/3 of the ordinary and associated members. Regarding the dissolution of the federation, the decision is taken by the Assembly of Delegates based on a 2/3 majority of the attending voting delegates.
- 2 Immediately before the vote on the disbandment of the federation the delegates' meeting must decide by a simple majority on the use of any of the association's assets that would be released.

The 6 ordinary members at the time of founding were:

- The Swiss Neurological Society (SNS)
- The Swiss Society of Clinical Neurophysiology (SSNC)
- The Swiss Society of Neurosurgery (SSN)
- The Swiss Society of Neuroradiology (SSNR)
- The Swiss Society of Neuropaediatrics (SSNP)
- The Swiss Society of Neuropathology (SSNPath)

Basel, 27 January 2009

Prof. Dr. Claudio Bassetti
President

Prof. Dr. Anton Valavanis
Vice-President

Revidiert: Bern, 31 May 2012

Prof. Dr. Claudio Bassetti
President

Prof. Dr. Anton Valavanis
Vice-Präsident