

# **By-Laws International Tinnitus and Hyperacusis Society**

## **Paragraph 1**

The International Tinnitus and Hyperacusis Society is non-profit organisation of professionals working in the field of Audiology. The scope of the Society is to promote cooperation, exchange knowledge in the area of tinnitus and hyperacusis, both as a scientific field and as a health service offered to the public.

## **Paragraph 2:**

The Society comprises the following: full members, associated members and members of honour. The members shall have acquainted themselves with the Society's Statutes and Rules, to agree and to adhere to the standards of the Society.

## **Paragraph 3:**

To become a full member of the Society, the applicant must be engaged in clinical management, research or teaching aspect of Audiology and have a special interest in tinnitus and hyperacusis.

A full member of the Society is entitled to vote in appropriate elections including taking place in the General Assembly, such as the selection of regional representatives to the Assembly of Representatives and voting for the next venue for the ITS. A full member can participate in committee activities, serve in the governing bodies of the Society, and to serve in other tasks of the Society as may be periodically prescribed. The General Assembly consists of all full members of ITHS.

To be able to participate in ballots, the applicants have to have registered their membership in appropriate time before the General Assembly.

## **Paragraph 4:**

The Society is also open for other persons who have an interest in the promotion and exchange of knowledge about tinnitus and hyperacusis, to become an associate member of the Society, the applicant must indicate an interest in the aims of the Society, and be recommended for associate status by two full members. Associate members are non-voting members in the General Assembly.

## **Paragraph 5:**

Honorary members are those individuals who have shown significant contribution to the field of tinnitus and hyperacusis during their working life and shall be appointed by the Assembly of Representatives after recommendations by the GA or the EC.

## **Paragraph 6:**

Payment of the membership dues shall be included in the registration fee for the International Tinnitus Seminars (ITS). The congress of the Society shall take place

every three years. The duration of the membership include the period from the opening of the ITS, which the registration fee correspond to, and to the opening ceremony the following ITS, a time period of approximately three years.

**Paragraph 7:**

Each member continues their membership by paying the following ITS registration fee, together with an active statement by the member confirming his/her wish to continue membership. If the member want to continue membership, but is unable to participate in the next ITS, the member can apply to the EC, for a 3 year prolongation of membership. Depending of the finances of the Society a fee for this prolongation may be required, approximately 10 % of the registration fee for the up coming ITS.

**Paragraph 8:**

The Society is an international organisation and the Assembly of Representatives shall secure the international influence. The Assembly of Representatives shall consist of representatives from all six continents (defined by WHO: Africa, Asia, North America, South America, Europe and Western Pacific). The Assembly of Representatives shall be based on number of full members and regions. The number of voting members of the Assembly of representatives will be based on the number of full members from the region and is subject to the following:

- 1 vote for up to 10 full members
- 2 votes for 11 up to 50 full members
- 3 votes for 51 up to 100 full members
- 4 votes for over 100 full members.

Accordingly, a total of 24 (6 times 4) voting members can be elected to the Assembly of Representatives.

Full members, who are not representatives for their regions may attend the Assembly of Representatives, but have no votes. The build-up of the Assembly of Representatives should not take longer time than two ordinary election periods (6 years). During the build-up period of the Assembly of Representatives the EC act in its place.

**Paragraph 9:**

The General Assembly shall take place during a regular ITHS international congress. All full members shall be called by the Secretary to the General Assembly shall prepare an agenda which usually include some of the following:

- Election of the site for the next Congress and its' chair
- Decision of Theme for Round Table at the next Congress

- Presentation of the Number of members and distribution over regions
- Election of regional representatives to the Assembly of Representatives
- New Business

Elections may take place by email or at the Assembly. In the election of Venue for the Next Congress, a ballot take place at the General Assembly at the regular International Tinnitus Seminar arranged by ITHS. Other participants of the Congress may attend as observers without voting rights.

The General Assembly or the Assembly of Representatives may suggest ad hoc committees with a distinct task and a limited period of time to fulfil the charge.

Minutes from the General Assembly shall be published on the ITHS website for easy access by the members.

**Paragraph 10:**

All full members of the Society shall be contacted by the Secretary in appropriate time before the Assembly of Representatives to get nominated candidates for the Assembly of Representatives. The voting for the representatives of the Assembly of Representatives shall be done by email in appropriate time before the Assembly of Representatives takes place.

Only voting members in the Assembly of Representatives shall have the right to vote on constitutional matters and elections of officers in order to secure the international influence. Other participants of the Seminars and General Assembly may attend the Assembly of Representatives as observers.

All members of the Executive Committee shall be members of the Society. The Executive Committee shall be responsible for the management of the Society, and shall meet at least during every ordinary congress of the Society. It shall comprise at least 3 persons and no more than 5 persons including the President and Secretary.

**Paragraph 11:**

All members of the Assembly of Representatives shall be called to the meeting by the Secretary and prepare an agenda for the meeting of the Assembly Representatives and shall usually include the following:

- Opening address by the President
- Approval of the agenda
- The Minutes of the previous meeting for approval
- Business arising from the Minutes

- Proposals of venue for next congress
- Financial report by the Secretary
- Election of new members of the Executive Committee
- Awards of the Society
- New business

Elections may take place by email or at the Assembly. The Minutes from the Assembly of Representatives shall be published on the ITHS website for easy access for all members.

**Paragraph 12:**

The President shall be appointed by the Assembly of Representatives for a three-year term and will continue as past president during the following three years to serve as consultant to the next President, and be a member of Congress Organising Committee.

The Secretary shall be appointed by the Executive Committee for a six-year term, renewable for an additional six year term and shall attend to the daily administrative and financial affairs of the Society, and serve as treasurer.

Member at Large of the Executive Committee shall be elected by those eligible to vote in the Assembly of Representatives. Members at Large shall be elected for a term of three years and may be re-elected once for a maximum period of six (6) years on the Executive Committee

**Paragraph 13:**

The Executive Committee shall have responsibility for permanent standing committees of the Society including the Congress Organising Committee and the Scientific Committee. Other standing committees may be established.

**Paragraph 14:**

The Congress Organizing Committee shall be an advisory board for the local organizing committee. The members of the ITHS Congress Organizing Committee shall include the Past president and the Secretary of the Society, Chairs of the two past Congresses. The Committee may propose theme for Congresses, seminars, tutorials, and other programs of the Society, and are available for reviewing abstracts submitted to each Congress.

**Paragraph 15:**

The Ordinary Congresses of the Society shall take place every three years. The Chair of the Congress in collaboration with the EC shall decide the dates of the Congress. Each of these Congresses shall be known as ". . th" International Tinnitus

Seminars. The following information must also be included: "Organised in the name of the International Tinnitus and Hyperacusis Society".

**Paragraph 16:**

The venue of the following congress shall be decided at the previous congress. All members of ITHS have the right to propose the next venue. The proposal should be sent to the EC at latest 10 days before the opening of the congress.

The following information shall be included: Dates and Place of venue, Delegate fee, Name of the Chair of the Scientific committee, Name of the Chair of the Congress, Accommodation costs, Approximate cost for travel to the proposed venue.

All financial responsibilities are on the local organisers. The official language is English.

A profit of approximately 10 % shall be paid to the ITHS 6 months after the closing ceremony, but at least 1000 Euro must be paid to cover the expenses for the ITHS membership organisation and website (2008). (Up regulated according to the Swedish price index).

**Paragraph 17:**

The Executive Committee shall represent the Society in all its dealings with third parties. Members of the Society and their agents and assignees shall incur no personal obligation when acting on behalf of the Society.

**Paragraph 18:**

These Rules of the International Society of Audiology may be modified by a two-thirds vote of those eligible to vote at an Assembly of Representatives meeting or by a two-thirds vote of those returning a email ballot. Any full member of the Society, officer of the Society or associate member of the Society may propose a change in the Rules to the Executive Committee, by requesting it be placed on the agenda of the Assembly of Representatives.

**Paragraph 19:**

Any dispute shall be subject to the following procedure: A registered letter must be addressed to the Secretary and to the President, who shall decide whether it is necessary to call an extraordinary session of the Executive Committee or whether to wait for a statutory meeting. The Executive Committee shall decide on the course of action. Unless a decision is agreed to by at least two thirds of the members present, the dispute must be brought before the General Assembly. Should this happen, the Assembly shall pronounce a decision by ballot after the case has been presented.

Goteborg 2008-06-16.