

# FORTE Internal Regulation

## 4th edition

### 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 name **FORTE – Association of Orthopaedic Trainees in Europe**. Its legal entity identification number is (NIPC) 513883401, its social security number is 25138834011 and it's based in *Serviço de Ortopedia II do Hospital de Santo André, Rua das Olhalvas, 2410 – 196 Leiria (Portugal)*. The association is officially called **FORTE – Federation of Orthopaedic and Trauma Trainees in Europe**, from now on abbreviated as “FORTE”. It's an international non-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 is 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 a 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, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Malta, Moldova, Montenegro, the Netherlands, North Macedonia, 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** consists of 3 social bodies: the Executive Committee (ExCom), the General Assembly Table and the Fiscal Council. Standing Committees, as well as Committees and Work Groups created for specific provisional or permanent tasks, are also part of the FORTE Board while in function.

b. **General Assembly** is composed of the members from the different categories and the members of the FORTE Board.

## CHAPTER II

### MEMBERS OF THE FEDERATION

#### Article 5

##### **Categories**

The members are categorized as follows:

- a. Ordinary members
- b. Individual members
- c. Associated members.

**Ordinary members** are the National Resident/Trainee Societies, or National Societies in the absence of such, of orthopaedic surgery and/or musculoskeletal traumatology from the countries mentioned in point 3 of article 2. Residents or Trainees from each country are encouraged to form a national trainees (or residents) society to apply for a membership in FORTE.

Each Ordinary member is represented by one delegate in the General Assembly. Ordinary member delegates are also known as National Representatives.

**Individual members** are individuals with characteristics as described in points 2 and 3 of article 2.

**Associated members** are European or non-European partners that may be either proposed or apply for membership with a specific objective or for the establishment of strategic partnerships.

#### Article 6

##### **Admission and Resignation**

1. Applications for Ordinary members are filed through the appropriate form (Appendix 1 – FORTE Ordinary Membership Form), addressed by the board of the applicant society to the Secretary General of the Executive Committee. Admission is made with a simple majority in the next General Assembly meeting.

2. Applications of Individual members are filed through the form on the official website of the Association (<https://www.forteortho.org/become-a-member>). Alternatively, applications can be made by filling the Appendix 2 - FORTE Individual Member Form and addressing it to the Membership Committee. It is the role of the Membership Committee to verify that applicants meet conditions described in points 2 and 3 of article 2 and accept or deny membership requests accordingly in a timely manner.

3. Application of Associated members is done by written proposal addressed to the Executive Committee 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 an individual member is done by written communication addressed to the Membership Committee. Resignation of an ordinary or associated member is addressed to the President of the ExCom. Resignations will be announced in the next GA.

## Article 7

### **Rights and Duties**

1. **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 proposed goals;
- c. To freely exclude themselves from FORTE;
- d. To have knowledge and to participate in all of the 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, once they meet the conditions, be elected for the social bodies and government of the FORTE.

2. **Individual members** have the following **duties**:

- a. To pay the yearly membership fees determined by the GA;
- b. To contribute for the promotion of the FORTE activities, projects and good name;
- c. To accept the deliberations approved by GA or the ExCom.

3. **Delegates of ordinary members** have the following **rights**:

- a. To contribute to the achievement of the FORTE goals;

4. **Delegates of ordinary members** have the following **duties**:
  - a. To promote FORTE and its activities among their National Societies;
  - b. To regularly participate in GA meetings;
  - c. To communicate with the members of their National Societies and truthfully represent their opinions.
  
5. **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 themselves from the FORTE;
  - d. To freely expose their opinion in the FORTE.
  
6. **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. Dismissal from mandate or office;
- d. Elimination;
- e. 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 with no right to appeal.
4. Three registered reprehensions constitute the basis for elimination or expulsion.

## Article 11

### **Dismissal from mandate or office**

1. In case when a member does not comply with the duties of his/her delegated or elected office, but does not violate the general duties of an individual member, the GA has the right to dismiss this member from his/her mandate or office.
2. The dismissal needs to be preceded by a written warning. The warning is the competence of the ExCom and from them there is no appeal.
3. The GA decision can not be earlier than one month after the warning, and requires a simple majority. The subject of proceeding must be invited to the GA Meeting with the right of opposition.
4. After a dismissal of a Social Body member an extraordinary election needs to be initiated within one month.
5. Dismissal of an Ordinary Member Delegate has the consequence of dismissal of the Ordinary Member itself, which means that the concerned National Society needs to go through a readmission process as defined in article 6 in order to become an Ordinary member again.

## Article 12

### **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.

## **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 five members: President, Vice-President, Immediate Past President, Treasurer and Secretary General.
3. The GA Table is composed of three members: President of the Table, Vice-President and Member-at-large.
4. The Fiscal Council is composed of three members: President of the Fiscal Council, Vice-President and 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 function.
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

#### **Executive Committee**

1. The Executive Committee is responsible for the administration of the Federation.
2. The members of the ExCom have the following duties:
  - a. The President of the ExCom is considered President of FORTE and President of the FORTE Board. The President is the leader of the resolute directives in all matters of the administration and the promoter of their execution. The President 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. The President 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.

b. The ExCom Vice-President is the President's representative in case of unavailability or absence except in the cases mentioned otherwise in this Regulation. The Vice-President will closely assist the President in their activities and will be fully aware of all procedures, statutes and regulations of the Federation.

c. The Secretary General is the executive member of the resolutive directives, transmitting to the necessary elements the deliberations taken in ExCom meetings and their registration in the proper minutes book. The Secretary General is the chair of the Membership Committee responsible for registration of the members of the Federation. It is the duty of the Secretary General to inform the Fiscal Council about all the administrative and financial acts of the ExCom.

d. The Treasurer is the person in charge of the financial planning, administration of the bank accounts, FORTE patrimony and the presentation of the annual balance report and budget for the following year in the GA. Treasurer is the chair of the Financial Committee.

e. The Immediate Past-President is the last President after their term, assisting the elected President in the act of their functions, especially in the transition period and with tasks that are in continuity with their own term as President.

3. The ExCom meets regularly every month, and extraordinarily, called by the President, whenever in their opinion the circumstances justify.

4. The ExCom can only meet if at least half of their members are present.

5. Deliberations and decisions taken during an ExCom meeting will be registered in the proper minutes book of the ExCom.

6. 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.

7. 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.

8. 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.

9. Members can exclude themselves from the collective responsibility of the ExCom by expressing a statement on the reason for their rejection regarding any practiced action in the minutes book.

10. In case when one of the members of ExCom resigns on their position, or for any unexpected reason cannot continue with their duties, an extraordinary election needs to be called for the missing position. If a past president does not want to take office as the Immediate Past-President, extraordinary election needs to be called for the ExCom "Fifth Member".

## Article 15

### **General Assembly Table**

1. The General Assembly Table (GA Table) is responsible for the proper course of the General Assembly. All matters regarding the General Assembly should be addressed to the GA Table. GA Table acts as Election Committee during election in a General Assembly meeting.
2. The members of the GA Table have the following duties:
  - a) 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. The President of GA Table 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.
  - b) The Vice-President is the President's representative in case of absence. The Vice-President assists the President in their activities.
  - c) The Member-at-large is responsible for the registration in the proper minutes book.
3. GA Table meet for the preparation of the next GA meeting whenever, in their opinion, the circumstances justify.

## Article 16

### **Fiscal Council**

1. The Fiscal Council is responsible 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.
2. The Fiscal Council is responsible for inspecting if all acts and procedures of the Federation are in line with this Internal Regulation. It is upon Fiscal Council's jurisdiction to evaluate applications for candidates to be elected to the FORTE Board for their eligibility according to the related article of this Internal Regulation.
3. The Fiscal Council meets only if at least half of their members are present.
4. The deliberations taken in the Fiscal Council will be registered in their respective minutes book.

## Article 17

### Standing Committees and Work Groups

1. The following Standing Committees are part of the FORTE Board:

- a. **Membership Committee** is 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. **Scientific Committee** is chaired by the ExCom Vice-President. It is responsible for aspects related with courses and congresses in which the Federation is invited to participate;
- d. **Financial Committee** is 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 Committee** 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 and congresses;
- f. **Fellowships Committee** is responsible for updating the database of the FORTE Fellowship Platform on the official website, collaborating directly with the Social Media and Communication Committee to promote fellowship opportunities and organizing fellowship programs.

2. The ExCom can create other Committees or Work Groups to develop specific tasks.

3. The ExCom can either directly propose members of Committees or Work Groups or call for applications online.

4. Members of Committees and Work Groups are chaired by a designated member, to which they will report 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 the ExCom judges ineffective, non-cooperative or harmful for the development of the tasks they were appointed can be discharged from them by decision of the ExCom.

## Article 18

### **Elections**

1. Members of FORTE Board bodies are elected every year during the ordinary General Assembly meeting.

2. Applications for the positions of the Social Bodies will be addressed to the ExCom at least two months before the election.

3. The applications have to be submitted with a declaration of the candidate's projects and intentions (Appendix 3 – 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. Application to the ExCom President position is only valid if the candidate has been active on other ExCom positions for at least 2 years.

6. The valid applications (and respective declaration) will be presented to all members of the Federation with voting rights one month before the election.

7. 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.

8. Candidates for the positions are elected in the following order: ExCom President, ExCom Vice-President, Treasurer, Secretary General, GA Table President, GA Table Vice-President, GA Table Member-at-large, Fiscal Council President, Fiscal Council Vice-President and Fiscal Council Member-at-large.

9. In the case of lack of candidates for the positions, exceptions will be accepted, according to art. 23 of this Regulation. In the case where there are still no valid candidates after exceptions, the members in office are obliged to nominate a substitute to keep their activities until new members take office after their approval in GA.

10. When it comes to the need for an Extraordinary Election, it has to be called by the General Assembly within one week. The applications have to be open for two weeks, and the election itself needs to occur within one month from the call, announced at least 5 days in advance, in order to ensure uninterrupted activities of the board.

## Article 19

### **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). A member of the Social Bodies can occupy positions in different Committees, Work Groups and they can be a National Delegate, but will only retain one voting position.
2. ExCom members cannot be re-elected for their current position, unless there are no new candidates for the position in question. GA Table and Fiscal Council positions are renewable for another year.
3. 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.
4. Social bodies of the Federation can only have a maximum of three members from the same country, one in each body. Exceptionally, candidates outside the age or graduation limits and up to five members of the same country can be accepted (but still with only one candidate per country allowed to be elected in ExCom).

## Article 20

### **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 21**

#### **General Assembly Meetings**

1. The General Assembly is the supreme organ of the Federation's government and is constituted by all the Ordinary members, Individual and Associate members and members of the FORTE Board.
2. Associate members and members under suspension do not have voting rights. Voting rights at the General Assembly Meetings cannot be transferred.
3. All members have the right to propose and intervene. Proposals by individual members have to be submitted to the President of the GA Table at least one month before the GA Meeting. The President of the GA Table must examine and format the proposals and forward them to the Fiscal Council at least 2 weeks before the GA meeting. The Fiscal Council has one week to express an opinion on the proposals. The Fiscal Council and the GA Table have the right to send back the proposal to applicants for correction with proper justification.
4. 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.
5. 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.
6. A GA Meeting can be held in-person, online or in hybrid format, depending on the decision of the GA Table. If it's held online or in hybrid format, all voting participants must always keep their camera on during the conference and adjust it in a way that their face can be clearly distinguished on the video. The platform used for the conference must feature a poll with anonymous voting. Clear instructions on how to join the conference must be provided at least 2 days in advance.
7. When circumstances call for an urgent act of the General Assembly, voting for these matters can be done via email. Individual members must enclose email addresses with secure access on the registration forms. Timespan for email voting cannot be less than 2 days or more than 5 days.

8. The President of the GA Table is to notify all members with the details of a GA Meeting at least seven days in advance via post or email, on the official website, and any social channel that is found adequate.

9. 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.

10. The deliberations taken in GA will be accepted in case of simple majority of the present 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 22

#### **Patrimony**

1. The financial patrimony of the Federation is based on:

- a. The income from the yearly membership fees;
- 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. Any lucrative intents are explicitly excluded from the Federation's purpose. The full sum of profits made is to be applied to the fulfillment of the Federation's social goals.

3. Any non-monetary benefits received in an individual or collective way as a consequence of the positions held at FORTE are considered patrimony of the Federation, 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 as described above 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. A 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 23

### **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 article 14.

## Article 24

### **Movement of Deposits**

1. Funds available on the bank account of the Federation can be utilized through banker's checks, bank transfers or debit card connected to the Federation's account, according to article 14 of the present Regulation.

## Article 25

### **Encumbrance and Alienation of Property**

1. The Federation can acquire or alienate real estate or movable property, and sign contracts, if the circumstances are as follows:

- a. That such operations are approved by a majority of at least two thirds of the active members present 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 26

### **Symbols, Logos and Brands**

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

## Article 27

### **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 4<sup>th</sup> edition, which was presented and approved during the General Assembly in November twenty seventh of the year two thousand and twenty one.

3<sup>rd</sup> edition was presented and approved during the General Assembly in September twenty first of the year two thousand and eighteen.

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