



CONSTITUTION AND BY-LAWS OF
“THE INTERNATIONAL FEDERATION OF NEUROENDOSCOPY”

Approved by the Executive Board Meeting of the Federation
on March 3, 2007 held in Hannover

Article I – Name and Insignia

This Federation will be known as “THE INTERNATIONAL FEDERATION OF NEUROENDOSCOPY” and will be referred to by the acronym IFNE. The Federation will use the above shown logo in all its official communications. The logo and/or the name of the Federation may be changed only after a two-thirds majority of the Executive Board. The Federation will hold a permanent office at The International Neurosurgical Institute in Hannover, Germany.

Article II – Objectives

The objective of this Federation shall be to contribute to the advancement of neuroendoscopy by serving:

- (a) as an association of societies and/or individuals interested in the field of neuroendoscopy, locally, nationally, and internationally.
- (b) as a forum for effective communication among neurosurgeons actively practicing neuroendoscopic and minimally invasive neurosurgical operations and with basic scientists, engineers and other specialists in related fields.
- (c) as a medium for development and promotion of scientific knowledge, surgical technique and instrumentation within the area of neuroendoscopy.
- (d) as a parent organization to the International Study Group of Neuroendoscopy [ISGNE], which will continue to exist and function as a Committee of the Federation, with main aim to promote worldwide collaborative research in the field of neuroendoscopy.
- (e) as a workshop to promote active co-operation among its members, education, teaching and training to neuroendoscopic surgeons world-wide.
- (f) as a body to promote high standards of training in the speciality at an international level for present or prospective neuroendoscopic

surgeons and develop guidelines and indications for neuroendoscopic procedures.

Such purpose shall be served by meetings, publications, committee activities, and any other action which may be deemed appropriate.

Article III - Membership of the Federation

Section 1 - The classes of membership

- a) Active Members (neurosurgeons practicing neuroendoscopy)
- b) Associate Members (individuals from the technological field, nurses and doctors non-neurosurgeons interested in neuroendoscopy)
- c) Affiliated Societies Members (Societies affiliated to IFNE.)
- d) Honorary Members.

Section 2 – Active Members

Active Members will be neurosurgeons actively engaged through their clinical practice in neuroendoscopy. The Active Membership will be registered by the Chairperson of the Membership Committee

automatically with their registration to attend the World Congress of Neuroendoscopy. Applicants for Active Membership are strongly encouraged to present a scientific paper at one of the Congresses of the Federation, unless they have already gained wide recognition in the field of neuroendoscopy. A symbolic membership fee will be incorporated in the Congress registration fee. The size of the fee will be dictated by the Executive Board.

Section 3 – Associate Members

Associate Members can be nurses, individuals from the technological field or non-neurosurgeons doctors who have an interest and a direct or indirect commitment to neuroendoscopy. Application for Associate Membership can be addressed to the Chairman of the Membership Committee, and shall be accompanied by a curriculum vitae and letters of recommendation from two Active Members (at least one of whom is from a different institution) of the Federation. Associate Members shall not be required to attend the meeting of the World Congress of Neuroendoscopy. A reduced membership fee will be incorporated in the Congress registration fee. The size of the fee will be dictated by the Executive Board.

Section 4 – Affiliated Societies Members

Affiliated Members of the Federation can be Societies, which are active in fields allied to neuroendoscopy. The Members of Affiliated Societies have an honorary affiliated membership status, but have no right to sit in the Executive Board, without specific invitation. Societies can become affiliated to the Federation after declaring their interest in writing to the President or Secretary of the Federation, or by invitation from the President of the Federation, and following two-thirds Executive Board majority. Affiliated Societies may be requested to send a representative member to Executive Board meetings in extraordinary circumstances, at the invitation of the President of the Federation. Affiliated Members, either Societies or physical persons, will not be requested to pay membership fee.

Section 5 – Honorary Members

A person who has made an outstanding contribution to the field of Neuroendoscopy or this Federation may be elected as an Honorary Member, upon unanimous vote by the Executive Board. Honorary members shall be able to participate in the activities of the Society and

be members of Standing or Special Committees but they shall not pay dues, or vote.

Section 6 – Termination of membership

Membership shall be terminated by resignation, removal from the list, expulsion, change of professional standing, or lack of participation in the Congress for 4 years in continuity.

- a) Any member wishing to resign from the Federation should submit his resignation in writing to the Secretary, who shall present it to the Executive Board at the next meeting.
- b) A member may be censured, suspended, or expelled from the Federation if he is stripped of either his professional license or academic degree, if he is proven to have caused damage to the Federation by conscious acts or if there is conclusive evidence that he has acted in a manner derogatory to the reputation of the Federation or any of its members. A motion for censure, suspension or expulsion must be presented to the Executive Board by at least two members and confirmed by a two-thirds majority of the members of the Executive Board present.
- c) An active member who does not participate in the activities of the Federation for two consecutive Congresses may be removed from the

membership list. Termination of membership in such a case shall be confirmed at the Congress Meeting upon recommendation of the Executive Board.

Article IV - Executive Board

Section 1 – The control of this Federation shall be vested in the Executive Board, which shall manage the affairs of the Federation and perform its duties in conformity with the provisions of these By-Laws, its rules and regulations.

Section 2 - The Executive Board of the Federation shall consist of the President, the President Elect (or Vice President), the Chairperson of the Congress Meeting, the Past President, the Secretary, the Treasurer, the Historian, the Chairman of the Liaison, ISGNE, Publication, Guidelines, Audit and Education Committees and the members of the Board of Regional Representatives. All the above members, with the exception of the Historian, have voting right.

Section 3 - The word “term” in the following sections refers to the interval between the ends of two successive Congress Meetings.

Section 4 - The President shall hold office for one term and can be re-elected only for one more term. The role of the President is to

provide leadership and direction to the Federation. He/She will preside over all Executive Board meetings. In case of inability to be physically present in the Executive Board meetings (e.g due to illness or other grave reason beyond his/her control), he will be represented by the Past President, the President Elect or the Secretary in this order. The President Elect shall also be elected for one term and will be the President for the succeeding term. The Past President will retain the title for one term.

Section 5 - The Chairman of the Congress Meeting shall hold office for one term and cannot be re-elected for the same office. He/She will be responsible for the organization and scientific program of the World Congress of Neuroendoscopy. In the first Executive Board meeting after the World Congress which he/she chaired he/she is obliged to present to the Executive Board a report on all organizational, financial and scientific matters related to the meeting.

Section 6 - The Secretary shall hold office for two terms and can be re-elected. His/her role will be to coordinate the activities of the Society and oversee the smooth running of all the Committees. He/She should consult the President and report to him on all matters. He/She will be responsible for preparing the agenda for

the Executive Board meetings and the minutes deriving from such meetings. He/She is responsible for presenting the minutes to any membership business meetings.

Section 7- The Treasurer shall be elected for two terms and can be re-elected. His/her role is to handle all the financial matters of the Federation. He/She should consult the President and Secretary on all matters, prepare biannual financial report for the scrutiny by the Audit Committee and present this report to the Executive Board meeting.

Section 8- The Historian shall be elected for two terms and can be re-elected. His/her role is to act as a curator of the history of the Federation and neuroendoscopy in general. He is a non-voting member of the Board.

Section 9- Six additional Executive Board Members shall be Chairmen of the Liaison, Education, Publication, ISGNE, Audit and Guidelines Committees, respectively. They will hold office for one term and may be re-elected. The roles of these committees are defined in detail in Article VI.

Section 10- Four additional Executive Board Members shall be free standing members of the Federation who will constitute the Board of Regional Representatives, who will advise the President

on matters of interest to the function of the Federation. They will serve for one term and can be re-elected. They will have voting rights.

Section 11 – The Executive Board of the Federation reserves the right to invite a representative of any Affiliated Society to sit in its meetings and have voting right. Such an invitation should be initiated by the President of the Federation and be agreed by a two-thirds majority vote in the Executive Board Meeting.

Article V - Meetings

Section 1 - The regular biannual meetings of the Federation will be entitled “World Congress of Neuroendoscopy” and follow an incremental numerical prefix, starting from the Fifth World Congress in 2009, following on from the first four ISGNE meetings. The Congresses shall be held at a time and place proposed by the Executive Board at least 2 but no more than 4 years in advance of the proposed meeting. It shall be the charge of the Executive Board to arrange a meeting biannually.

Section 2 - The Congress of the Federation will be held whenever possible and practical in association with the Congress of the World Federation of Neurosurgical Societies or other related

meetings. In the intervening years, the meetings shall take place in rotation in various countries, by invitation of the active members of the Federation. Such invitations shall be made for at least two years before the proposed Meeting. Expressions of interest from members of the Federation to organize a Congress should be submitted in writing to the Secretary of the Federation prior to the Executive Board at least two years before the proposed Meeting.

Section 3 - Every regular Biannual Congress of the Federation shall include, in the following order three successive sessions:

- a) A meeting of the Executive Board presided by the President of the Federation. All decisions during this meeting will be taken with two-thirds majority vote of the present members.
- b) A Scientific Meeting, presided by the Chairperson of the Congress Meeting.
- c) A Business Meeting presided by the President of the Federation and attended by the Individual Active Members. During this meeting the Secretary of the Federation should present the minutes of the previous Executive Board Meeting and the decisions of the Executive Board. The individual Committee Chairpersons should present their reports. All decision taken by

the Executive Board should be approved by a two-thirds majority vote of the present Individual active Members.

Section 4 - Special Executive Board Meetings, additional to the Biannual Executive Board Meetings, may be called by the President in exceptional circumstances as he/she deems appropriate.

Section 5 - The membership present at the Business Meeting of the Federation shall constitute a quorum for business. At the meetings of the Executive Board, the Board members shall constitute a quorum for business.

Article VI - Committees

Section 1 - The Nomination Committee shall consist of the present President and all past Presidents. It shall be the duty of this Committee to prepare nominations for accession to the Executive Board, and make recommendations to the Executive Board for approval. All nominations must be approved by a two-thirds majority of the members of the Executive Board present.

Section 2 - The By-Laws Committee shall consist of the present President and all past Presidents. It shall be the duty of this Committee to review the Constitution and By-Laws, to seek proper advice when indicated, and make recommendations to the

Executive Board for changes.

Section 3 - The Membership Committee shall consist of the Secretary and two other active members appointed by the Executive Board. It shall be responsible for considering nominations for membership. It will study every particular case in accordance with Articles II and III of this Constitution and shall make recommendation for further action to the Executive Board. Nominations for membership should be accepted by a two-thirds majority vote of the Executive Board and approved by the Membership Business Meeting.

Section 4 - The Scientific Program Committee shall consist of the elected Chairperson of the forthcoming Congress meeting with the addition of three other members of the Federation approved by the Executive Board. The Scientific Program Committee shall be responsible for preparing the program of the meeting as indicated in Article V and shall work in close agreement and co-operation with the Program Committee of the World Federation of Neurosurgical Societies or any other related meetings whenever this is appropriate. The Scientific Program Committee will allow generous time for closed, semi-closed or open discussion in the scientific program, shall decide the latest

date for submission of manuscripts.

Section 5 - The Liaison Committee shall consist of the elected

Chairperson and three other active members. It shall be the duty of the Liaison Committee to study areas of common interest and also the Committee shall make recommendations for activities to be considered by the Executive Board.

Section 6 - The Education Committee shall consist of the elected

Chairperson and three other active members, subject to approval by the Executive Board. The Education Committee shall be responsible for gathering information, conducting personal or co-operative studies or surveys, and for organizing any special meeting, or course in accordance with the stated aims of the Federation.

Section 7 - The ISGNE Committee. The International Study Group in

Neuroendoscopy will continue to exist and function as a Committee of the Federation, with the remit to organize, promote and oversee international cooperative studies, of scientific interest relevant to neuroendoscopy. The Chairperson reserves the right to invite as many individuals as he/she deems appropriate to collaborate in any given study, subject to approval of the Executive Board. The ISGNE Committee reserves the right to

canvass opinions and advice from any individuals or Societies with respect to issues of scientific or clinical interest in order to fulfill its role in promoting collaborative research in neuroendoscopy. Any prospective study, in order to be sanctioned by the Federation, needs to be presented by the Chairperson of the ISGNE Committee and approved by the Executive Board by a two-thirds majority.

Section 8 – The Audit Committee shall be composed of its Chairperson and shall have the duty of auditing the Treasurer’s accounts at the close of the calendar year in which that regular meeting was held. The appointed Chairperson shall then report to the next Bi-annual Membership Business Meeting.

Section 9 – The Publications Committee shall be composed of its Chairperson and up to three other members he may feel appropriate, subject to approval by the Executive Board by two-thirds majority vote. Its role will be to prepare the abstracts of the biannual World Congress meetings and oversee its publication in a medium decided by the Executive Board.

Section 10 – The Guidelines Committee shall be composed of its Chairperson and up to three other members he/she may deem appropriate, subject to approval by the Executive Board. Its role is

to prepare guidelines for the common neuroendoscopic procedures that are currently performed world wide, and prepare service organizational issues.

Section 11 – Other Sub-Committees, standing or special, shall be appointed by the President of the Society of the Executive Board from time to time, as deemed necessary to carry out the work of the Federation. The President shall be an ex-officio member of all the sub-committees.

Article VII - Amendment of By-Laws

These By-Laws may be amended at any regular meeting of the Congress by a two-thirds majority vote, provided that the amendments have been submitted in writing at the previous regular meeting. Minor amendments and additions to this Constitution, which do not contradict or alter the sense of the present document may be made at any meeting of the Executive Board on the affirmative vote of two-thirds of the members present.

Article VIII - Rules and Regulations

Section 1 - The order of procedures of the Executive Board Business Meeting of the Society (Article V, Section 3a) shall be as follows:

- 1) The call to order
- 2) The reading of the minutes
- 3) Unfinished business
- 4) Reports of the Officers and Committee Chairpersons
- 5) Election of new members
- 6) Election of Officers and Committee Chairpersons
- 7) Appointment of Committees
- 8) New Business

Version 2007-05