



## FORTE CONSTITUTION

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## ARTICLE 1

### Name and registered office

1.1. The Federation, founded in Lisbon in 2005, is an international non-profit organization with the name "THE FEDERATION OF ORTHOPAEDIC TRAINEES IN EUROPE". It may be referred to by its English acronym FORTE.

1.3. The Federation is constituted as a society in conformity with Swiss Law and has its legal domicile in Switzerland at the location of its administrative office.

## ARTICLE 2

### Object

2.1. The object of this non-profit organization is

- to promote and improve the **standards of orthopaedic and trauma training** in Europe
- to **standardize and uniform** the orthopaedic and trauma education throughout Europe
- to provide a basis for **international links** for orthopaedic and trauma trainees across Europe
- to act as a **communication center** with information about courses and educational opportunities.
- to organize **educational activities**
- to build **fellowship opportunities**
- to represent **the interests of trainees** in orthopaedic and trauma surgery in Europe.
- to improve **social connections** among its members.

## ARTICLE 3

### Membership

#### 3.1. Eligibility

**Active Membership** of FORTE shall be open to individuals who are Orthopaedic and Trauma Surgeons **in training or until three years after completion of residency**, who work within the national boundaries represented by EFORT (European Federation Of National Associations Of Orthopaedics And Traumatology) or who are members of national societies

represented at EFORT: OGO, BVOT, SORBCOT, BOTTA, HUOT, COTA/HUOT, CrOS, CAOST, CSOT, DOS, ETOS, SOY-FOA, SOFCOT, BVOU, DGOOC, DGU, HAOSt, MOT/HOA, IBF, IOA, SIOT, LTOA, LSOT/LTOD, SLOT, MAOT, NOV, NOF, PTOITR, SPOT, SOROT, AOTRF, SOTA, SOTS, SOA/ZOSZD, SECOT, SOF, SGOT-SSOT, TSOT/TOTBID, BOA. Orthopaedic and Trauma Surgeons in **fellowship training are also eligible** for active membership during the duration of the program and **until two years** after its completion. All members should provide adequate documentation in support of their status in training positions.

### 3.2. Membership categories

The Federation shall comprise five membership categories: **Active Members, Emeritus Members, Honorary Members, Oversea Members and Corresponding Members**. A member of any category who changes country of residence may retain their membership.

- *Active Members*: Applicants shall be admitted to Active Membership by the recommendation of their National Orthopaedics and Trauma Trainees Association, National Orthopaedics and Trauma Association or direct application to FORTE's BOD. The Executive Committee (ExCom) members of all National Orthopaedics and Trauma Trainees Associations are directly considered as an active member. Applications submitted by their National Trainees Associations will be charged a **representative fee** per resident, per year, **determined every year by the Board of Directors (BOD) in General Assembly**. Applications submitted in individual form will be charged the full fee (35€). **Only Active Members are normally eligible to hold office.**
- *Emeritus Members*: An Active Member who is over three years after completion of training shall, on request, be made an Emeritus Member. Emeritus Members applications are to be approved by the BOD. Emeritus Members are free of charges.
- *Honorary Members*: The title of Honorary Member on non-members of outstanding merit may be attributed, on the advice of the BOD. The past-presidents are considered as Honorary Members. Honorary Members are free of charges.
- *Oversea Members*: Orthopaedic surgeons residing outside Europe, who demonstrate a similar interest with the objectives of the Federation can be elected as an Oversea Member by the BOD. These Members will pay a full annual subscription (35€).
- *Corresponding Members*: Partner Societies can apply for Corresponding Membership by paying an annual fee, which will be determined by the FORTE ExCom. In determining this fee, the ExCom will take into account the number of members of that Society as well as their financial situation.

### 3.3. **Nomination and Election**

The procedures for nomination and election to membership shall be specified in the Bylaws (article 11).

### 3.4. **Voting and other privileges of membership of the Federation**

3.4.1. All **Active Members** shall have the right to vote, via representatives, to hold office, to sign referenda, to initiate petitions and to sign nominating petitions. They shall pay the dues laid down by the ExCom and approved by the BOD.

3.4.2. **Emeritus Members** shall have the right to vote, via representative, to sign referenda and nominating petitions. They are not eligible to hold office.

3.4.3. **Honorary Members** have right to vote, via representative. They also have right to nominate petitions, but are not eligible to hold office.

3.4.4. **Overseas Members** shall have no right to vote, to sign referenda, nominating petitions neither to hold office.

3.4.5. **Corresponding Members** shall have no right to vote, to sign referenda, nominating petitions neither to hold office.

### 3.5. **Resignation**

3.5.1. Members may terminate their membership at any time by tendering their resignation to the Secretary General, that will be announced on the next General Assembly.

3.5.2. The **ExCom** shall have the **power to request the resignation of any member** deemed by them to have been guilty of conduct contrary to the interests of the Federation. Any member whose resignation is requested by the ExCom shall be suspended until the next General Assembly, where they shall have the right to appeal and enter a defense. The ExCom shall state the reasons for suspension and the majority vote of the members at that General Assembly shall be final.

### 3.6. **Expulsion**

After having been allowed to state his case to the General Assembly, a member may be expelled in a secret ballot by a four-fifths majority of the votes cast by the members present.

## ARTICLE 4

### Dues, subscriptions and obligations

4.1. The ExCom shall draw up a scale of dues and subscription rates for the Federation's publications. The scale shall be subject to the approval of the Board of Directors.

4.2. No expelled or former member, or any heir of a deceased member, shall have any entitlement to the privileges of the Society. They may not claim any share of the funds, any reimbursement of dues or payment of any other kind.

## ARTICLE 5

### Organization and administration

#### 5.1. Executive Committee (ExCom)

##### 5.1.1. *Composition:*

The ExCom shall be composed of five members of the BOD, namely the President, Vice-President (Immediate Past President), Secretary General, the President-Elect and Treasurer. The quorum for its meetings shall be all five (5) members personally present. No member of the ExCom should normally be a resident in the same country.

##### 5.1.2. *Powers:*

5.1.2.1. The ExCom shall be **responsible for** the general administration and management of the Federation, the preparation of meetings, the execution of decisions taken by the BOD and the publication of selected documents and contributions.

5.1.2.2. The ExCom shall have the authority to take all necessary decisions on behalf of the Federation in urgent matters, subject to notification of the BOD. Meetings of the ExCom shall be announced to all members at least 15 days before the meeting.

5.1.2.3. The BOD and the ExCom confer on the Secretary General, the Treasurer, the President-Elect, the Vice-President and the President, acting separately, such powers as may be deemed fit to proceed with the general administration, financial matters and handling the funds of the Federation.

5.1.2.4. The ExCom shall have the power to amend the composition of the Committee. Amendments shall be notified at the General Assembly and the

majority vote of the members at that meeting shall be final.

5.1.2.5. The ExCom shall have the power to co-opt anyone who may assist in their work. **Co-opted members shall not have voting rights.**

## 5.2. Board of Directors (BOD)

### 5.2.1. *Composition:*

- BOD is composed of the current FORTE ExCom, FORTE Board Members/Committees and one delegate from each of the national trainees associations, namely their President where applicable, as well as one representative of the Honorary Board, if applicable. Each member of the BOD has the right to one vote, independently of the number of positions taken by him/her.
- The BOD proposes and decides upon the Federation's policy, issues guidelines and sets objectives.
- The BOD nominates the members of the FORTE ExCom for a period of one year. Every position is renewable for a period of another year independently, to a maximum of two years per post.

### 5.2.2. *Powers:*

- The BOD shall be the chief policy-making body of the Federation within the scope of the powers conferred upon.

## 5.3. Honorary Board

### 5.3.1. *Composition:*

The Honorary Board is composed by the past presidents and other members and non-members of special merit (Emeritus Members) approved by the BOD.

### 5.3.2. *Powers:*

They have the right to sign petitions and act as an advisory board. They don't have right to a permanent seat at the BOD. They have the right to a vote, via representative.

## 5.4. National Sections

### 5.4.1. *Composition:*

A National Section may be formed in any country with five or more Active Members. Each National Section, shall elect its President or representative to be its National Delegate and member of the BOD.

#### 5.4.2. *Powers:*

Each National Section shall have one vote on the BOD.

### 5.5. **General Assembly**

#### 5.5.1. *Composition:*

General Assembly consists on the meeting of FORTE's BOD. All FORTE members may attend. One General Assembly shall occur every civil year at each EFORT congress. Any member of the BOD can solicit another General Assembly. Any other member can solicit another General Assembly, provided that they fundament the request, and it is signed by 50 members of the Federation. These requests are subject to approval by the majority of the elements of the ExCom and it takes place in February, during the ExCom meeting in Geneva. General Assemblies shall be announced to the public at least 15 days before and shall be chaired by the President of the Federation. A General Assembly is valid if present 3 members of the ExCom and 50 percent or more of the Board Members/Committees Members. No number of National Representatives is obliged to be present. Proposals submitted to voting are approved with majority of votes from the quorum and 3/5 of votes from the Executive Board.

### 5.6. **Advisory Board**

#### 5.6.1. *Composition:*

Advisory Board consists of prominent and relevant professionals in the orthopaedic field. It should include EFORT current president, AAOS current president and other recognized experts in different areas of expertise. An renewed Advisory Board should be nominated by ExCom members every year at EFORT's general assembly.

#### 5.6.2. *Powers:*

Advisory Board shall act as a mentor to young generation, shall support and improve the reputation and scientific status of FORTE.

### 5.7. **Voting Procedures**

5.7.1. In any matter requiring a vote, the result shall be determined by ordinary majority of the members present.

5.7.2. A resolution shall be passed only if voted through by ordinary majority of half the voting body. Provided that, if no such quorum is found, a new Assembly shall immediately be called to transact the same business.

5.7.3. In the event of a tied vote, the President shall have a casting vote.



## **ARTICLE 6**

### **Officers, Election, Terms of Office and Duties**

#### **6.1. Officers**

The officers of the Federation shall be the President, the Vice-President (Immediate Past President), the Secretary General, the President-Elect and the Treasurer.

#### **6.2. Election, Procedure and Term of Office**

A new ExCom shall be elected by the BOD on the recommendation of the previous ExCom and the Board Members. All the officer positions shall ordinarily be renewable once only.

#### **6.3. The President**

The President shall be the Chief Officer of FORTE and shall chair all meetings of the Federation and perform his duties in accordance with usage and parliamentary practice. The President shall chair the BOD, the ExCom and the General Assembly; he shall be an ex-officio member of all Committees and Commissions as provided for in the Bylaws. President is elected for one year term, with possibility of renewal in case of approval by the BOD, for the maximum of 2 years mandate.

#### **6.4. The Vice-President** (Immediate Past President)

The President shall, upon expiration of his term of office as President, automatically become the Immediate Past President of the Federation, and a member of the ExCom and the BOD until the end of term of another President. He shall chair the meetings of the Federation in the President's absence and he shall be the Chairman of the Constitution and Bylaws Committee, for the maximum of 2 years mandate.

#### **6.5. The President-Elect**

The President-Elect shall assist the President in the performance of his duties. The President-Elect shall be a member of the BOD, the ExCom, and shall be an ex officio member of all other Committees and Commissions. The President-Elect shall chair the Congress Scientific Advisory Committee. Upon expiration of the President's term of office, the President-Elect shall become the President of the Society.

## 6.6. Secretary General

The Secretary General shall be responsible for keeping minutes of all meetings and proceedings of the Federation and the Standing Committees. The minutes shall be kept at the registered office of the Federation, accessible to all ExCom members. He or she shall receive and process all applications for membership and send the list of candidates for membership to the Membership Committee. The Committee will make recommendations to the BOD for the election of new members, and notify the new members and their respective official delegates of their election. He or she shall keep an accurate register of members. He or she shall send to the BOD, ExCom and General Assembly timely notice of their meetings and the agenda for such meetings.

The Secretary General shall be a member of the Membership Committee and the Finance Committee. The Secretary General is elected for one year term, with possibility of renewal in case of approval by the BOD, for the maximum of 2 years mandate.

## 6.7. Treasurer

The Treasurer shall serve as a chair of the Finance Committee. Treasurer is elected for one year term, with possibility of renewal in case of approval by the BOD, for the maximum of 2 years mandate.

# ARTICLE 7

## Standing Committees

The Standing Committees are consultative bodies with the power to give opinions and make recommendations. Chairmanship of all standing committees is limited to two years. FORTE active and associated members are eligible to be nominated for the committees, but **voting benefits apply according to membership status.**

### 7.1. Membership Committee

The composition and chairmanship of the Membership Committee shall be the Secretary General and proposed elements by the ExCom and approved by the BOD. The number of members and their terms of membership shall be specified in the Bylaws. The Committee shall provide the BOD with the names of candidates for membership to submit for election in General Assembly.

## **7.2. Social Media and Communications Committee**

The members and chairperson of the Social Media and Communications Committee shall be nominated by the ExCom and the nominations shall be approved by the BOD. The number of members and their terms of membership shall be specified in the Bylaws. The Committee shall give opinions to the BOD on all the Federation's publications and communications. The Social Media and Communications Committee shall be invited to attend the meetings of the ExCom when appropriate. The Social Media and Communications Committee shall have responsibility for the Society's "Newsletter", electronic communications, may be asked to contribute to the Society's Journal, and are responsible for other media communications.

## **7.4. Congress Scientific Advisory Committee**

The Congress Scientific Advisory Committee shall be chaired by the President-Elect of FORTE. Its membership shall be established by the ExCom and submitted for approval to the BOD. The Congress President, a member of his organizing committee and a resident representative shall be members of this Committee. The other members and their terms of membership shall be specified in the Bylaws. This Committee shall give all appropriate advice to the BOD and to the General Assembly concerning the scientific activities of FORTE congresses/Congress participations.

## **7.5. Finance Committee**

The Finance Committee shall be chaired by the Treasurer, and the Secretary General shall be a member. Other members may be proposed by the ExCom and approved by the BOD. The number of its members and their terms of membership shall be specified in the Bylaws. The Committee shall exercise oversight on the financial implications and consequences on the treasury of all FORTE activities and projects. It shall exercise oversight on the budgets of the Federation, the FORTE Foundation and the congresses, the use of funds, the investments and dealings of the Federation and submit opinions to the BOD.

## **7.6. Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall be chaired by the Vice-President (Immediate Past President). Its membership shall be established by the ExCom, subject to the approval of the BOD. The Committee shall consider all future activities of the Federation, review its Constitution and Bylaws and submit opinions to the BOD.

## **7.7. Education/ Fellowship Organization Committee**

The chairperson and members shall be appointed by the ExCom, subject to approval by the BOD. The number of members and their terms of office shall be specified in the Bylaws. The Committee shall submit opinions to the BOD and to the General Assembly on all aspects relating to education, training

and promotion of orthopaedics and trauma throughout the world, sponsorship by scientific participation in local and regional events between congresses and all means to achieve the educational goals of the Society.

#### **7.9. Other Committees**

Committees not otherwise provided for in the Constitution may be appointed by the BOD for a specific purpose.

### **ARTICLE 8**

#### **Publications**

There may be one journal and an official news publication of the Federation, as specified in the Bylaws. Other publications may be established by the Board of Directors. The Social Media and Communications Committee shall recommend a publication policy for each publication of the Federation and shall advise the BOD on the nomination and selection of editors for the different publications on the advice of the Editorial Board, as specified in the Bylaws.

### **ARTICLE 9**

#### **General Meetings**

9.1. There shall be one mandatory annual meeting - General Assembly - as specified in the Bylaws. The General Assembly is open to all members. Another General Assembly can be scheduled as stated in article 5.5.

9.2. Apart from the General Assemblies, the ExCom might make a decision to organize other working meetings, educational courses, seminars or conferences.

9.3. ExCom is responsible to accept the scientific section invitations from other society congress.

### **ARTICLE 10**

#### **Languages**

The legal and working language of FORTE shall be English.

### **ARTICLE 11**

#### **Bylaws**

11.1. The Bylaws shall be prepared by the Constitution and Bylaws

Committee. They shall be submitted to the BOD for approval. Approval of the Bylaws shall require a majority affirmative vote of the ExCom.

11.2. Changes to the Bylaws may be proposed by the BOD and the ExCom.

## **ARTICLE 12**

### **Revision to the Constitution**

12.1. Proposals for changes to the Constitution may be made by the BOD or by petition to the Secretary General signed by at least five (5) percent of the Federation's members.

12.2. The proposed changes must be communicated to all members not less than forty-five (45) days before the meeting of the General Assembly.

## **ARTICLE 13**

### **Approval**

13.1. Changes to the Constitution proposed and put to the vote at a properly convened General Assembly must be approved by at least two-thirds (2/3) of the members present constituting a quorum and validly casting their votes.

## **ARTICLE 14**

### **Dissolution**

14.1. The General Assembly shall decide the method of winding-up, liquidation and distribution of the assets of the Federation.