



INTERNAL REGULATION

FEDERATION OF ORTHOPAEDIC TRAINEES IN EUROPE

CHAPTER I

GENERAL PRINCIPLES

Article 1

Definition

The Federation, initially founded in 2005, was registered in Portugal on 29/02/2016 (twenty ninth of February of two thousand and sixteen), with the designation **FORTE – Association of Orthopaedic Trainees in Europe**. It has the collective person number (NIPC) 513883401, the social security number 25138834011 and is based in *Serviço de Ortopedia II do Hospital de Santo André, Rua das Olhalvas, 2410 – 196 Leiria (Portugal)*. This association, officially called **FORTE – Federation of Orthopaedic and Trauma Trainees in Europe**, from now on abbreviated as “FORTE”. It is an international not-for-profit organization, ruled by its Statutes, Internal Regulation and by the Portuguese Law, wherefore the official legal documents have to be written in Portuguese, with a parallel English version. The working language will be in English.

Article 2

Objectives

1. The objectives of FORTE are:

- To promote and improve the quality of Orthopaedics and Trauma education in Europe;
- To standardize training in Orthopaedics and Musculoskeletal Trauma at European level;
- To serve as a platform of communication for the Orthopaedics and traumatology community and to inform of educational events;
- To organize educational activities and create educational fellowship opportunities;
- To represent educational and professional interests of Orthopaedic and/or Trauma Trainees at an European level;
- To promote interaction between its members and the associates by them represented.

2. FORTE develops these objectives with particular respect to Trainees in Orthopaedics and/or Musculoskeletal Trauma, especially those originally or currently practicing in European countries. Young surgeons up to 40 years-old OR up to 5 years after completion of Residency OR up to 3 years after completion of a fellowship program are also represented in our interests.

3. For the above mentioned, the following countries are considered to belong to the Europe: Albania, Austria, Belorussia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Moldavia, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine and the United Kingdom.

Article 3

Dissolution

1. FORTE can be dissolved in a General Assembly (GA), convened for this purpose. The necessary quorum shall be two thirds of the Ordinary members and a majority of two thirds is necessary to approve dissolution.
2. In case of dissolution, the patrimony of the FORTE that hasn't been donated or left with any burden, will be given to the scientific community.

Article 4

FORTE General Organization

FORTE is composed by two administrative entities: the FORTE Board and the General Assembly.

- a) **FORTE Board** has 3 social bodies: the Executive Committee (ExCom), the General Assembly Table and the Fiscal Council. It will also belong to the Board of the Standing Committees and the Committees and Work Groups created for specific provisional or permanent tasks;
- b) **General Assembly**: is composed by the members from the different categories and the members from the FORTE Board.

CHAPTER II

MEMBERS OF THE FEDERATION

Article 5

Categories

1. The members will belong to different categories:
 - a) Ordinary members;
 - b) Individual members
 - c) Associated members.
2. **Ordinary members** are the National Societies or National Residents Societies of orthopaedic surgery and/or musculoskeletal traumatology from the countries mentioned in point 3 of art. 2.
3. Each Ordinary member is represented by delegates. The number of delegates with voting rights is dependent on the number of associates that they represent:
 - a) Societies representing less than 1000 associates will be represented by one delegate;
 - b) Societies with 1000 or more associates may have two delegates.
4. In the cases where the same country has more than 2 delegates, only two voting rights will be admitted, and will work in a rotational basis.
5. **Individual members** are individuals with the characteristics belonging to points 2 and 3 of article 2, that choose to do their inscription directly in FORTE and not through any of the Ordinary members.
6. **Associated members** are European or non-European partners that may be proposed or apply, with a specific objective or for the establishment of partnerships.

Article 6

Admission and Resignation

1. Application for Ordinary and Individual members is made through the appropriate form (Appendix 1 – FORTE Ordinary Membership Form and 2 – FORTE Individual Member Form), addressed to the President of the Executive Committee.
2. Admission is made with a simple majority in the next Executive Committee meeting and new members will be announced in the next GA.
3. Application of Associated members, is done by written proposal explaining the purpose of the membership. This proposal is analyzed by the Executive Committee that will deliberate and, if agreed, submitted for approval by the GA. In case of denial, an appeal can be made to the President of the GA Table, one time.
4. Resignation of any member is done by written communication addressed to the President. This resignation will be announced in the next GA.

Article 7

Rights and Duties

1. **Ordinary and Individual members** have the following **rights**:
 - a) To contribute for the achievement of the FORTE goals;
 - b) To demand that the FORTE works in order to promote the goals that it has proposed;
 - c) To freely exclude himself from the FORTE;
 - d) To have knowledge and to participate in all Federation's activities and to examine its documentation, with previous written solicitation to the ExCom President;
 - e) To freely expose their opinion in the FORTE;
 - f) To elect and to be elected for the social bodies and government of the FORTE, whenever in full exercise capacity.
2. **Ordinary and Individual members** have the following **duties**:
 - a) To pay the fees determined by the GA for the current year;
 - b) To contribute for the promotion of the FORTE activities, projects and good name;
 - c) To accept the deliberations approved in GA or by the ExCom.
3. **Associated members** have the following **rights**:
 - a) To contribute for the achievement of the FORTE goals;
 - b) To have knowledge and to participate in all FORTE activities and to examine its documentation, with previous written solicitation to the ExCom President;
 - c) To freely exclude himself from the FORTE;
 - d) To freely expose their opinion in the FORTE.
4. **Associated members** have the following **duties**:
 - a) To contribute for the promotion of the FORTE activities, projects and good name;
 - b) To work in the specific objectives for which they were purposed;
 - c) To accept the deliberations approved in GA or by the ExCom.

Article 8

Fees

1. The GA, under the ExCom suggestion, should establish the amount and payment options of the membership fees. This can only be done for periods of one year or longer.
2. The members suspended by lack of payment are subjected, in their readmission, to pay the amount in debt. Suspended members, because of payment delays, may participate in the GA, in an observational status only.

CHAPTER III

DISCIPLINARY SANCTIONS

Article 9

Types of Sanctions

The members that break their duties established in this Regulation will be liable to these types of sanctions:

- a) Warning;
- b) Registered Reprehension;
- c) Elimination;
- d) Expulsion.

Article 10

Warning and Registered Reprehension

1. The warning consists in the written communication to the member of the acts for which he has been appreciated and the infraction committed. This sanction will not be registered in the records of the Federation.
2. The registered reprehension consists in the written communication to the member of the acts for which he has been appreciated and the infraction committed. This sanction will be registered in the records of the Federation.
3. The warning and registered reprehension are competence of the ExCom and from them there is no appeal.
4. Three registered reprehensions constitute basis for elimination or expulsion.

Article 11

Elimination and Expulsion

1. Elimination consists in the resignation from the Federation, imposed to the member. This sanction can only be applied after substantiated exposition to the ExCom that, after deliberation, will present the case for final decision in GA.
2. Expulsion consists in the resignation from the Federation's boards imposed to the member, with publicity. This sanction can only be applied after substantiated exposition to the ExCom that, after deliberation, will present the case for final decision in GA.
3. When decided by the ExCom to present the case in GA, the mentioned member will remain in temporary suspension effective immediately, until the GA, where he will be able to present his defense.
4. The GA decision has immediate effect and there will be the right to one appeal.
5. Expulsed members cannot be readmitted for a period less than three years from the date of expulsion.

Article 12

Elimination due to fee non-payment

1. Any member that does not pay their fees, are automatically suspended of the fruition of their rights after one month of delay. After six months, these members will be eliminated and can only return to the Federation through the readmission process.

CHAPTER IV FORTE BOARD

Article 13

Composition

1. The FORTE Board is composed of **three social bodies**: the Executive Committee (ExCom), the General Assembly Table and the Fiscal Council.
2. The ExCom is composed of the President, President-Elect, Immediate Past President, Treasurer and Secretary General.
3. The GA Table has a President of the Table, Vice-President and a Member at large.
4. The Fiscal Council has a President of the Fiscal Council, Vice-President and a Member-at-large.
5. The Standing Committees and the Committees and Work Groups created for specific provisional or permanent tasks are also part of the FORTE Board, while in functions.
6. The members of the ExCom, as any member of the FORTE Board, will not receive any payment for the exercise of their functions.

Article 14

Duties of the ExCom Members

1. The ExCom President is the leader of the resolute directives in all matters of the administration and the promoter of their execution. He will chair all meetings when present, being represented by the Vice-President, followed by the Secretary General, in case of absence or impediment in any situation. He is responsible for defining the written Road Map in the beginning of his term and presenting the Annual Report at the end of the year.
2. The ExCom President-Elect is the President's representative in case of unavailability or absence, except in the cases mentioned otherwise in this Regulation. The President-Elect will closely assist the President in its activities and will be fully aware of all procedures, statutes and regulations of the Federation.
3. The Secretary General is the executive member of the resolute directives, transmitting to the necessary elements the deliberations taken in ExCom meetings and their registration in the proper minutes book.
4. The Treasurer is the person in charge for the financial planning, administration of the bank accounts, FORTE patrimony and for the presentation **annual balance report** and **budget** for next year in the GA. He is the chair of the Financial Committee.
5. The Immediate Past-President is the last President after is term. He assists the current President in the act of his functions, specially in the transition period and with tasks that are in continuity with his own term as President.

Article 15

Type and Frequency of the ExCom Meetings

1. The ExCom meetings are Ordinary, with monthly execution, and Extraordinary, called by the President, whenever, in their opinion, the circumstances justify.
2. The ExCom can never have a meeting with less than half of their members.
3. Deliberations taken in the ExCom meeting will be registered in the proper minutes book of the ExCom.

Article 16

Position Exchange

If, during the exercise of functions, it is verified the convenience of the exchange of positions, the ExCom will meet expressly for that purpose, and will refer their decision to the President of the GA Table.

Article 17

ExCom Binding

The Federation signatories with the intervention of the ExCom President. All the members of the ExCom will have to be aware of all the actions taken. In the case of the unavailability of the President, it will take place the ExCom Vice-President of the Federation, followed by the Secretary General.

Article 18

Solidary Responsibility

1. Without prejudice to the Law, the ExCom is responsible by the acts of management of the Federation until approval of the Balance Report by the General Assembly.
2. It will be excluded from the collective responsibility of the ExCom, in any practiced action, the members that, expressly, make statement in the minutes of the reason for their rejection.

Article 19

Duties of the General Assembly Table Members

1. The GA Table President is responsible for all the matters related to the organization of the meeting, work agenda, to call all the members and to provide all the necessary documents to them. He will announce the apologies of the members unable to come, will read the minutes from the last meeting and will conduct the course of the meeting throughout the different points of the agenda.
2. The Vice-President is the President's representative in case of absence. The Vice-President assists the President in their activities.
3. The Member at large is responsible for the registration in the proper minutes book.

Article 20

Duties of the Fiscal Council Members

1. It is the Fiscal Council's obligations to inspect all the administrative and financial acts of the ExCom, audit their accounts and reports and give a position about the actions that implicate a raise of the Federation's expenses or lowers the income.
3. The Fiscal Council cannot have a meeting with less than half of their members.

4. The deliberations taken in the Fiscal Council will be registered in their respective minutes book.

Article 21

Committees and Work Groups

1. The Federation will have standing Committees that will belong to the Board:
 - a) **Membership Committee:** chaired by the Secretary General. It has the purpose of organizing and updating the membership database, partners contacts and societies. It will provide the necessary information, so that the Financial Committee may establish the fees collection plan;
 - b) **Social Media and Communication Committee:** is responsible for the update and developments of all social channels and public communication channels of the Federation;
 - c) **Congresses Committee:** chaired by the ExCom President-Elect. It is responsible for aspects related with courses and congresses in which the Federation is invited to participate;
 - d) **Financial Committee:** chaired by the ExCom Treasurer. It will assist in the execution of the annual balance report, budget and development of funding strategies. It will provide to the Secretary General the necessary information to proceed with fees collection;
 - e) **Educational and Fellowships Committee:** it emits positions about endorsement requests; collaborates directly with the Social Media and Communication Committee to assist in the development of scientific content to upload in the Social Channels; organizes programs and educational opportunities like courses, congresses and fellowship programs;
2. The ExCom can create other Committees or Work Groups to develop specific tasks.
3. The members of Committees or Work Groups can be directly proposed by the ExCom or application through the Appendix 3 – Committee Application Form.
4. Members of Committees and Work Groups are chaired by a designated member, to which they will reply directly. The Chair of each Committee has the obligation to report frequently to the ExCom about the developed plans and established deadlines and also to inform of the achievements or difficulties found in the process.
5. The members of the Committees of Work Groups that are judged ineffective, non-cooperative or harmful by the ExCom, for the development of the tasks they were selected too, will be discharged from them.

Article 22

Election Process

1. The election process has a yearly frequency, during a GA meeting.
2. The applications to the Social Bodies will be presented to the ExCom, until January 31st of each year.
3. The applications have to be submitted with a declaration of the candidate's projects and intentions (Appendix 4 – Board Application Form).
4. The applications will be validated by the Fiscal Council and the ExCom.
5. Applications to the ExCom are only valid if the applicant has been an active member of the FORTE Board for the last year.

6. The valid applications (and respective declaration) will be presented to all Ordinary members of the Federation one month before the election.
7. The election will be done through voting in the General Assembly, not sooner than one month after applications.
8. The voting is done through a secret ballot. The candidate with the most votes is elected. In the case of a tie, the tied candidates go through another ballot. If the same tie remains, the current Social Bodies will deliberate to elect one, with a majority of two thirds necessary.
9. Candidates for the positions are elected in the following order: ExCom President (if no previous President-Elect ordinarily elected), President-Elect, Treasurer and Secretary General, President of the GA Table, Vice-President and Member-at-large, President of the Fiscal Council, Vice-President and Member-at-large.
10. In the case of absence of candidates for the positions, exceptions will be accepted, according to art. 23 of this Regulation.
11. In the case where there are still no valid candidates after exceptions, the members in office are obliged to nominate a substitute, keeping their activities until new members take office after their approval in GA.

Article 23 **Prohibitions**

1. Prohibition of double office: no candidate can take more than one position in the Federation's social bodies (ExCom, GA Table and Fiscal Council). The member of the social bodies can occupy positions in different Committees, Work Group or National Delegate, but will only retain one voting position.
2. All positions have a one-year term, renewable for another year.
3. Only candidates affiliated with the Ordinary member societies can take office in the social bodies.
4. Only candidates up to 40 years-old OR up to 5 years after completion of Residency OR up to 3 years after completion of a fellowship program, can take office in Social Bodies.
5. Social bodies of the Federation can only have a maximum of three members from the same country, one in each body.
6. Exceptionally, it will be accepted that there can be candidates outside the age or graduation limits and up to five members of the same country, with only one of them in the ExCom.

Article 24 **Taking Office**

The effective exercise of the mandate of the social bodies starts in the act of ownership, designated by the President of the GA Table, and will be registered on the minutes of the GA minutes book.

CHAPTER V GENERAL ASSEMBLY

Article 25

General Assembly Meetings

1. The General Assembly is the supreme organ of the Federation's government and is constituted by all the Ordinary members, Associate members and members of the FORTE Board. Associate members and members on suspension do not have voting rights;
2. There will be at least one ordinary GA meeting per year. The date of the next Ordinary GA meeting is decided at the end of the current one;
3. The extraordinary GA meetings are called by the ExCom. Any voting member can request an extraordinary GA meeting through a signed requisition by more than half of the voting members, addressed to the ExCom, with the justification for this request.
4. The President of the GA Table will notify all members, with a minimum of eight days in advance, through post mail or email, and any social channel that is found adequate.
5. The GA meetings, either Ordinary or Extraordinary, are considered valid **in first call** when there are present at least half of their voting members or, **in second call**, thirty minutes later, the GA will be considered properly constituted with the number of members that are present.
7. The deliberations taken in GA will be accepted in case of simple majority of the present or represented members. In case of a draw, the decision will be taken by the President of the GA Table, except in elections for social bodies.

CHAPTER VI

ECONOMICAL-FINANCE AND PATRIMONIAL REGIME

Article 26

Patrimony

1. The financial patrimony of the Federation is based on:
 - a) The initial jewel paid by the members;
 - b) The product of the fees established by the GA;
 - c) The income of the Federation's properties and revenues from social activities;
 - d) The economical results produced by the events organized by the Federation;
 - e) The benefits that are assigned to the Federation;
 - f) The rentals and interest of the Federation's patrimony.
2. It is expressly excluded from the Federation purpose the lucrative intent, being the full sum of profits applied to the fulfillment of its social goals.
3. It is considered patrimony of the Federation the non-monetary benefits, received in an individual or collective way, consequence of the positions held at FORTE, namely:
 - a) Education opportunities;
 - b) Oral, written or other form of presenting opportunities;
 - c) Representation opportunities, including positions inside other associations;
 - d) Other professional opportunities.
4. The non-monetary patrimony shall be reported to the ExCom, that will register in the minutes of their following meeting. These opportunities that are consequence of positions taken in the Federation, must always be used on its behalf and shall remain occupied by active members of the Federation, except when deliberated otherwise by the ExCom.

5. The proven fault in complying with the previous points of this article is considered a harmful action for the interests of the Federation, wherefore it is considered grounds for elimination or expulsion.

Article 27

Authorization of Acquisitions

The ExCom has the power to decide on the acquisition by the Federation of real estate and movable property, technical equipment and administrative as well as material and human resources necessary to its activity, considering art. 20.

Article 28

Movement of Deposits

1. Federation's money that are deposited in the bank account, is used through banker's draft, bank transfer or debit card, according to art. 17 of the present Regulation.

Article 29

Encumbrance and Alienation of Property

1. The Federation can encumber or alienate property, real estate or movable property, and celebrate contracts, whenever it fulfills the following requisites:

- a) That such operations are approved by a majority of at least two thirds of the active members present or represented in GA;
- b) That such acts do not compromise, in an irreversible way, the patrimony of the Federation or the activity that constitutes its social purpose.

CHAPTER VII

FINAL CONSIDERATIONS

Article 30

Symbols, Logos and Brands

The symbols, logos and brands of the Federation are defined and used according to the ExCom stipulation.

Article 31

Changes to the Internal Regulation

The changes to this Regulation must be proposed by the ExCom or presented to the President of the GA in a request signed by more than half of the voting members and approved in GA.

The current Internal Regulation is the 3rd edition, which was presented and approved during the General Assembly in September twenty first of the year two thousand and eighteen.

2nd Edition was presented and approved during the General Assembly in June second of the year two thousand and sixteen.