



**International Society
of
Neuropathology**

Constitution and Bye-Laws

2010

INTERNATIONAL SOCIETY OF NEUROPATHOLOGY

CONSTITUTION

ARTICLE I NAME OF SOCIETY

In conformity with the decision of a regular meeting of the International Committee on Neuropathology (Founded 1950; constituted 1955) held in Zurich on 31st August and 3rd September 1965, and ratified at their subsequent meeting in Copenhagen on May 19th and 20th 1967, it was decided to re-form as a non-profit making scientific organisation to be known as the International Society of Neuropathology.

ARTICLE II PLACE OF REGISTRATION

The Society shall have its registered office in Zurich.

ARTICLE III AIMS OF THE SOCIETY

The aims of the Society are to further the science of neuropathology by:

1. Initiating and maintaining permanent co-operation between national and regional societies of neuropathology.
2. Fostering the formation of national and regional societies of neuropathology.
3. Fostering and maintaining links with other international organisations in the fields of neurological sciences and in the various appropriate branches of neuropathology.
4. Initiating international congresses, meetings, colloquia, symposia and research projects in the field of neuropathology.
5. Encouraging the exchange of information and the publication of matters relevant to the science of neuropathology in its official journal and other publications.
6. Encouraging the exchange of persons engaged in neuropathology as between one country and another with special reference to those undergoing training.

ARTICLE IV MEMBERSHIP

1. A country may apply for membership when it can claim to have a society of neuropathology as defined in Bye-law I (b).
2. A country may participate either as an individual country or in a regional group.
3. A regional society, covering two or more countries, will be treated as one member.
4. Any individual person with a major interest in neuropathology may apply for membership, whether or not the said person is already a member of a national or regional society.

5. A member may resign from the Society if that member has fulfilled its obligations.
6. The Council may strike out a Member Society or an Individual Member for non-payment of contributions or any serious reason, provided the said member has been duly invited to guarantee a remedy on two occasions and the said member has failed to provide satisfactory evidence of mitigating circumstances.

ARTICLE V THE COUNCIL

1. The business of the Society shall be transacted by the Council.
2. The Council shall be composed of Councillors, that is, delegates appointed by national and regional societies and by delegates representing the Individual Members as laid down in Bye-law 4.
3. (a) Councillors shall normally serve for a term of 4 years and shall be eligible to serve for up to 8 years. A Councillor shall not normally serve for more than two terms consecutively.

(b) The term of office of a Councillor shall coincide with the four year period commencing and concluding with an international congress. Newly appointed and retiring Councillors shall both be entitled to attend the Council meetings held at the time of an international congress but the number of votes accorded each member society shall remain as determined by Article **V.10**
4. The Officers of the Society shall be ex-officio members of the Council.
5. The Council is required to meet at least every 2 years and at the time of each international congress.
6. The Council is required to meet at the time of each international congress for the purpose of:
 - (a) transacting the business of the Society, approving the budget and fixing the subscription rate, and
 - (b) electing certain officers and the ordinary members of the Executive Committee.
7. The Council is required to meet at some time intermediate between international congresses for the purpose of:
 - (a) determining the form of the next congress and making the necessary preparatory arrangements,
 - (b) electing a President-elect.
 - (c) attending to any necessary routine business.
8. The Council will be convened at other times:
 - (a) if summoned by the President

- (b) on a request to the Secretary-General received from at least one quarter of the Councillors
9. The agenda of Council meetings must be dispatched to all Councillors so as to reach them at least four months before the date of the meeting.
 10. The number of votes accorded to Members shall be as follows:
 - (a) Societies with a membership:

10 to 50	members	1 vote
51 to 100	members	2 votes
101 to 150	members	3 votes
151 to 200	members	4 votes
201 and over	members	5 votes
 - (b) The Individual Members: votes according to the number of members as above.
 11. (a) To enact any alteration to the Constitution there must be a two-thirds majority of all Members represented at the meeting, whose votes are to be weighted according to Article **V.10**.
 - (b) For the election of new Members there must be a two-thirds majority of these Members represented at the meeting, whose votes are to be weighted according to Article **V.10**.
 - (c) For other items, a simple majority of Members represented at the meeting, whose votes are to be weighted according to Article **V.10** will suffice.
 12. If a vote is equally divided, the President (or Chairman of the meeting for the time being) shall have the casting vote.
 13. Any Councillor or Councillors present at a meeting may cast all the votes of their Member Society.
 14. A Member Society which is unable to be represented at a meeting of the Council may assign, in writing, its right to vote to another Member Society or to the President.
 15. A postal vote will not be accepted except as under Article **XV.2**, but a Councillor, if unable to be represented at the meeting, has the right to communicate his views to the meeting through the President.
 16. In cases of urgency, the Councillors in session may agree by a majority of two-thirds of those present to place an additional item on the agenda.

ARTICLE VI THE OFFICERS

1. (a) The Officers shall be elected by the Council and shall consist of a President, the immediate Past-President, three Vice-Presidents, a Secretary-General, a Project Secretary and

a Treasurer. On appointment as officers of the Society they shall no longer serve, throughout their term of office, as Councillors.

(b) Any members of the Society may be proposed for office, provided that the proposer shall have previously ascertained that the person is prepared to accept office.

2. (a) The President shall be elected at the Council meeting at the time an international congress.

(b) The President-elect shall be elected at the interim Council meeting between International congresses. For the sake of continuity, preference should be given to past or present members of the Executive committee; the term of office shall be for four years only; the President shall assume duty immediately after a congress and continue throughout the next one.

3. The Vice-Presidents shall be elected at the time of a congress. They shall serve for four years only.

4. The Secretary-General shall be elected at the time of a congress and shall remain in office for four years: the Secretary-General shall be eligible for re-election for one additional term of four years.

5. The Project Secretary shall be elected at the time of a congress and shall remain in office for four years; the Project Secretary shall be eligible for re-election for one additional term of four years.

6. The Treasurer shall be elected at the time of a congress and shall remain in office for four years; the treasurer shall be eligible for re-election for one additional term of four years.

ARTICLE VII HONORARY MEMBERS

The Council may elect individuals to Honorary Membership, a category designed to recognise and reward outstanding achievement as a neuropathologist either for distinguished service to the International Society of Neuropathology and its community, or for contribution to the academic discipline of Neuropathology. The Honorary Members are entitled to attend meetings of the Council but not to vote.

ARTICLE VIII THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, the President-elect, the immediate Past-President, the three Vice-Presidents, the Secretary-General, the Project Secretary, the Treasurer, three Ordinary Members, and the Editor of the official journal ex-officio; collectively they constitute the executive body. A quarter shall be deemed to be a quorum.

2. The Ordinary Members of the Executive Committee shall be elected by the Council from amongst the Councillors and shall serve for four years only; during this period of time they will not serve as Councillors or their deputies; they shall be appointed at the time of an international congress.

3. The Executive Committee shall meet at least once a year.

4. The Executive Committee shall be responsible for:
 - (a) The observance of the Articles and Bye-laws, and if and when thought to be desirable for submitting to the Council proposals for their revision.
 - (b) Preparing the agenda of the Council meetings, which must include any items received from any member up to within six months before the commencement of that meeting.
 - (c) Preparing reports on the activities of the Society and its budget for presentation to meetings of the Council.
 - (d) Encouraging by every possible means the implementation of Article **III**.
 - (e) Appointing specialised commissions and such other committees as the Council may from time to time deem necessary.
 - (f) Filling chance vacancies on the Executive Committee and on commissions and committees until such time as the next meeting of the Council.
5. The President, a Vice-President and the Secretary General are empowered to take action in matters requiring an immediate decision but such actions must be subsequently submitted to the Executive Committee for ratification.

ARTICLE IX THE PRESIDENT

1. The President shall preside at all meetings of the Council and Executive Committee.
2. The President shall be represented when unable to be present by the immediate Past President, or if not present, by a Vice-President.
3. The President shall prepare an address for each meeting of the Council and in the course of this will review the activities of the Society.
4. The President shall sanction all expenditure.

ARTICLE X THE SECRETARY-GENERAL

The Secretary-General shall be responsible for the preparation and circulation of the agenda and minutes of the meetings of the Council and the Executive Committee and for the care of all records. The Secretary-General shall be responsible for seeing that the decisions of the Council and the Executive Committee are implemented.

ARTICLE XI THE PROJECT SECRETARY

The Project Secretary shall assist the Secretary-General and shall also be responsible for initiating projects on an international basis.

ARTICLE XII THE TREASURER

1. The Treasurer shall receive all subscriptions, subconventions, gifts and bequests.

2. The Treasurer shall prepare and present a draft statement of income and expenditure and the budget at meetings of the Executive Committee and the finalised and precirculated form at the meeting of the Council at the time of each congress.

ARTICLE XIII SUBSCRIPTIONS AND PAYMENTS

1. Subscriptions shall be paid in January each year, in accordance with the amounts laid down in Bye-law 11.
2. All payments shall be authorised on behalf of the Executive committee by the Treasurer and sanctioned by the President.
3. Cheques shall be signed by the Treasurer.

ARTICLE XIV LEGAL CONSIDERATION

In all civic actions and court procedures the Society shall be represented by the President or the Secretary-General, or by some member of the Council appointed by them.

ARTICLE XV DISSOLUTION

1. A council meeting convened for the purpose of dissolution must give three weeks' notice and comprise two-thirds or more of the Councillors.
2. If this number is not forthcoming, the meeting must be reconvened after a further notice of six months and a decision must then be taken irrespective of the number attending. The necessary majority on this occasion shall be two-thirds of those councillors who are present together with those absent Councillors who have registered their vote precirculated for this specific purpose.
3. The Council shall in such instance then appoint two Commissioners to assist the Secretary-General in winding up the affairs. Surplus assets shall be donated to one or more international organisations appropriate to the subject of neuropathology.

BYE-LAWS

1. Definitions

For the purpose of this Constitution:

- (a) **(Article III):** Neuropathology is defined as the discipline which is concerned with the character and the genesis of changes in the nervous tissues under pathological conditions.
- (b) **(Article IV.1):** A national society of neuropathology is defined as one which consists of medical practitioners and other scientists who are actively engaged in the field of neuropathology: such a society may exist as an independent organisation, or as a special group within a national organisation with wider terms of reference, e.g., a section of neuropathology within a national society or an academy of medicine or science.
- (c) **(Article IV.2):** A country, for the purpose of Article IV, is defined as a separate self-governing state.
- (d) **(Article IV.3):** A regional society of neuropathology is defined as one which covers two or more related countries, the membership being composed of medical practitioners and other scientists who are actively engaged in the field of neuropathology.

2. Membership (Article IV)

- (a) Two or more societies within a country claiming to represent neuropathology in accordance with the aforesaid definition may federate for the purpose of representation in, and subscription to, the International Society of Neuropathology.
- (b) There shall be two classes of membership:
 - (i) Any established national society or regional society shall be eligible for Corporate Membership of the International Society of Neuropathology. All members who are on the roster of the said national and regional societies and for whom dues have been paid by the said society shall be considered members of the International Society.
 - (ii) Any individual in any country who has an interest in neuropathology and who is not a member of a national or regional society having Corporate Membership shall be eligible for Individual Membership. Applications for Individual Membership shall be received by the Secretary-General and reported to the Executive Committee. Individual Members shall be represented on the Council by Councillors appointed by the Council after seeking appropriate advice.

3. General Assembly

- (a) At each international congress there shall be a General Assembly, for the purpose of receiving reports, the ventilation of views and the bestowal of honours. All registrants shall be free to attend and participate.
- (b) The agenda of the General Assembly shall be prepared by the Secretary-General and displayed at the international congress.

4. The Council

- (a) **(Article V.2):** The number of Councillors shall be as follows:
Member Societies with a membership of 10- 50 members: 1 Councillor
Member Societies with a membership of 51-100 members: 2 Councillors
Member Societies with a membership of 101-150 members: 3 Councillors
Member Societies with a membership of 151-200 members: 4 Councillors
Member Societies with a membership of 201 and over : 5 Councillors
Individual Members: Councillors according to membership as above.
- (b) **(Article V.5):** The Council shall meet at least once between international congresses for the purpose of:
- (i) electing a Congress Committee, on the recommendation of the Host Member.
 - (ii) selecting topics for discussion at the forthcoming congress.
 - (iii) reaching agreement on the form of the congress.
 - (iv) electing a President-Elect who will take office as President following the congress
- (c) **(Article V.6):** The Council shall meet at the time of each congress for the purpose of:
- (i) electing the officers of the Society and the new members of the Executive Committee
 - (ii) preparing a report for presentation to the General Assembly.
 - (iii) choosing the venue and date of the next congress.
- (d) **(Article V.10):** A Member Society may nominate deputies when one or more Councillors are unable to attend a meeting. All permitted votes may, if necessary, be cast by one Councillor.
- (e) **(Article VI):** In exceptional circumstances the Council may, at its discretion, extend the period of office of any one of the Officers.

5. Honorary Members (Article VII)

Candidates for Honorary Membership may be proposed by a National Society, or by two Council or two Executive members. Proposals for membership must be accompanied by a curriculum vitae, as well as letters explaining why the candidate qualifies for the award.

Honorary membership will be awarded by the Council on the recommendation of the Executive, which will serve as a nominating committee.

Membership will be awarded every 4 years at the Council Meeting preceding the International Congress.

6. Nominating Subcommittee

- (a) A Nominating Subcommittee shall be appointed to nominate persons for election to the Executive Committee.

(b) The Nominating Subcommittee shall be composed of six members: the President, the immediate Past-President, the Secretary-General, and three Councillors who are not members of the Executive Committee. These Councillors shall be chosen by lot from the names of the Councillors who had attended the previous meeting of the General Council.

(c) The Nominating Subcommittee shall be required;

- i two years before each congress to put forward nominations for the office of President in order that the incoming President may take office as President-Elect at the conclusion of the interim Council meeting.
- ii one year before termination of the period of office to put forward nominations for Secretary-General, Treasurer and Project Secretary.
- iii one year before a congress to put forward nominations for three Vice-Presidents and three ordinary members of the Executive Committee.

(d) The Nominating Subcommittee, by meeting or by post, shall decide on one or more possible successors to each person who is retiring. These names will be circulated to all members of the Executive Committee, who may then nominate other individuals. The Secretary-General shall then conduct a postal ballot amongst the members of the Nominating Subcommittee and all Members of the Executive Committee. The Secretary-General shall ascertain if the persons nominated are willing to serve and shall communicate the results of this ballot to the Council for their guidance at the time of the election.

7. Executive Committee (Article VIII)

The Executive Committee shall have power to co-opt for a period of two years in the first instance, and not exceeding eight years, without the right to vote

- (i) one person for purposes of advice.
- (ii) an Assistant Secretary, who must be a member of the Society.

8. The President (Article IX)

The President shall preside at all meetings of the General Assembly; the President will give an address and introduce the President of the congress, will render the Assembly's thanks to the congress organizers and introduce the new president of the Society.

9. The Secretary-General (Article X)

- (a) The Secretary-General shall be responsible for the minutes of the General Assembly.
- (b) The Secretary-General shall be responsible for the publication of important notices concerning the Society and its activities in a number of appropriate journals.

10. The Project Secretary (Article XI)

The Project Secretary shall assist the Secretary-General in any duties necessary.

11. Finance (Article XIII)

- (a)
 - (i) Each Member Society shall pay an annual subscription in Swiss francs.
 - (ii) The amount of the subscription shall be in units, one unit for each active member on the Member Society's roster on January 1st of the year in question.
 - (iii) The amount of the unit may be determined at any time by the Council on the recommendation of the Executive Committee, after due preliminary notice of *6 months* to all Member Societies.
 - (iv) Individual Members shall pay an annual subscription, the amount to be determined by the Council on the recommendation of the Executive Committee, after due preliminary notice of one year.
 - (v) Any Member Society may omit, for the purpose of the International Society, from their roster of members the name and subscription unit of any person not wishing to be associated with the International Society.
- (b) Members of duly appointed committees, whether elected or co-opted, shall be entitled to claim the cost of a 21-day excursion air ticket or, when not available an economy class return air ticket for meetings of the committee concerned, if their special attendance is required in another country at a time when there is no associated scientific meeting, provided they are not already in receipt of a subvention. The claims shall be met in full or in part according to the state of the Society's fund and on the advice of the Executive Committee.

12. The Congress Committee

- (a) The Congress Committee, including the President of the Congress, shall be appointed by the Council on the recommendation of the host member society. They shall be responsible for:
 - (i) carrying out the general wishes of the Council in the matters of principal topics for discussion and theme directors.
 - (ii) reporting regularly to the Executive Committee on the progress of the arrangements.
 - (iii) determining and maintaining a separate budget but keeping the Society's Secretary-General informed at all stages concerning it.
- (b) The Congress Committee shall invite each Member Society to nominate a Vice-President of the Congress from their country or countries to represent that country or countries at the Congress; such persons need not necessarily be a past or present Councillor.
- (c) The Congress Committee may appoint Honorary Presidents of the Congress.

13. The Archivist

- (a) The Council may appoint a suitably qualified person to the office of Archivist.

The Archivist:

- (i) is entitled to attend meetings of the Executive Committee and the Council but not to vote, except as under (ii)
- (ii) shall not be debarred from simultaneously serving as a Councillor.
- (iii) shall be entitled to receive all agendas, minutes and circulars issued on behalf of the Society
- (iv) shall, so long as he remains in office, be expected to keep the archives and maintain an up to date history of the Society.

14. The Journal Editor

- (a) One year before the termination of the period of office of the Editor, the Executive Committee, having sought appropriate guidance, shall appoint a successor. This appointment must subsequently be ratified by the Council.

The Editor:

- (i) is an ex-officio member of the Council and the Executive Committee.
- (ii) shall be responsible for the contents of the Journal and its strategic development.
- (iii) shall be responsible for meeting the editorial obligations that form part of contractual arrangements between the ISN and a commercial publisher for the publication, marketing, sales and financial support of the Journal.
- (iv) shall report at all meetings of the Council and the Executive Committee on the activities and financial status of the Journal.
- (v) shall have an initial term of office of 4 years, beginning with the first issue of the Journal of the year following election. This term of office may be extended for a further period of 4 years at the discretion of the Executive Committee and the Council.

15. The ISN Book Series Editor

- (a) One year before the termination of the period of office of the Book Series Editor, the Executive Committee, having sought appropriate guidance, shall appoint a successor. This appointment must subsequently be ratified by the Council.

The Book Series Editor:

- (i) is an ex-officio member of the Council, the Executive Committee and the Editorial Board of the Journal.
- (ii) shall be responsible for deciding on the themes of the books, having sought advice, as deemed by him/her appropriate, from the Executive Committee, Council and members of the ISN.
- (iii) shall be responsible for appointing people with appropriate experience and expertise to take responsibility for the recruitment of authors and the editing of individual books within the Series.
- (iv) shall provide advice and strategic guidance to editors of the individual books within the Series.
- (v) shall be responsible for meeting the editorial obligations that form part of contractual arrangements between the ISN and a commercial publisher for the publication, marketing, sales and financial support of the Book Series.
- (vi) shall report at all meetings of the Council and the Executive Committee on the activities and financial status of the Book Series.
- (iv) the term of office of the Book Series Editor shall be for an initial period of 4 years, commencing the year following election, but may be extended for a further period of 4 years at the discretion of the Executive Committee and the Council.

16. Neuropathology Training Subcommittee

(a) The Neuropathology Training Subcommittee shall consist of the following members, all appointed by the Executive Committee: a Chairman, 3 other members of the Subcommittee appointed from the membership of National Societies, the President of the Executive Committee and, during the 2 years leading up to the Congress, the President-elect.

The Neuropathology Training Subcommittee:

- (i) shall investigate and report on the existing state and local circumstances of Neuropathology training in the member National Societies.
- (ii) shall, when deemed appropriate by the Subcommittee, make recommendations to the Executive Committee and the International Society concerning the content, organisation and harmonisation of such training; and shall formulate proposals as to how such aims might be achieved.
- (iii) shall report at all meetings of the Council and the Executive Committee on the activities and financial status of the Subcommittee.
- (iv) The term of office of the Chairman and 3 appointed members of the Subcommittee shall be for an initial period of 4 years, commencing the year following the International Congress of Neuropathology, but may be extended for a further period of 4 years at the discretion of the Executive Committee.

17. Bye-laws

- (a) The Bye-laws may be altered or added to only by the Council in accordance with the procedure laid down in Article V.11(a).
- (b) The Executive Committee, however, is entitled to alter or add to the Bye-laws and act on same when the occasion in their opinion so demands; in all such instances they must seek the ratification for their actions from the Council at its next meeting.