

# **WORLD FEDERATION of** **VASCULAR SOCIETIES**

(WFVS 2.0)

## **Operating Rules and Procedures**

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## **SECTION 1: PURPOSE AND OBJECTIVES**

### **NAME**

This organization is entitled The World Federation of Vascular Societies and may hereafter be referred to as the “World Federation” of “WFVS.”

### **PURPOSE**

The World Federation of Vascular Societies exists to improve the quality of care of vascular patients worldwide, by providing a forum for the international exchange of scientific and educational knowledge related to the diagnosis, treatment and prevention of vascular diseases.

### **OBJECTIVES**

The objectives of the World Federation are to achieve the following at an international level:

Advancement of education and knowledge acquisition in the field of vascular surgery.

Promotion of research in all aspects of vascular disease and assisting in the dissemination and translation of research results to clinical practice.

Advancement in cooperation between federated, national, and affiliated vascular surgical societies, facilitating exchange of ideas, and sharing common experiences.

Encouragement and promotion of best vascular surgical practice in the management of patients presenting with vascular diseases.

Serve as international voice for vascular surgery worldwide when necessary and as appropriate.

Accomplishing these objectives through innovative approaches and platforms (i.e. digital) that best meet the needs of the greater majority of member societies and their respective members worldwide.

Operational language will be English however the WFVS will seek opportunities and tools to implement translation services.

## **SECTION 2: MEMBERSHIP**

### **TYPES of MEMBER ORGANIZATIONS and PRIVILEGES**

The World Federation shall be composed of member societies consisting of federated, national, and affiliate Vascular Societies with the following privileges, and which may be changed from time to time by the WFVS Council to meet future needs.

#### Federated Societies:

A federated vascular society is constituted by a society representing more than one national vascular surgical society or a collection of members from a specific large geographical region (i.e. continent), is the recognized “leadership voice or organization” for vascular surgery in that geographic region, or, in the absence of a federated society, is a single large national society that serves the same purpose as outlined above for a federated society. Examples include:

- Society for Vascular Surgery (SVS)
- European Society for Vascular Surgery (ESVS)
- Latinamerican Association for Vascular Surgery (ALCVA)
- Asian Society for Vascular Surgery (ASVS)
- Australia and New Zealand Society for Vascular Surgery (ANZSVS)
- Vascular Society for Southern Africa (VASSA)
- Japanese Society for Vascular Surgery (JSVS)
- Vascular Society of India (VSI)

#### Privileges

Two voting seat(s) on Governing Council

Ability to “host” a WFVS Session at a national meeting

Members have access to WFVS platforms, programs, and materials

#### National Societies:

A national society is a society representing vascular surgeons in a particular country. All National Societies will be strongly encouraged to join the federated society in their region if one exists.

#### Privileges

Potential Voting Seat(s) on Council if recognized as fulfilling function of a federated society

Ability to petition to “host” a WFVS Session at national meeting

Members have access to WFVS platforms, programs, and materials

### Affiliated Societies:

An affiliated society is a smaller regional vascular surgery society that is well established and part of a larger national or federated society that is a member of the WFVS. All affiliated societies will be strongly encouraged to join the national and federated societies in their region if they exist.

Examples:

Hong Kong Vascular Society

Philippine Vascular Society

### Privileges

Members have access to WFVS platforms, programs, and materials

### Individual Members of Federated, National, and Affiliated Societies

Individual membership of the World Federation will not be permissible.

Active members of member societies, in good standing with their federated, national or affiliated society are de facto members of the World Federation.

## **SECTION 3: GOVERNANCE**

### 3.1 Officers

The Officers of the WFVS and their various roles shall be:

President- Serve as a member of the Exec Committee; Preside over the Council and Council meetings; Work with Council to establish strategic vision and priorities; sustain society relations and diplomatic relations, work with host society on WFVS Sessions at their annual meeting.

Vice President- Serve as a member of the Exec Committee; Preside over Council when President is not available; Cultivate interest amongst potential member societies, develop new relationships, cultivate corporate relationships; Any other duties to ensure the smooth operation of the World Federation.

Secretary General- Work with Staff team to carry out and implement the strategic and operational priorities of the WFVS; Serve as Secretariat to the Council by documenting the proceedings of Council meetings, circulating minutes of these meetings to councillors and member societies prior to next meeting; Give due notice of Council meetings and in consultation with the President to draw up an agenda for Council meetings; to give due notice of proposed changes in WFVS Policy or Operating Procedures; Maintain a current database of active Societies and members of those societies in good standing.

Secretary General-Pro Tem-Assist the Sec'y General; Any other duties to ensure the smooth operation of the World Federation

Immediate Past President- Ex Officio, of counsel to the Executive Committee

### 3.2 Nominations and Elections

#### President-

The term of President will rotate annually starting January 1-December 31. The position of Vice President will automatically accede to the Presidency of the WFVS. Once a term as President is completed, the same individual may not be eligible to serve again for at least 2 years. The President will accede to Immediate Past President.

#### Vice President-

The term of the Vice President is one year starting January 1-December 31. Solicitation for Vice President will begin in August, self-nominations will be due in September, and voting will begin October 1. All those who wish to be considered will submit their self-nomination and brief statement outlining their vision for the next 2 years of the WFVS. The Council will be asked to vote via private e-mail ballot to elect the Vice President. The Vice President may or may not be from the Society hosting the next scheduled WFVS Session. The Vice President will accede the Presidency the following year.

#### Secretary-General-

The term of the Secretary General is 3 years, with one renewal of an additional 3-year term at the discretion of Council. The term begins January 1. When a new Secretary General is to be selected, no later than 3 months prior to the end of each fiscal year a call for nominations will go out to the Council. All those who wish to be considered will submit their nomination and brief statement outlining their vision for the next 3-6 years of the WFVS. The Council will be asked to vote via private e-mail ballot to elect the Secretary General.

#### Secretary General Pro-Tem-

At the discretion of the Secretary General, but within 1 year of the retirement of the Secretary General term, candidates for Secretary General Pro Tem will be presented to the Council for selection. The Secretary General Pro Tem will accede to Secretary General at the completion of the Secretary General Term.

### 3.3 Executive Committee

The general administration and handling of the day-to-day business, decisions, and interests of the World Federation is in the hands of the Executive Committee.

The Executive Committee will meet at least monthly and may meet as frequently as necessary to conduct the affairs of the WFVS.

Matters of significant change or discussion of new policy or strategy will be presented to the Council prior to action.

The Secretary-General will preside over meetings of the Executive Committee and work with Staff as available to prepare agendas and materials. When the WFVS is in a

position to have Staff support, Staff will be present at all Executive Committee and Council Meetings.

### **3.4 Council**

Each of the member societies appoints or elects two individuals (hereafter called councillor) from its own membership to serve on the Council for a period of two years starting at the beginning of the next fiscal year of the WFVS. This appointment as councillor is renewable for one more term

The councillor appointed or elected by a member society may be replaced by that member society if the member society sees the need to do so. The member society may also be asked to replace a Councillor if they are found to engage in behavior contrary to the best interests of the WFVS. The member society is entitled to appoint or elect another individual to replace the above councillor to serve out the remaining term of office of the original councillor.

In order to maintain continuity within Council approximately one third of councillors should be replaced on an annual basis.

The Council shall hold a minimum of two meetings each year at such time as designated by the President.

A quorum of a meeting of Council is 5 (five) councillors. If a quorum is not present the meeting may proceed but decisions made during such a meeting can only be binding if written approval for those decisions has been obtained from at least 5 (five) councillors.

The President, or in his absence the Vice President, presides at each meeting. If neither are present the Secretary General will preside.

Every issue, other than changes to these operating rules and procedures is determined by a simple majority of votes of the councillors present at the meeting. No casting vote is held and if agreement cannot be reached the issue will be held over for the next meeting. It is however implied by the functions and objectives of the World Federation that most decisions of Council will be made by consensus.

### **SECTION 4: ANNUAL WFVS EDUCATIONAL EVENT**

In the interest of furthering the WFVS mission and educational objectives, an annual WFVS event, live, virtual, or hybrid, will be conducted each year.

A 3-year schedule of host Societies will be maintained and selected to develop and present each Annual Educational Event so the Council will always be planning the current year and two years hence. Those selected to host an event may coordinate and help one another with their respective events.

The following considerations will be taken into account while compiling each 3-year rotation:

- The commitment of a member society to host the event.

- The financial viability of a member society to host the event.
- Ensuring that a maximum number of attendees are able to participate.
- An even distribution between the various regions of the world.
- An even distribution between large and small member societies.

The event may or may not be associated with the host Annual Conference.

The annual event should be planned for one half day, and as a standalone event with no other competing activities planned during the time set aside for the WFVS Event.

#### 4.1 Guidelines for Educational Event

Once selected and approved to host an Event, the format of the annual event/symposia will be determined by the hosting member society in consultation with the President and Secretary-General. The format and general topics and themes, as well as logistics plans, will be presented to the Council at least one year preceding the event to develop consistency and to ensure inclusivity. Final Titles of lectures and proposed speakers will be presented to the Council.

The designated host Society will develop a logistic and financial plan for the event they are hosting. Host Societies are fully responsible for the financing and logistics support for the event they are hosting, however, upon request of a host society for assistance or consultation, WFVS may assist, if it has the means to do so. The host Society may seek sponsorship funding for their hosted event within the guidelines of their Society.

The host society may propose a live, virtual, or hybrid event, depending on circumstances and available funding. Noting the significant expense and difficulties of travel, if a host society opts for a fully LIVE event, it is understood that in-person attendance is optional and not required, as the finances of member societies are variable. Digital platforms are an asset in this regard. However, for those willing and able to travel to a hosted LIVE event, the host society will:

- Promote the session as a stand-alone WFVS Session hosted by the Society
- Advertise the session to promote attendance
- Provide adequate meeting space to conduct the event
- Provide adequate meetings logistic and digital support to produce the event
- Work with the Secretary General to convene a virtual or hybrid Council Meeting following the Event.
- Hold additional hotel rooms in the room block for Council members that

can attend.

- Where feasible, include a social networking event for all attendees of the event.

## **SECTION 5: COMMITTEES AND TASK FORCES**

The Executive Committee will form any such committees or task forces required to address WFVS priorities or programs. Volunteers will be solicited from member societies and the Executive Committee will select the final committee or task force based on talent, skills, and balance of diversity demographics. Each committee or task force will have a designated Chair by the Executive Committee and initial set of objectives and timeline for task completion.

## **SECTION 6: WFVS FINANCES**

### 6.1 Administrative Home

It is highly desirable for the World Federation to have a consistent anchor office and administrative infrastructure provided by a Member Society with assistance from other societies as feasible. The current administrative home is within the SVS.

### 6.2 WFVS Financing

As administrative home for WFVS, SVS will maintain separate accounts for revenues and expenses for the WFVS and provide a financial report at each meeting of the Council.

Understanding the SVS is fully subsidizing the cost of operating the WFVS a financial plan will be developed to move the WFVS to be as self-sustaining as possible by 2024.

Until such time that the WFVS has a surplus of funds to support its programs and operations, costs incurred for member society participation will remain with the member societies including:

- Additional administrative costs incurred by the member society for hosting a WFVS Event.
- Travel and accommodation costs of the councillor appointed by the member organisation to attend meetings of Council.
- Costs related to maintaining a member data base of the member society for purpose of disseminating World Federation news and information and informing the Council of the member society's membership base.

The primary focus of WFVS administration support through SVS is to build a new website, digital networking platform, membership database for WFVS, and develop



corporate relations.

### 6.3. Fees, Dues and Sponsorship

As WFVS seeks to build significant value for Member Societies and building such value requires programmatic and operational expense, the Council reserves the right to establish Member Society dues to invest in building value for its member societies. Any such dues structure will be tiered to take into account the diversity of economic conditions as established by an authoritative model. Membership dues are paid on an annual basis.

Further, the WFVS will work in a coordinated fashion to approach potential industry sponsors with opportunities to support the work of the WFVS.

## **SECTION 7: INDEMNIFICATION**

It is understood by the Council that SVS is undertaking significant subsidy and financial and human resource commitment and risk to support the WFVS, and as such, the Council will hold SVS harmless against any legal liability during this period.

Should conflicts arise every effort will be made to resolve them fairly and equitably.

## **SECTION 8: REMOVAL OF A SOCIETY**

Any member society that wishes to withdraw membership in the WFVS may do so by submitting a request in writing to the Secretary General.

If the council finds any member society has violated any of the ethics or principles of the WFVS that society should be removed with a 2/3 vote of the Council. The Society under consideration will have the opportunity to present their perspective to the council.

## **SECTION 9: AMENDMENTS**

Proposals to change these operating rules and procedures may be initiated by the Executive Committee or Council, and following full presentation and debate, must be ratified by a 60% majority of Council to be enacted. Councillors not attending the meeting may cast a vote electronically.

Notice of any proposed changes to operating rules and procedures will be circulated to member societies by the Secretary-General, at least one month, and preferably three months, prior to the Council meeting at which the proposed changes are to be considered.

## **SECTION 10: DISSOLUTION**

At such time as the Council determines to dissolve the WFVS all remaining assets will

be utilized to pay outstanding expenses, and the remaining balance will be donated to a charitable fund selected by the Council.

### **SECTION 11: LOGO and BRANDING**

It is desirable for the WFVS to have its own brand and logo, to be approved by the Council. The WFVS reserves the right to grant or restrict license and use of its brand and logo.

The development of a WFVS web page or website is essential for communication and education and will be maintained as a top priority for the WFVS.