

**ICSSSET –**  
**International Confederation of Scientific Societies**  
**for Shoulder & Elbow Therapy**

**BYLAWS**

(Ver. 12 March 2024)

**Article 1 Name and legal form**

Under the name “International Confederation of Scientific Societies for Shoulder and Elbow Therapy” (ICSSSET) is formed a non-profit association according to the sections 60 et seqq. of the Swiss Civil Code.

**Article 2 Language**

The association’s official language is English. Documents, congress slides and handouts should be in English if the presentation is given in another language.

All the official documents of the association to be presented in front of the competent authorities will be translated also in Italian.

**Article 3 Office**

The seat of the association is in Switzerland. Its registered offices are towards dr. Marco Conti at the following address: via Pongiana 4i, Comano.

**Article 4 Goals**

The purpose of the association is to:

1. Promote worldwide the importance of high quality in therapy & rehabilitation of shoulder & elbow
2. Promote worldwide the cultural exchanges between health care professionals involved on the topic of shoulder & elbow therapy and rehabilitation
3. Promote worldwide communication between various professionals health care givers in the field of shoulder and elbow therapy & rehabilitation to enhance patient care.
4. Promote worldwide high-quality research and education in the field of shoulder and elbow therapy & rehabilitation

5. Promote worldwide work towards a standardized terminology in the field of shoulder & elbow therapy & rehabilitation.
6. Promote communication with and spread information to other organizations active in the fields of trauma, diseases, surgery, therapy & rehabilitation of the shoulder and elbow.

The goals of the Association could be pursued also by supporting the organization of a triennial International Congress - ICSSSET (International Congress of Societies of Shoulder & Elbow Therapy), possibly in conjunction with the ICSES (International Congress Shoulder & Elbow Surgery), and / or by giving scientific support to all other available system for cultural formation and teaching all over the world during the years

## **Article 5 Membership**

To be eligible for membership, applicants must be an official representative nominated by the National Scientific Society or Professional Society operating in the field of interest of ICSSSET.

For the countries where no National Scientific or Professional Society operating in the field of interest of ICSSSET are available, the board of ICSSSET can evaluate and eventually accept the membership application of a single professional health care giver active and internationally well known for his active work in the field of interest of ICSSSET, at least until that a National Scientific or Professional Society will be available for that country. He/her will be nominated as “representative member”.

Membership is submitted to the payment of an annual fee that will be differentiated between Scientific Society and individual representative members representing their country (see previous paragraph).

The request and acceptance of membership allow the ICSSSET association to claim the membership fee at the enrolling time and after that every year on a regular basis, with an automatic system if possible.

ICSSSET will request from new enrolling societies, after the foundation phase, a first entry fee of the same amount of the costs sustained by each founder society.

ICSSSET will request a regular annual fee (amount decided by the Board) equal for all, founders and new members (Society and individual representative members).

The validity of the fee paid by each society and individual representative member will endure from the date of payment and will last at least after twelve months, or a multiple of it, based on the amount of payment done.

On the decision of the board a list of members with dues could be published on the website.

Members not paying the fee requested by the society could be fired by the Society on decision of the Board.

## **Article 6 Resignation**

A single representative member or a Scientific Society member or founder can resign by a written statement sent to the association at least 2 months before December the 31st.

No refund of the membership fee will be issued.

## **Article 7 Exclusion**

Exclusion of a representative member or a Scientific Society member can be decided by the Board in case of the member not acting according to the ICSSSET rules or not paying the membership fees.

## **Article 8 Resources**

The association's funds consist of membership fees, public or private grants and subsidies or gifts, or donations from local organizer of educational activities or congresses for the ICSSSET scientific promotion and support to the organization

## **Article 9 Activities**

The association organizes a triennial international meeting (ICSSSET – International Congress of the Society Shoulder & Elbow Therapy) during which the General Assembly normally congregates. The time and place of the annual meeting is decided by the Board, also not in conjunction with the ICSSSET, and/or either by online systems if the right of vote is guaranteed.

The association may promote Scientific congresses and support the local organizer of Scientific Congresses

The association may promote and support the local organizer of Courses and local Educational Activities

The association may support research and training.

The association communicates and disseminates scientific knowledge through printed and/or electronic media.

## **Article 10 Structures**

The society works through:

1. The General Assembly
2. The Board
3. The Committees

## **Article 11 General Assembly**

The General Assembly of Members (AGM) consists of the members of the association.

It is the supreme decision-making body of the association.

An annual meeting of the General Assembly of ICSSSET shall be held at a time and place designated by the Board and/or using online electronic systems if a meeting in presence is not possible, and possibly every three years in presence and in conjunction with the ICSSET congress.

Summons to the General Assembly including time and venue for the meeting and the agenda shall be sent to the members no later than one month in advance. The summons can be distributed by electronic or surface mail.

If required the vote on the agenda items could be requested by the Board in presence at the AGM or through an electronic system, also in a remote mode and before the physical AGM, protecting the privacy of members vote. The electronic vote will be added to the vote collected during the AGM by the tellers elected.

The following items should be included in the agenda:

1. Election of chairman and secretary for the meeting.
2. Election of two members in the role of tellers to check and approve the minutes.
3. The presentation of the President's & Committees Chair reports on the activities since the last General Assembly.
4. Report of the Treasurer on the finances of the society.
5. Release from responsibility for the Board.
6. Election of the Board members that ended their mandate
7. Decision on the membership fee for the coming year/years.
8. Election of no-permanent board members for the coming year.
9. Election of the Chairmen of all Committees eventually stated.
10. Election of the Financial Auditors.
11. Other topics if preannounced on the summon sent to all members.

Each representative of a National Scientific Society and each single national representative has one vote at the General Assembly on the topics submitted by the Board, if payment of the annual membership fee is done in advance.

All members can put forward motions and proposals to the General Assembly. In order to be out on the agenda, they must be sent to the Secretary General at least one months before the next General Assembly.

The Board may decide to invite the members to vote in written form (letter, fax or e-mail) or by electronic system on the points included to the agenda within 30 days instead of convening a General Assembly.

Voting in written form or by electronic system is possible for all points which the General Assembly is competent for.

A proposal by a member or by the board submitted to be voted in written form or by electronic system needs to be approved by the simple majority of the members, under reserve of qualified majorities requested by legal or statutory prescriptions.

## **Article 12 The Board**

The Board is responsible for the activities of the society.

The Board consists of:

1. President
2. Vice President - General Secretary
3. Past President (with the exclusion of first Board)
4. Treasurer
5. The Chairmans of the eventually activated committees

Eventually the Board can nominate

1. Chairman of the Scientific committee
2. Chairman of the Education committee
3. Chairman of the WEB committee.

All founding members must be in the first Board.

All national Scientific Society representative must be involved in the board or at least in a committee.

Each board member is elected for 4 years and may be re-elected for 2 years more.

If a board member leaves the board during his/her term a substitute may be nominated by the original Scientific Society or chosen by the board for the remaining part of the term.

The Board may establish special committees or task forces for special projects for a maximum period of three years. The projects should then be re-evaluated.

The Board members and their role in the Board are appointed by the General assembly (with the exclusion of the first Board composed by the founders) on the basis of a proposal of the previous Board.

## **Article 13 Standing Committees**

The association has, could have, the following standing Committees

1. Scientific Committee
2. Education Committee
3. Web & Social Media Committee

The Committees are led by a chairman appointed by the Board and chosen between the members of the Societies represented.

The Committee Chairmen are Board members.

The number of members in each standing committee is not fixed but can be decided accordingly to needs.

The members of a committee are appointed by the Chairman, and they must belong to the National Scientific Societies represented in the ICSSET

#### **Article 14 Financial Auditors**

The association must have an external financial auditor – nominated by the General Assembly - who annually audits the association's accounts and financial activities to support and confirm the correct administration done by the Treasurer.

#### **Article 15 Finance**

The President represents the society in all legal / formal situations.

The association shall be a non-profit organization.

The association's fiscal year is January 1st to December 31st.

An external fiduciary auditor shall control the Treasurer's balance sheet.

The accounts of the association shall be under the responsibility of the President and the Treasurer.

The President and the Treasurer have the right to subscribe for the association's accounts, also in separated manner if officially accepted by the Board.

#### **Article 16.**

The association is liable for its obligations with its assets.

#### **Article 17 Amendment of statutes**

Proposals for amendments in the association's by-laws must be sent to the Secretary General at least 3 months before the next General Assembly.

Sanction of amendments to the by-laws requires acceptance by two thirds of the members voting at the General Assembly.

## **Article 18 Dissolution of the Association**

In order to dissolve the association, two thirds of the votes of the members present at the General Assembly are required at two consecutive General Assemblies.

On dissolution of the association the assets of the association shall be devolved to one or more nonprofit Swiss organization/s in the field of the rehabilitation services

## **Article 19 Legal references**

If an article is not listed in the By-laws, Swiss laws applies.

Bylaws were reviewed and amendments were approved by the board of founders  
during the General Assembly of  
the 12 March 2024

President signature:

Conti Marco .....