

Constitution for Membership for

The International Clinical Neurophysiology Society of Members of Non-affiliated countries (ICNS)

MEMBERSHIP REQUIREMENTS

New clinical neurophysiology societies may apply to the IFCN for membership. The membership requirements are modest for any new society. They include:

1. The new society must have at least 10 members.
2. The society must represent a group of clinical neurophysiologists most of whom are not otherwise represented by a society in the IFCN.
3. The new society must send the IFCN President the following:
 - a. A list of its members and their addresses.
 - b. A list of the officers and proposed IFCN delegates and their addresses, e-mail addresses and fax numbers (e-mail and fax contact information are optional but strongly encouraged).
 - c. A copy of the society's constitution and by-laws.

The IFCN Rules Committee will review the Constitution and by-laws to determine if the mission and policies of the proposed new society are consistent with the mission and the policies of the IFCN. Upon a favorable recommendation of the Rules Committee and the IFCN Executive Committee, the proposal will be forwarded to the IFCN Council. If approved by Council, the new member society can immediately begin full participation.

Advantages to participation in the IFCN include:

1. The ability of the members from non-affiliated countries to participate fully in the international activities in our field of clinical neurophysiology.
2. Society can nominate young investigators for fellowships to regional and worldwide Congresses.
3. The society can nominate a representative to the journal liaison board, who will receive a complimentary subscription to the journal *Clinical Neurophysiology*.
4. The society and its delegate are kept informed about international developments, and are consulted on IFCN activities and policies including its regional and worldwide Congresses. This includes development of policies regarding journal, website, handbook, guidelines and standards, training qualifications, equipment standards, and so forth.

DRAFT CONSTITUTION

Mission Statement

The International Clinical Neurophysiology Society (for members from non-affiliated countries) is a professional association dedicated to fostering excellence in clinical neurophysiology and furthering the understanding of nervous system function in health and disease through education, research and the provision of a forum for discussion and interaction.

Constitution of the International Clinical Neurophysiology Society

Article I. Name.

The name of the society shall be "International Clinical Neurophysiology Society (for members of non-affiliated countries)."

Article II. Purposes.

The purposes of the society shall be:

to promote personal contact between investigators and clinical neurophysiology and closely related fields, between the society and other similar societies throughout the world through the International Federation of Clinical Neurophysiology, thus facilitating of exchange of scientific and professional information and opinions;

to further the greater understanding and knowledge of clinical neurophysiology and disorders for which it is applied;

to arrange for the exchange of journals or other written materials in these fields;

to assist in the formation of committees for evaluation of standards, techniques, procedures, education, training or qualification of physicians or technologists; and

to achieve high standards for clinical practice of clinical neurophysiology.

Article III. Members.

The society shall consist of honorary fellows, fellows, members and junior members from non-affiliated countries.

Only honorary fellows, fellows and members shall vote on any question concerning the society. Each person is entitled to one vote.

Should the number of members in any one country exceed 10, it is expected that they will apply to the IFCN for affiliation. Should affiliation take place, the individual members of the ICNS from that country will be transferred to the new affiliated National Society.

Article IV. Officers.

Section 1. Only fellows and members shall be eligible to hold elected office.

Section 2. The officers of the society shall be a President, Secretary and Treasurer. The President shall be nominated by the Executive Committee of the International Federation. The Secretary and Treasurer shall be the Secretary and Treasurer of the International Federation of Clinical Neurophysiology.

Section 3. The Council of the society will consist of the three officers of the society together with at least three members at large, chosen from amongst the membership. In addition, the latest two past presidents of the society shall be considered members of the council. The members at large will be chosen at the time of the election of officers.

Article V. Meeting of the Society.

Section 1. The society shall meet at the time and location of the International Congress. For installation of officers, the transaction of such business may come forward and presentation of any scientific or educational program.

Section 2. Council may call special meetings of the society whenever it is expedient.

Article VI. This Constitution and accompanying by-laws will become effective upon ratification by at least 10 members of the society.

The Constitution may be amended in accordance with proposals initiated by Council or by petitions signed by at least 15 members of the society. Such proposals shall be placed on the agenda for general discussion at the next meeting. If approved at the meeting, a final adoption will be made by mail ballot sent to all members of the society. Changing the constitution requires responses from a majority of eligible voters, with at least two-thirds of the voting members voting in favor of the proposed amendment. All amendments to the constitution shall take effect immediately after the necessary two-thirds of the necessary vote is established.

BY-LAWS

A. Members

Honorary fellows are distinguished workers in the field of clinical neurophysiology. Honorary fellows do not pay fees for dues.

Fellows are experienced individuals in the field of clinical neurophysiology, including physicians, neuroscientists, and others who have distinguished themselves in the field. Fellows pay dues, vote, and can hold appointive office in the society.

Members are other individuals who support the aims of the society and who are professionally active in the field of clinical neurophysiology, allied fields, neurophysiology technologists, allied health professionals or others, whose work advances the goal of the society. Members pay dues, vote and may hold appointive office.

Junior members work in clinical neurophysiology or closely related fields. These are generally predoctoral or postdoctoral trainees. Junior membership shall be limited to a period of 5 years. Junior members pay dues, but do not vote or hold office. Applications for membership for any category of membership shall be made in writing to the societies' secretary along with any documentation required by policies and procedures of the society. Acceptance for membership or change in membership status shall be made by majority vote of the council.

Any member who fails to pay dues for three successive years shall be considered to have withdrawn from the society, and his or her membership will be discontinued. The individual may, however, reapply for membership in the normal manner.

Any individual considered to have acted in a manner unworthy of membership in the society may be dismissed from membership by a three-fourths vote of council members, confirmed by a majority vote of society members present at the next meeting. The individual shall have the right to appear before the council, hear the charges and argue in defense, with witnesses if desired. Expenses for this will be borne by the accused.

B. Officers

The President shall preside at all business meetings of the society and at the council meetings. The President shall be allowed to vote in all matters before the society and the council. The President shall appoint members to the standing committees of the society, except for a nominating committee. The President appoints members of the nominating committee only after a majority vote of the council.

The IFCN Secretary shall serve as Secretary to the Council and to the Society and shall ensure that a true and careful record of the meetings of the society and council is kept. The Secretary shall ensure that members are kept informed of society activity, proposed annual meetings, educational opportunities, process for applications for membership and other appropriate duties.

The Secretary shall also keep a listing of the members with their addresses and other contact information. This information shall be distributed to officers and other council members upon request.

The IFCN Treasurer shall be empowered to receive and hold in trust or otherwise such funds, personal or real property received by gift, bequest or otherwise, and to invest or reinvest, expend, convey or otherwise dispose of such funds or property in a manner as appropriate to accomplish the purposes of the society. Such actions will be under the control and within the appropriate policies and procedures as established by the council. The Treasurer shall pay all fees, bills or other obligations of the society and for that purpose shall sign checks or drafts in payment. The Treasurer shall be responsible for collecting fees or dues.

The Council shall be responsible for conducting the affairs of the society and have direction over all officers and all appointed committee members. It shall act on all questions of general policy and administration, and have final authority regarding policies and procedures of the society and expenditures of money and budgeting. The council shall approve of all appointees to a nominating committee. It shall approve the date and place of the next meeting, and announce its decision to members of the society. Council will choose a delegate to the International Federation of Clinical Neurophysiology, who may be the same as one of the society officers. Council shall determine the annual dues, or waive dues as needed, or make other special assessments. A quorum of the council to conduct business shall consist of a majority of the members of the council.

C. Elections

The Secretary shall ensure that mail ballots are sent out to the voting members of the society. The candidates for members-at-large receiving the largest number of ballots cast shall be elected. In the case of a tie vote by mail, those receiving the number of tying votes shall be voted in a second round election. In the case of a tie vote on the second round, the President of the society shall cast a deciding vote.

The council has authority to establish a nominating committee to prepare a slate of proposed new members-at-large for the society in advance of the time of the elections.

D. Amendments to the By-Laws

Amendments to the by-laws may be initiated by the council or by a petition signed by at least 15 voting members of the society. By-law amendments will be proposed to the voting members either by mail ballot or at the time of the annual meeting. A majority vote is needed to adopt the proposal.

E. Proposed Dues

It is proposed that the dues for individual members from non-affiliated countries should be US \$4.00 per annum.