

## Bylaw

### I Name and headquarters

- 1 The "Swiss Federation of Clinical Neuro-Societies" (SFCNS) is an association of specialist and interested societies in the field of clinical neurosciences pursuant to Art. 60 et seq. of the Swiss Civil Code.
- 2 The registered office of the Federation is at the same location as the registered address of the administrative office.

### II Purpose

- 1 To promote clinical neurosciences within Switzerland in the context of international specialist societies and core disciplines in the field of neurosciences.
- 2 To promote interdisciplinary collaboration between neuroscientific organisations, professional associations, political bodies and cost payers.
- 3 To support continuing and interdisciplinary medical education.
- 4 To organise training and continuing medical education events.
- 5 To protect the interests of clinical neurosciences within federal and cantonal institutions.

### III Membership

The Federation is composed of ordinary, associate and extraordinary member societies (hereinafter "Members").

- 1 **Ordinary members**  
Ordinary members are specialist and interested societies in the field of neurosciences that are represented within the FMH Swiss Medical Association by a specialist title, specialism or qualification.
- 2 **Associate members**  
Associate members are academic associations and interested groups whose activities are aligned with the aims of the SFCNS.
- 3 **Extraordinary members**  
Extraordinary members are non-academic associations and interested groups whose activities are aligned with the aims of the SFCNS.

#### 4 **Membership requirements**

To become an ordinary, associate or extraordinary member, a written application must be submitted to the President no later than two months before the ordinary Delegates' Meeting. The Delegates' Meeting shall decide on admission to membership.

#### 5 **Termination of membership**

Membership may be terminated:

- a. By withdrawal. The application to withdraw must be submitted to the President in writing no later than 3 months before the end of the year to be effective at the end of the current year.
- b. By exclusion. The Board or 1/5 of delegates are entitled to request an exclusion. An exclusion requires the agreement of 2/3 of attending delegates. The member to be excluded has the right to a hearing before the Board.

### IV **SFCNS committees**

#### 1 **Assembly of Delegates**

The Delegates' Meeting is the highest body of the SFCNS. It comprises delegates of ordinary, associate and extraordinary members. Each ordinary member is entitled to be represented by 2 delegates at the Delegates' Meeting; the two interventional societies – the Swiss Society of Neurosurgery and the Swiss Society of Neuroradiology – are each entitled to 4 delegates; of which 1 delegate is the president or vice-president of the respective society ex officio. Associate and extraordinary members are entitled to be represented at the Delegates' Meeting by one delegate.

The Assembly of Delegates usually takes place annually by invitation of and under the direction of the President or Vice-President. Extraordinary Delegates' Meetings may be called if the interest of the SFCNS so requires or at least 10% of delegates request a meeting in writing. Invites to the Delegates' Meeting shall be sent out at least 4 weeks prior to the meeting, stating the items on the agenda. Every delegate is entitled to submit proposals for agenda items. These must be submitted to the President in writing 5 weeks before the Delegates' Meeting.

Extraordinary delegate members have a right to voice their opinion and a right to submit motions, but not a right to vote. The Delegates' Meeting is deemed to have a quorum if 1/3 of the delegates with voting rights are present. Unless specified otherwise in the Articles of Association, a resolution shall be deemed passed by the Delegates' Meeting in the case of a simple majority vote of the delegates with voting rights present at the meeting. In the case of equality of votes, the Chair has the casting vote. Resolutions on the channel of correspondence are possible, provided there is a simple majority vote of all delegates with voting rights. Written votes are possible if a delegate cannot be present at the meeting.

### **Responsibilities, obligations and tasks of the Delegates' Meeting**

- a. To adopt the annual report and annual accounts; the latter at the request of the account auditors.
- b. To elect the President and other members of the Board.
- c. To elect the auditors.
- d. To elect new members on the proposal of the Board .
- e. To review and revise the Articles of Association.
- f. To pass resolutions on business ensuing from law, business referred by the Board, or on motions submitted by delegates.

Each delegate has one vote.

## **2 Executive Board**

The Board is composed of the President, Vice-President, Past-President, Secretary/Treasurer and a further 5-7 board members. It is composed as follows:

- 2 representatives from neurology + 1 representative from clinical neurophysiology
- 2 representatives from neuroradiology
- 2 representatives from neurosurgery
- 1 representative from neuropaediatrics
- 1 representative from biological psychiatry
- 1 representative from YouClin

One representative from the three societies of neurology, neurosurgery and neuroradiology should be the respective president of the specialist society; the other additional representative should be from the university sector, as delegated by the board of the respective specialist society. They are elected for 3 years by a simple majority vote at the Delegates' Meeting. One re-election to the same office is possible. The total duration of office is limited to a maximum of six years; the office of presidency is limited to a maximum of 12 years. The various different specialist and interested societies should be taken into consideration with regard to the composition of the Board. A society with a specialist title has the right to be represented on the Board by at least one member. The four core neuroscientific disciplines of neurology, neurosurgery, neuroradiology and neuropaediatrics are represented on the Board. Board members are not entitled to vote in the Delegates' Meeting.

### **Rotation of presidency**

The presidency of the SFCNS rotates every 3 years between the 3 disciplines of neurology, neurosurgery and neuroradiology. The President must work in a faculty of medicine within Switzerland or be associated with a faculty of medicine, be nominated by his own specialist society and be elected by the SFCNS Delegates' Meeting.

### **Responsibilities and tasks of the Board**

- a. To prepare (write the agenda), send out invitations for and direct the Delegates' Meeting, and implement resolutions. The Board shall call an extraordinary Delegates' Meeting in the case of urgent agenda items or if 1/5 of delegates request this. The Secretary shall provide the Minutes of the Delegates' Meeting to all members of the SFCNS.

- b. To organise scientific conferences. All members are to be invited to scientific conferences.
- c. To conduct all business that is not referred to other bodies of the Federation.
- d. To conduct the externally-facing business of the Federation, insofar as this is not done by the delegates.
- e. The Secretary manages the treasury of the SFCNS.
- f. The legally binding signature is that of the President together with the Vice-President, Secretary or Past-President (joint signature).

### 3 YouClin

Young Clinical Neuroscientists (YouClin) is a SFCNS network for young physicians of all clinical neuroscience disciplines within the SFCNS.

YouClin takes the form of a committee of the SFCNS and is overseen by a Steering Committee. The SFCNS Articles of Association apply. The organisation of YouClin is set out in a separate YouClin regulation. The President of YouClin has a place on the Board of the SFCNS *ex officio*.

### 4 Administrative office

The Board may delegate organisational tasks, record-keeping, treasury management and bookkeeping to an Administrative Office. The Administrative Office Manager takes part in meetings of the SFCNS in an advisory role. The fees and obligations of the Administrative Office are governed by contract.

### 5 External auditor

The external auditor, elected by the Delegates' Meeting for a three-year period each time, audits the annual accounts and draws up an auditor's report for the attention of the Delegates' Meeting. The accounting year is the same as the calendar year.

### 6 Committees, delegations and working groups

*Committees* are standing bodies within the SFCNS that have a self-contained, lasting mission as defined in a committee regulation. Committee members may become members of the ordinary, associate or extraordinary SFCNS member societies. Committee members and their Chairs, who must belong to ordinary SFCNS member societies, are elected by the Board. The Board draws up and amends committee regulations on its own responsibility. The Chairs report to the Board annually on the committee's activity in an annual written report.

*Delegations* are official representatives of the SFCNS within other organisations or bodies. The delegates and their deputies belong to ordinary or associate SFCNS member societies and are elected by the Board.

The chief delegates report to the Board annually on their activity in an annual written report.

*Working Groups (WG)* are bodies whose tasks are limited in terms of duration and content, both within the SFCNS and across organisations. The Board chooses the members and defines the boundaries and extent of the task. Working groups report to the Board and to other participating organisations. Working groups may report to the Delegates' Meeting on the instruction of the Board.

## V Membership subscription fees, funding, and auditing of accounts

- 1 Membership subscription fees are not charged.
- 2 The SFCNS administration is mainly funded by proceeds from SFCNS congresses.
- 3 Cost of projects and the administration thereof must be covered by project proceeds, e.g. fees for planned certifications.
- 4 The two auditors audit the accounts each year and submit a written report to the Delegates' Meeting along with a motion to approve it.

## VI Review of the Articles of Association

- 1 The Articles of Association shall be reviewed on the motion of the Board or on the motion of 1/3 of ordinary and associate members. The motion shall be deemed adopted with a 2/3 majority vote of attending delegates with a voting right.
- 2 Links to other institutions, e.g. the FMH, fmCH or SFSM must be considered when making any amendment to the Articles of Association.

## VII Revision of bylaws

- 1 The dissolution of the Federation may be requested on the motion of the Board or on the motion of 1/3 of ordinary and associate members. The resolution regarding the dissolution may be passed by the Delegates' Meeting with a 2/3 majority vote of attending delegates with a voting right.
- 2 Immediately before the vote, the Delegates' Meeting must pass a resolution with a simple majority on the use of any assets that may become available through the dissolution of Federation.

The male form is used where applicable in the Articles of Association for the purpose of better readability.

## Founding members

The 6 ordinary founding members were:

- Swiss Neurological Society (SNS)
- Swiss Society of Clinical Neurophysiology (SSCN)
- Swiss Society of Neurosurgery (SSNC)

- Swiss Society of Neuroradiology (SSNR)
- Swiss Society of Neuropaediatrics (SSNP)
- Swiss Society of Neuropathology (SSNPath)

## Revisions

1. Articles of Association version: Basel, 27 January 2009

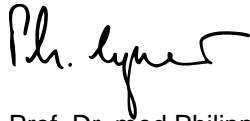
Revised: Bern, 31 May 2012

Revised: Lucerne, 10 September 2015

Revised: Bern, 17 January 2017

Revised: Bern, 05 June 2018

Revised: Basel, 28 September 2022



Prof. Dr. med Philippe Lyrer  
President



Prof. Dr. med. Barbara Tettenborn  
Secretary/Treasurer