

INTERNAL RULES

of the

International Society of Surgery / Société Internationale de Chirurgie ISS/SIC

Advancing the Science and Art of Surgery Worldwide

The Executive Committee of the International Society of Surgery (ISS) / Société Internationale de Chirurgie (SIC) (the "Society") has established the following Internal Rules supplementing the Constitution as adopted by the ordinary General Assembly held in Bangkok (Thailand) on the 27th day of August of 2015.

1. **Application for Membership**

- 1.1 The Administrative Office shall make an on-line application form for Individual Membership available which can be downloaded and mailed electronically or by surface mail. This form shall be approved by the Executive Committee and contain the guidelines for the membership application.
- 1.2 Two Individual Members of the Society, current and in good standing, must confirm the application in support of the nominee before the application is submitted to the Secretary General.
- 1.3 The Secretary General shall verify the application and consult, if available, with the National/Regional Chapter applicable to the applicant before submitting the candidacy to the Executive Committee for review.
- 1.4 The Secretary General has the right to consult with the officers of a Collective Member regarding the application from candidates belonging to the same Collective Member.
- 1.5 The Executive Committee shall decide upon the acceptance of any application.
- 1.6 In case of refusal of an application, the candidate has the right to appeal to the Court of Honor.

2. **Membership Rights, Duties and Categories**

- 2.1 Each Individual Member shall have the right to attend the events organized by the Society and to participate in the deliberations and to cast his vote in the General Assembly.
- 2.2 Each Individual Member shall receive the World Journal of Surgery and the Newsletters and obtain access to the parts of the Society's webpage that may be restricted to the members.
- 2.3 All Individual Members shall adopt the purpose and the objectives of the Society and aspire to the high standards of the profession.
- 2.4 Subject to the other provisions of these Internal Rules, all Individual Members shall pay yearly the membership dues in advance, as determined by the General Assembly.

- 2.5 All Individual Members who have paid in full the ordinary annual dues, as well as all Honorary Members, are eligible to serve as officers of the Society.
- 2.6 **Honorary Members.** Upon recommendation of the Nominating Committee, the Executive Committee may grant Honorary Membership to preeminent surgeons or individuals of undoubted international reputation who have rendered distinguished services to the Society or to international surgery. Honorary Members shall enjoy all the privileges of Individual Membership but are exonerated from having to pay annual dues.
- 2.7 **Junior Members.** Individual Members up to the age of forty may choose to pay only half the ordinary annual dues. They enjoy the benefits of membership but are not eligible as officers unless they pay the full annual dues.
- 2.8 **Senior Members.** Individual Members who have retired from active practice and who have been Individual Members of the Society for at least fifteen years may request from the Executive Committee Senior Membership status which exonerates them from paying annual dues. They are no longer eligible as officers and must pay a reduced fee if they want to continue receiving the World Journal of Surgery.
- 2.9 **Collective Members.** At present, the following societies are bound as Collective Members to the Society by an individual Contract:
- the International Association of Endocrine Surgeons (IAES)
 - the International Association for Trauma Surgery and Intensive Care (IATSIC)
 - the International Association for Surgical Metabolism and Nutrition (IASMEN)
 - the Breast Surgery International (BSI)
 - the International Society for Digestive Surgery (ISDS)
 - the Alliance for Surgery and Anesthesia Presence (ASAP)

Additional Collective Members may be added from time to time with approval of the Executive Committee.

3. Termination of Membership

- 3.1 **By Resignation.** Resignation must be submitted in writing to the Administrative Office at least three months prior to the end of the current calendar year. In order for the resignation to become effective, all annual dues up to the end of the year of resignation must be paid.
- 3.2 **By Cancellation.** Individual Members who after two reminders still are in arrears with two annual dues will be suspended for two more years by the Administrative Office from the membership roster and will not be entitled to any rights as Individual Members. After this ultimate period, if the member does not pay all of the annual dues owed to the Society, their name will be eliminated.
- 3.3 **By Demise.** Individual Members who have passed away will be removed by the Administrative Office from the membership roster.
- 3.4 **By Expulsion.** Members who have violated the standards of the Society may, upon a motion presented by the Executive Committee, be expelled by the Court of Honor.

4. **The Program Committee**

- 4.1 The Program Committee is responsible for the planning and the organization of the Scientific Program of the World Congress of Surgery. It selects the papers to be presented, as well as the speakers.
- 4.2 The Program Committee is chaired by the Secretary General and consists of the members of the Executive Committee and the chairman of the Local Organizing Committee. They may invite additional representatives of directly involved societies.

5. **The Nominating Committee**

- 5.1 The Nominating Committee prepares and presents qualified nominations of officers to the General Assembly. It also formulates recommendations for new Honorary Members and for the Prize Winners of the Society.
- 5.2 The Nominating Committee is presided over by the President of the Society and consists of the President-elect, the immediate Past-President and the Secretary General. Further officers may be asked by the President to join the Committee.

6. **The Academy of the WSS**

- 6.1 The Academy of the WSS is responsible for promoting, coordinating and facilitating the teaching activities of the Society, including regional scientific meetings and courses to be held under the auspices of the Society.
- 6.2 The Academy is headed by the Dean and composed by the Councilors-at-large and the Delegates of the Chapters with more than 100 members as well as by the Representatives of the Collective Members.

7. **The Editorial Board**

- 7.1 The Editorial Board is responsible for the content and editing of the World Journal of Surgery and its regular publication in accordance with the Agreement entered by the Society with the publisher.
- 7.2 The Editorial Board is directed by the Editor-in-Chief. He shall nominate the members of the Editorial Board. Members of the Editorial Board should be Individual Members of the Society and approved by the Executive Committee. Each Collective Member shall be represented on the Editorial Board.

8. **The Chapters**

- 8.1 The Individual Members of the Society are invited and encouraged to join in their respective country or region, to form corresponding Chapters in order to spread the purpose and the objectives of the Society and to intensify and coordinate its presence worldwide.
- 8.2 The Chapters have no own legal identity but are sub-organs of the Society.
- 8.3 Chapters composed of at least 100 Individual Members shall nominate a delegate (a "Delegate") who will be invited to attend the meetings of the Executive Committee and will join

the Academy of the Society. Delegates will have an advisory vote with respect to any Executive Committee or Academy meeting they attend. Expenses of attendance by the Delegate will not be paid for by the Society.

- 8.4 The Chapters shall give themselves a democratic structure along the principles of the Society and raise their own fees. They may also receive sponsorships and donations and the Administrative Office will facilitate a dedicated bank sub-account. As soon as their structure is formulated in writing, they will submit it for approval to the Executive Committee whom they shall keep regularly informed about their activities.

9. **The Officers**

- 9.1 Candidates for office may be proposed by the Nominating Committee or any group of ten Individual Members, so long as such candidates meet the eligibility criteria set forth in the Society's Constitution and these Internal Rules. Proposals by Individual Members have to be addressed to the Secretary General in writing at least three months in advance of the General Assembly and should include a brief explanatory statement of the specific qualities of the candidate and a declaration by the candidate of his willingness to accept the office.
- 9.2 The new officers assume their duty from the day after the end of the General Assembly. In case of filling-in a vacancy, the designated officer takes office immediately.
- 9.3 As a rule, the Officers serve in an honorary position and shall not have the authority to bind the Society and shall not be compensated by the Society except as set forth in these Internal Rules. Their reasonable expenses are to be reimbursed by the Society. Exceptions from this rule apply to the Secretary General and Editor-in-Chief, who both are remunerated according to their respective contract.
- 9.4 The President of the Society presides over the meetings of the General Assembly, of the Executive Committee and of the Nominating Committee. He represents the Society in all matters which are not specifically attributed to other officers. At the end of his term, he becomes Immediate Past-President and serves in this position during the next term.
- 9.5 The President-elect performs the duties of the President in the absence or incapacity of the former and prepares himself for his term as President.
- 9.6 The Secretary General keeps the minutes of all meetings and proceedings of the Society and collects the minutes of the Boards, Committees and Chapters. He is responsible for the proper functioning of the Administration and supervises the Administrative Office. In the absence or incapacity of the President and of the President-elect, the Secretary General performs the duties of the President. Two years before the end of his office, he shall propose to the Nominating Committee the nomination of an eligible successor whom he will familiarize with the tasks and duties of his office.
- 9.7 The Treasurer is responsible for the proper keeping of the accounts of the Society and of its Chapters by the Administrative Office and has the accounts annually audited by the Statutory Auditors. He presents the audited annual report on the financial condition of the Society as well as the budget for the next year to the Executive Committee and presents biennially the audited consolidated report on the last term to the ordinary General Assembly.

- 9.8 The Dean of the Academy heads the Academy of the Society and plans the educational activities of the Society. He uses his best efforts to have the educational program scientifically and financially secured.
- 9.9 The Editor-in-Chief directs the Editorial Board and is responsible for the content of the World Journal of Surgery and its regular publication. He is bound to the Society by contract approved by the Executive Committee.

10. Impeachment of Officers

- 10.1 Should an elected Officer repeatedly neglect his duties or prove to be seriously harming the interests of the Society, the Executive Committee has the right and the duty to bring before the Court of Honor a motivated request of impeachment. Such a decision must be made by affirmative vote of two thirds of the members of the Executive Committee, with the Officer in question being barred from voting.
- 10.2 Before deciding on presenting a request of impeachment, the President or another member of the Executive Committee must have informed the Officer in question about such intention and giving him a chance to explain.

11. The Court of Honor

- 11.1 The Court of Honor shall decide on all matters submitted to it without excessive formality and according to the principle of *ex aequo et bono* (according to the right and good). It shall listen to all parties concerned and present its decision in writing, indicating its reasons.
- 11.2 As a rule, the proceedings before the Court of Honor should be concluded within six months of their introduction. They are free of charge.

12. Amendments and Construction

- 12.1 Capitalized terms not defined herein shall have the meanings set forth in the Constitution of the Society.
- 12.2 These Internal Rules shall govern only to the extent they are not inconsistent or in conflict with the Constitution of the Society.
- 12.3 These Internal Rules may be amended at any time or from time to time by the affirmative vote of a majority of the members of Executive Committee at a meeting at which a majority of its members is present.

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Adopted by the Executive Committee at Bangkok on the 22nd day of August of 2015 and approved by the General Assembly at Bangkok on the 27th day of August of 2015