

## BY-LAWS

INTERNATIONAL SOCIETY OF ENDOSCOPIC SPINE SURGERY

(ISESS)



29-NOV-2017

## BY-LAWS

INTERNATIONAL SOCIETY OF ENDOSCOPIC SPINE SURGERY

(ISESS)

### SECTION 1 GENERAL RULES

#### Chapter 1 Denomination and vision

Denomination of this Society, is the International Society of Endoscopic Spine Surgery (ISESS), a non-profit organization.

The vision of this society is to promote the development of spinal endoscopic spine surgery, enhance the international academic and technology exchange in this professional field, advance the career of spinal endoscopic surgeons, lead a sustainable innovative development of endoscopic spine surgery, benefit the patients.

#### Chapter 2 Structure

The Executive Committee (EC) is the supreme organization of ISESS with full power to design, conduct and organize all the activities and related affairs of the society. President of the Executive Committee, who will have a two-year term, shall be elected by the Executive Committee.

Executive Committee leads the following organizations:

Academic Committee: the chairman of the Academic Committee will also be the chairman of the academic meetings, to organize annual academic meetings including the annual conference, academic exchanges and cutting-edge technology demonstrations. The chairman shall be elected for the term of one year.

Education Committee: the chairman of the Education Committee will provide continuing education during the academic meetings, as well as on-line education regarding endoscopic and endoscopically-assisted spine surgery, including establishing standardized training process, determining instructional training course and arranging lecture group. The chairman shall be elected for the term of one year.

Secretariat: The Secretariat is led by the Executive Committee president. The Secretariat will take the following responsibilities: 1. Preserve **ISESS** By-laws and the seal, files of Executive Committee member and formal member, and Executive Committee meeting records; 2. Archive files of annual meetings; 3. Compile membership information booklet, edit and publish **ISESS** periodicals and annual meeting commemorative books. 4. Maintain **ISESS** website, update and introduce advanced academic trends, novel theories and new technologies, build up a platform for academic exchanges and news release; 5. Assist the Chairman to organize the annual meeting.

Other committees shall be considered to establish if necessary.

## SECTION 2 CORE VALUES AND GUIDING PRINCIPLES

### Chapter 3 Core Values

1. **Excellence:** Develop, support and reward highest standard of performance in all our endeavors.
2. **Professionalism:** Instill the highest professional, clinical and ethical standards in our members, and accord our patients and the public the highest level of compassion and trustworthiness.
3. **Leadership:** Commit to the development and advancement of future leaders by setting impeccable example, providing education and experience in **ISESS**.
4. **Collegiality:** Encourage and embrace diversity and unity of our profession generally, and spine care professionals specifically.
5. **Lifelong Learning:** Commit to continued education in the science and spine technologies, with emphasis on spine endoscopy and the evolution of endoscopically-assisted spine surgery.

### Chapter 4 Guiding Principles

1. **Accountability:** Maintain an efficient, flexible and fiscally accountable organization responsive to member needs.

2. **Advocacy:** Champion the interests of the endoscopic spine surgery profession to provide access to care and be a resourceful ally for endoscopic spine surgery surgeons and patients.

3. **Education:** Promote **ISESS** as the premier resource for endoscopic spine surgery learning.

4. **Membership:** Anticipate, understand and respond to the needs of our members-present and future.

5. **Organizational Excellence:** Maintain an efficient, nimble and lean management and operational organization responsive to the needs of our members.

6. **Quality and Patient Value:** Empower endoscopic spine surgeons to be leaders in quality healthcare teams as a means to deliver value to our patients through evidence-based cost effective practices.

## SECTION 3 MISSION AND ACTIVITIES

### Chapter 5 Mission

The mission of Executive Committee of **ISESS** is to promote the development of knowledge, and technical skills in the field of the endoscopic and endoscopically-assisted spine surgery around the world. The Executive Committee will also contribute effort to increase the professional relationship and friendship among endoscopic spine surgeons from different regions of the world.

### Chapter 6 Activities

In order to archive the mission described in Chapter 3, the Executive Committee of **ISESS** implements the following activities:

1. Explore, initiate and organize academic activities of the endoscopic and endoscopically-assisted spine surgery for society.
2. Hold annual academic meetings and organize related continuing education programs.
3. Coordinate activities with other societies and organizations in minimally invasive spine surgery.
4. Activities necessary to accomplish the mission of society.

## SECTION 4 MEMBERSHIP AND MANAGEMENT

### Chapter 7 Official Members

Doctors and researchers all over the world who are engaged in Orthopedics, Neurosurgery, Pain Management, Neuroradiology, Physical Medicine and Rehabilitation, and related fields could join the **ISESS**.

### Chapter 8 Sponsor Member

Organization or individual who provide financial support or sponsorship to the activities organized of the Executive Committee of **ISESS** is considered as the sponsor member.

### Chapter 9 Application and Admission

Applicants must submit the application form (Document #1) to the Executive Committee of **ISESS**. Membership application shall be reviewed, approved, and filed by the Secretary General of Executive Committee.

### Chapter 10 Executive Committee

The Executive Committee is the supreme organization of **ISESS** with full power to design, conduct and organize all the activities and related affairs of the society.

1.Members of the Executive Committee shall be selected among international experts of endoscopic spine surgery with seasoned experience and outstanding influence in this field.

2.Representatives who participated the first EC of **ISESS** Annual Meeting (hosted in Beijing, China on June 18th, 2016) automatically become the Executive Committee members.

3.The maximal number of Executive Committee members:

- America (**ISESS** founding country) and China (EC of **ISESS** founding country) will be five members from each country.
- Japan, Korea and Germany will be four members from each country.
- Other member countries or regions will be two members from each country or region.

4.The applicant to the Executive Committee should attend the annual academic meeting, and may participate as an Observer after being voted by the Executive Committee.

5.The Observer will participate in the Executive Committee with no voice or voting rights in that meeting. The Observer will become official member a year later.

6.The countries who are interested in hosting the next **ISESS** Annual Academic Meeting shall submit its application two years in advance. The decision will be made by the Executive Committee through voting. The chairman of the Academic Committee and the Secretary General of Academic Committee will be selected from the country that hosts the **ISESS** Annual Academic Meeting of the same calendar year.

7.Withdrawal from the Executive Committee will automatically take effect after any Executive Committee member's two-year absence of academic activities without any special reasons.

## Chapter 11 Officers

1. The leader of the Executive Committee of **ISESS** is the President. The President shall be elected by the Executive Committee for a term of three years. The President will recommend a Secretary General and the decision will be discussed and passed by votes of the members at the Executive Committee annual meeting. The President-Elect and Secretary-Elect will be nominated at the Annual Meeting of the Executive Committee in the third year of term of current president.

2. The leader of the Academic Committee of **ISESS** is the Chairman of **ISESS** annual meeting. The Chairman shall be elected for a term of one year with the majority vote of the Executive Committee. The Chairman will take the responsibility to host the next Annual Academic Meeting of **ISESS**; he may also recommend and nominate the Secretary General of Academic Committee at the Annual Meeting of the Executive Committee.

3. The leader of the Education Committee of **ISESS** is the Chairman. The Chairman shall be elected for a term of one year with the majority vote of the Executive Committee. The Chairman will take the responsibility to provide continuing education regarding endoscopic spine surgery during the academic meetings, as well as on-line education regarding endoscopic and endoscopically-assisted spine surgery for the year to come; he may also recommend and nominate the Secretary General of Education Committee for approval at the Annual Meeting of the Executive Committee.

4. The Core Group of the Executive Committee of **ISESS** consist of present President and Secretary General, former President and Secretary General, founder of ISESS, Chairman and Chairman-elect of the Academic Committee. The Core Group is responsible to schedule the agenda of Executive Committee and to organize election of the President of the Executive Committee.

5. Honorary Member: the past Presidents of the Executive Committee and the past Chairmen of Academic Committee will automatically become Honorary Members. The Executive Committee may also invite the world well-known exporters who have significant impact in the field of spinal endoscopic surgery to become the honorary member.

6. The President of the Executive Committee shall supervise and monitor the activities taking place in the Executive Committee of **ISESS**. Decisions made within the Committee must be reported to the President. All the decisions will be executed after approved by President.

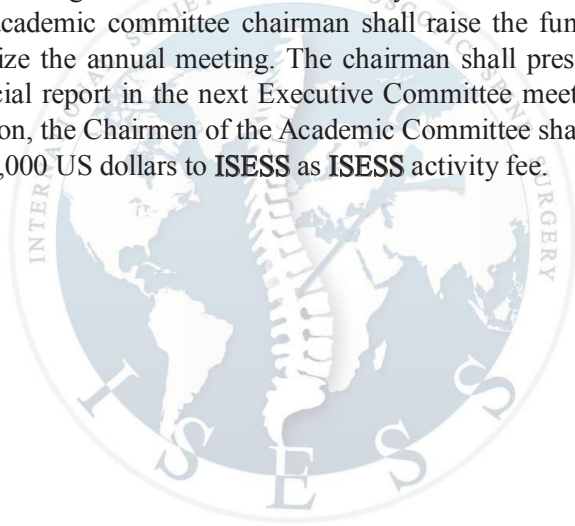
7. The Secretary General of the Executive Committee shall keep the minutes of each meeting and maintain records of registration, and relative **ISESS** documents. The Secretary General shall assume the duties of the President in the event of incapacity or unavailability of the President.

8. Members in each country have equal rights in the Executive Committee. All decisions from the Executive Committee should be authorized by more than half of the participating members agreement before execution.

## SECTION 5 FINANCE MANAGEMENT

The Executive Committee annual finance budget and management should be proposed by the Chairmen of Academic Committee and approved by the Executive Committee.

The fiscal year of Academic Committee of **ISESS**: starting from the date right after the end of this year's annual meeting, and finishing at the date of end of next year's annual meeting. The academic committee chairman shall raise the funds and organize the annual meeting. The chairman shall present the financial report in the next Executive Committee meeting. In addition, the Chairmen of the Academic Committee shall hand in \$ 2,000 US dollars to **ISESS** as **ISESS** activity fee.



Email: [hsxisess@163.com](mailto:hsxisess@163.com)