



## CONSTITUTION

### A. The Federation

(i) **Members:** The European Federation of Societies for Microsurgery (EFSM), founded 10<sup>th</sup> February 1990, is formed from the following European Microsurgery Societies:

- (a) British
- (b) Danish
- (c) French (GAM)
- (d) German Speaking (Germany, Switzerland, Austria)
- (e) Hellenic
- (f) Italian (SIM)
- (g) Portuguese
- (h) Romanian
- (i) Scandinavian (Sweden, Finland, Norway, Iceland)
- (j) Spanish
- (k) Turkish

Societies with no autonomous meetings for a period of 3 years should be considered for cancellation.

(ii) **Executive Office:** Office of the General Secretary

(iii) **Board of Directors:**

The members of the Board are the members of the Council of the Federation or their named deputy. At meetings of the Council/Board the Secretary-General will act as chairman.

(vi) **The President:**

The Council will appoint a President of the Federation. The organizer of the biennial meeting of the Federation will be a President for the two years preceding the meeting.

The president shall organise all aspects of the meeting including site, accommodation, exhibitors, guest speakers and scientific programme.

(v) **The Secretary-General:**

The Secretary-General will be elected from the ranks of the Council of the Federation.

The election shall take place every 4 years. The election shall be held in the year at mid term of the Secretary charge. A Secretary-General can be reelected for a further period of 4 years. The Secretary-General, when leaving, will help the new Secretary-General still for 1 year.

The role of the Secretary will be to (a) execute the decision of the Council and act as Chairman of the Council at meetings; (b) provide a link between individual Societies and the President; (c) maintain an up-to-date mailing lists of all the Societies comprising the Federation; (d) to establish a working fund for the Federation. The Secretary-General will also assist in the organisation of the biennial meeting as required by the President.

The Secretary-General will be given the power to sign, on behalf of the Council, such contacts, agreements, etc that are required after the Council have discussed such matters at a full Council meeting.

**(vi) The Council:**

The Council of the Federation shall be formed from representatives from each member Society and one from EMRA (European Microsurgical Research Association). Other member is the Treasurer elected every 4 years. To the Council meetings can also participate the Chairmen of the Committees without voting rights.

The role of the Council:

- (i) To decide the host organisation and location for each meeting.
- (ii) To decide the number and interest of the Committees, which will work on specific subjects for a defined period of time.
- (iii) To elect the President and Secretary-General for the Federation.
- (iv) To elect the Treasurer and the Chairmen of the Committees.
- (v) To make the other decisions appertaining to the function of the Federation.
- (vi) To form the Board of Directors of the Federation.
- (v) To be the contact holders of any contacts, agreements, etc made with the Federation

**(vii) The aims of the Federation:**

The main aim of the Federation is to promote and rationalise training in microsurgery throughout Europe and to organise course and meetings as well as promote exchange programmes for surgeons in training. It will also advise European authorities of requirements in microsurgery and react appropriately to directives from those bodies.

**(viii) Language of the Federation:**

The official languages of the Federation would be English and the official languages of the European Community.

**(ix) Funding**

Each Society shall participate to the costs of the Federation with a symbolic fee , decided by the Council. The President of the meeting will contribute to the costs of the Federation after his Congress.

**B. Application for new Societies to join the Federation:**

The Federation welcomes application from non-member Societies to become full members of the federation. The following regulation must be fulfilled:

(i) All member Societies of the Federation must represent countries who are either full of associate members of the Council of Europe. Member Societies need to necessarily be national but can represent groups with common bonds, e.g. the German-speaking Group and the Scandinavian Group.

(ii) Societies or Groups who wish to become members of the Federation should apply for membership which is considered at a Council meeting. If acceptable the Society becomes an Associate member of the Federation. During the next two years the Associate Society must demonstrate to the Council its involvement in microsurgery including congresses, publications, teaching, type and number of members etc. Just prior (3 months) to the Council meeting at which full membership is to be considered the Associate Society must present a dossier to the Secretary-General outlining its activities.

(iii) Election of an Associate Society to full membership requires a unanimous vote less one by the Council.

### **C. Federation Congress:**

A biennial congress of the Federation will take place. The venue for the meeting will be decided not less than four years prior to the Congress. The President of the Federation will organise the meeting with the help of the Secretary-General. Definite proposals for the meetings will be presented to the Council 2 years prior to the meeting. The member Societies will not hold a meeting in their countries during the year of the Federation meeting. The President of the Federation has responsibility to the Federation to ensure the scientific content of the Congress is appropriate and that the Congress is financially viable.

If a Society applies for, and has the venue accepted for a congress, then the Chairman of the local organising committee must write a formal letter of acceptance to the Council (to be sent to the Secretary-General) which will include an outline of the meeting and a commitment which will be given to the Federation. A detailed plan for a Congress must be presented to the Council one year prior to the Congress.

All proposals for future meetings will be put to the Council and proposals should be sent to the Secretary-General 6 months before the Council meeting at which the proposal will be considered.

### **D. Communication :**

The Communication shall be done through a website containing by-laws, history and data of the Federation , news on Courses and Congresses and other activities of the Federation. An Informatic Committee will be responsible of the website. The President of the Federation will support the costs of the website in the two years of his nomination when preparing the Federation Congress.