

Based on the provisions of Article 11 of the Associations Act ("Official Gazette" No. 88/01), the Constitutional Assembly of the Southeast Europe Neurosurgical Society, held on 26th October 2012, adopted the following

## **STATUTE**

Of the South East Europe Neurosurgical Society

(South East Europe Neurosurgical Society-SEENS)

### **I**

#### ***PRELIMINARY CLAUSES***

##### Article 1

The provisions of this Statute regulate the name, the registered seat of the Society; the representation rights, its objectives and the activities to achieve such objectives, the achievement of publicity related to the activities of the Society; the membership related issues and fees, the rights, obligations and responsibilities of its members, the internal structure; the administrative bodies of the Society, its composition, powers, decision making processes, conditions and manners of appointment and recall of representatives, the duration of the mandates and the responsibilities of the members; the assets and the disposal of income, if any, as well as assets acquisition, termination and other procedures related to any and all assets and properties in case of dissolution of the Society.

##### Article 2

The name of the Society: The South East Europe Neurosurgical Society  
The name of the Society in English is: South East Europe Neurosurgical Society.  
The abbreviated name in English is: SEENS.  
The seat of the Society is at the address: Vinogradska 29, 10000 Zagreb.

##### Article 3

The neurosurgeons association of Southeast Europe is an association registered with the City Department of General Administration.  
The Southeast Europe Neurosurgical Society is a non-profit legal entity.

##### Article 4

The Society has its official seal.  
The seal of the Association is round in shape with a diameter of 3 cm from the edge with the inscription that reads:  
SouthEast Europe Neurosurgical Society (above) - SEENS (center) - Southeast Europe Neurosurgical Society (down) - Zagreb.

## Article 5

The Society is represented by its President and its Secretary. The Assembly may authorize other persons to represent the Society.

## II

### ***GOALS AND ACTIVITIES OF THE SOCIETY***

## Article 6

The Society was founded to promote, develop and improve cooperation and exchange of experiences amongst neurosurgeons in the Southeast European region.

## Article 7

The activities of the Society are as follows:

- planning of joint meetings of members of the neurosurgical societies of SE Europe
- informing of the public about the activities of the Society and about the new achievements in the work of neurosurgical societies of the SEE region,
- developing international cooperation programs and involvement in their work,
- publication of books and magazines related to its field of work,
- strengthening of the overall cooperation with similar organizations in Croatia, Europe and the world.

## Article 8

The work of the Society is open to the public. The publicity of the work accomplished is by the means provided by the Statute, namely:

- timely reporting in form of written reports to its members regarding the work of the Society and the significant events at special gatherings or in some other appropriate manner
- through the media.

## III

### ***MEMBERSHIP IN THE SOCIETY***

## Article 9

Any physical or legal entity may become a member of the Society.

## Article 10

The membership in the Society is achieved by registration in the Register of Members held by the Secretary of the Society.

## Article 11

The Presidency of the Society shall determine the annual amount of the membership fee. All members of the Society shall be granted with a membership card. The physical appearance, the content and the method of issuance of the membership cards is to be determined by the Assembly of the Society by a special resolution.

## Article 12

The rights and obligations of the members are as follows:

- Payment of due fees,
- Dealing with the activities of the Society,
- Participation in the management of the activities of the Society,
- Keeping and raising the reputation of the Society,
- Storage of material goods and the execution of commitments.

## Article 13

The membership in the Society shall cease by:

- Voluntary resignation,
- Non-payment of due fees,
- Exclusion.

A member shall be removed from the Register of Members without a special decision by the end of the year in case of failure to pay the dues for the current year.

The decision to exclude a member from the Society is to be adopted by the Disciplinary Commission.

## Article 14

The Society may join alliances of associations and international organizations. The decision to join alliances is to be adopted by the Assembly.

## IV

### ***THE ADMINISTRATIVE BODIES OF THE SOCIETY***

#### Article 15

The bodies of the Society are:

- the Assembly
- the Presidency
- the Supervisory Board
- the Disciplinary Commission

#### *ASSEMBLY*

#### Article 16

The Assembly is the highest governing body of the Society. The Assembly is made of all members of the Society and of one representative of the legal entity which is a member of the Society.

#### Article 17

The Assembly may be regular, elective or emergency. Regular Assembly meetings take place once a year, whilst the election meetings for the Assembly are to be held every four years.

The sessions of the Assembly are to be convened by the Presidency of the Society at its own initiative.

Within the decision to convene the Assembly the Presidency establishes the agenda, the date and the place of the Assembly meeting.

The Presidency shall convene a meeting when requested by at least 1/3 of the members of the Assembly or by the Supervisory Board.

Within its request for convening the Assembly the proposing parties are obliged to propose the agenda for the Assembly.

If the Presidency does not convene the meeting of the Assembly within 15 days upon the receipt of the request as stated under paragraph 5 this Article, the Assembly shall be convened by the proposing party (such decision must include the proposal for the agenda, the date and the venue of the Assembly meeting).

#### Article 18

The Assembly is presided by the President of the Society. In the absence of the President, at the beginning of the session the Assembly shall perform a public vote to appoint the person that will preside over the meeting.

Minutes are to be held related to the work of the Assembly, and these are to be permanently stored in the archives of the Society.

## Article 19

The Assembly can adopt decisions only in the presence of the majority of the members of the Assembly, decisions are to be made by a majority vote of the members, unless determined otherwise by the Statute.

## Article 20

The Assembly of the Society:

- determines the development policy of the Society,
- adopts and amends the Statute of the Society,
- adopts the financial plan and the balance sheet,
- adopts other documents and decisions relevant to the work of the Society,
- appoints and dismisses members of the Presidency, of the Supervisory Board and the Disciplinary Committee;
- appoints and dismisses the President and the Vice President of the Society,
- reviews and approves reports on the work of the Society,
- provides guidance related to the work of the Society,
- establishes and appoints committees, commissions and other relevant bodies and determines their tasks
- decides on appeals against the decisions of the Disciplinary Commission,
- decide on the dissolution of the Society,
- performs other duties specified by laws or by the Statute.

## *PRESIDENCY*

### Article 21

Executive functions and other duties defined by this Statute are to be executed by the Presidency of the Society.

### Article 22

The Presidency is constituted of a total of 3 (three) members.

The Presidency is the executive and operational collegial body. The President of the Society convenes the meetings of the Presidency and manages the overall work of the Presidency.

### Article 23

The Presidency:

- Elects and appoints the Secretary of the Society;
- Elects and appoints the Treasurer of the Society;
- Convenes the Assembly of the Society;
- Determines and proposes to the Assembly for consideration and adoption the program of work of the Society and the Statute;
- Determines the proposed activities and work plans;
- Takes care of the implementation of the adopted program and the decisions of the Assembly of the Society;
- Manages the assets of the Society;

- Reports on the performed work to the Assembly;
- Appoints committees and other bodies as required, and defines their tasks;
- Performs other duties as specified in the Statute and other regulations of the Society.

#### Article 24

The Presidency meeting is convened by the President of the Society.

The decisions of the Presidency shall be adopted by majority vote of all the members of the Presidency.

The Presidency sessions are to be convened as necessary and as decided by the President but at least once every 3 months.

#### Article 25

For its work the Presidency reports to the Assembly.

The Presidency submits an annual report on its activities.

The mandate of the Presidency members last for four years.

#### *Supervisory Board*

#### Article 26

The Supervisory Board of the Society monitors and supervises the work of the bodies established by this Statute. About his report it informs the Assembly of the Society and the body whose work is being monitored.

The Supervisory Board determines whether the activities of the Society are compliant with the law, the Statute and other relevant acts of the Society.

The Supervisory Board in particular supervises the material and financial operations of the Society.

#### Article 27

The Supervisory Board consists of 3 (three) members.

The mandate of the members of the Supervisory Board shall last four years.

Supervisory Board meetings are to be held as needed.

The Supervisory Board makes decisions by a majority vote of the members of the Supervisory Board.

## *THE PRESIDENT OF THE ASSOCIATION*

### Article 28

The President is elected by the Assembly for a term of four years.  
The President of the Society is also the ex officio Chairman of the Presidency.

The President

- Represents the Society;
- Starts the discussion on certain issues related to the activities reserved for the Assembly and the Presidency of the Society;
- Takes care of informing the public on the work of the Assembly and its bodies;
- Manages the work of the Assembly and of the Presidency;
- Performs other duties as determined within the Statute.
- The President of the Society shall submit a report on its work to the Presidency and to the Assembly.

## *THE VICEPRESIDENT OF THE SOCIETY*

### Article 29

In case of absence of the President he is to be replaced in the performance of any and all of his duties by the Vice President. The Vice-President is elected by the Assembly for a term of four years.

## *THE SECRETARY OF THE SOCIETY*

### Article 30

The Secretary of the Society shall be elected and appointed by the Presidency for a term of four years to perform professional and administrative activities of the Society.

The Secretary shall keep the Register of Members.

## *DISCIPLINARY COMMISSION*

### Article 31

Society members are responsible for a disciplinary violation of their membership functions as established by the Statute or by other acts.

The Disciplinary proceedings is conducted by the disciplinary committee, composed of 3 (three) members who are to be elected and recalled by the Assembly.

A request to initiate disciplinary proceedings may be submitted by the Presidency, the Supervisory Board, or by at least 1/10 of the Assembly members.

The mandate of the Disciplinary Committee shall be four years.

The disciplinary proceedings may impose the following disciplinary measures:

- Warning
- Exclusion from the Society.

Decisions are made by majority vote of the Disciplinary Commission.

## Article 32

An appeal to the Assembly against the decision of the Disciplinary Commission may be filed within 15 days from the date of notification on the decision.

The Assembly shall resolve the appeal within 30 days from the date of its receipt.

## Article 33

To work in specific areas of the Society, the Assembly or the Presidency can establish permanent or temporary commissions and other implementation bodies.

By a decision on the establishment of a commission or an implementation bodies it is determined its composition, the objectives, the time of service, and the responsibilities of such bodies.

## V

### ***ASSETS AND METHODS OF ACQUIRING ASSETS***

## Article 34

The Assets of the Society are as follows:

- Cash and cash equivalents
- Movable goods,
- Real estate
- Other property rights.

## Article 35

The Society acquires assets as follows:

- from membership fees,
- from voluntary contributions and gifts
- from grants from the budget,
- from other sources in accordance with the law.

## Article 36

The Supervisory Board submits the report on the material and financial operations to the Assembly for consideration and adoption.

## VI

### ***TERMINATION OF THE SOCIETY***

## Article 37

The Society ceases to exist in events as specified within the law.

In the event of termination of the Society the remaining assets will be allocated to the founders of the Society.



In the event of termination based on the decisions of the Assembly, the decision on the termination of the Society is to be adopted by a two-thirds majority vote of the total membership of the Assembly.

## VII

### *TRANSITIONAL AND FINAL PROVISIONS*

#### Article 38

The present Statute is to be adopted by majority vote of all members of the Assembly following a discussion.

#### Article 32

The explanation of the clauses of this Statute is to be provided by the Assembly.  
The explanation of other documents of the Society is to be provided by the Presidency of the Society.

In Zagreb, on 28th November 2012

Professor Krešimir Rotim, MD, PhD  
PRESIDENT OF THE  
SOCIETY